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CALIFORNIA



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July 27, 2015

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2714 MEDIA CENTER DRIVE
LOS ANGELES, CA 90065
FAX: (323) 342-6210 OR
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ELECTRONIC MAIL

To: 25 Pre-Qualified On-Call Contract Consultants of LA Sanitation

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACTS ISSUANCE OF TOS SN-32 – TECHNICAL SUPPORT SERVICES FOR CATCH BASIN PHASE IV FOR CITY OF LOS ANGELES' TMDLS – MACHADO LAKE TRASH TMDL

The City of Los Angeles' Bureau of Sanitation (LASAN) is soliciting responses from 25 Prime Consultants on Pre-Qualified On-Call List. Attached are details of the Task Order Solicitation (TOS) required services.

There is no pre-proposal meeting for this TOS. All questions regarding this TOS must be submitted in writing via e-mail to the LASAN Project Manager, Ms. Alice Gong, and her supervisor, Mr. Alfredo Magallanes, by Friday, July 31, 2015.

The deadline for proposal submittal is **August 24, 2015**. If your firm is interested in this TOS, please submit an electronic copy of proposal via e-mail to the following LASAN's staff, no later than 2:00 P.M. on the indicated due date, to:

- Alice Gong, Alice.Gong@lacity.org
- Alfredo Magallanes, Alfredo.Magallanes@lacity.org
- Thu-Van Ho, thu-van.ho@lacity.org

Thank you for your interest and we look forward to receiving your response to this TOS.

Sincerely,

Ali Poosti, Division Manager
Wastewater Engineering Services Division
LA Sanitation

AP:tvh

Attachment: Details of required services for this TOS.

\\82mtcfs1\wesd\Div Files\New Oncall 2014-19\TOS SN-32_Machado Lake Catch Basin\INITIATION

Zero Waste • One Water

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste



c: Abdul Danishwar, WESD
Scott Hare, WESD
Thu-Van Ho, WESD
Shahram Kharaghani, WPD
Alfredo Magallanes, WPD
Alice Gong, WPD

**City of Los Angeles
Department of Public Works
Bureau of Sanitation**

**Pre-Qualified Sanitation On-call Consultant Services Contract
Task Order Solicitation (TOS) SN-32**

***Technical Support Services for Catch Basin (CB) Phase IV for City of Los Angeles' TMDLs –
Machado Lake Trash TMDL
July 2015***

1. Introduction

In compliance with the Federal Clean Water Act and existing consent decree between the U.S. EPA and environmental groups, the Los Angeles Regional Water Quality Control Board (RWQCB) has approved Trash TMDLs for various watersheds under its jurisdiction impacting the City of Los Angeles. The City is mandated by these Trash TMDLs to reduce its trash contribution to the water bodies to zero.

The Watershed Protection Division (WPD) of the City of Los Angeles' Bureau of Sanitation (LASAN) has determined that a need exists for engineering technical support for these TMDLs to assist City staff in developing, within a short timeframe, a strategy that departs from the City's current practice of addressing Trash TMDL's for inland (e.g, river, creek, etc.) water bodies.

2. Scope of Services

LASAN is soliciting a qualified consultant firm to provide engineering technical support to assist in the implementation of strategies in addressing the Trash TMDL in the Machado Lake watershed. In compliance with the Federal Clean Water Act and existing consent decree between the U.S. EPA and environmental groups, the Los Angeles Regional Water Quality Control Board (RWQCB) has approved Trash TMDLs for various watersheds under its jurisdiction impacting the City of Los Angeles. The City is mandated by these Trash TMDLs to reduce its trash contribution to the water bodies to zero.

In 2004, the City performed pilot studies to assess the performance of two trash capture devices: a catch basin stainless steel insert with 5 millimeter openings and a catch basin stainless steel retractable screen cover. Study results indicated that the 5 mm inserts were 100 percent effective in preventing the trash generated from a one-year, one hour storm event from entering into the storm drain. The RWQCB subsequently approved the inserts as "full capture systems". The catch basin opening retractable screen covers were rated as 86 percent effective in preventing trash from entering into the storm drain system and are considered as partial capture systems. The City has, as of 2014, installed approximately 38,000 catch basin retractable screens and 10,000 catch basin inserts at a cost of \$73 million to meet regulatory compliance milestones. Many of these screens and inserts will be reaching the end of their service life within the next five years and will be required to be replaced.

It is evident that the City needs to implement additional structural devices in the Machado Lake watershed to achieve the upcoming compliance milestones. Many of the City-owned catch basins in the watershed have been retrofitted with automatic retractable screens, but to achieve compliance these same will have to be retrofitted with catch basin inserts. The successful consultant will be responsible to develop an efficient implementation plan to meet the 2016 compliance milestone as well as provide daily oversight of the structural device installations in the field.

The following provides more details regarding the services from the qualified consultant:

The consultant will perform Tasks 1 and 2 as described below for the scope of work associated with the Technical Support Services for CB Phase IV – Screens and Inserts – Machado Lake Trash TMDL.

All Tasks have set deliverables that shall be met, and are shown respectively under each Task.

All written products (e.g., work plans, reports, etc.) of the tasks shown below shall be provided to the City in electronic format (e.g., MS Word, Excel, Access; ESRI GIS files and applications, etc.).

All work will be completed by June 30, 2016.

Task 1 – Prepare and conduct study to assess trash abatement products during a twelve month period as to include both wet and dry seasons

Consultant shall install approximately 300 catch basin inserts and/or curb opening screens in the Machado Lake drainage area and develop an installation and evaluation work plan for the project. Work plan should include, but not limited to, material specifications and installation requirements. Consultant shall acquire catch basin inserts and/or curb opening screens from approved City vendors (American Stormwater, G2 Construction, BuildIt Engineering).

Consultant shall provide all services necessary for the successful completion of the project within the duration stated.

Deliverables:

- T1.1 Installation of approximately 300 catch basin inserts and/or curb opening screens
- T1.2 Draft and Final Workplan for installation and evaluation of structural devices

Task 2 - Provide As-Needed Support to Meet the Trash TMDL Regulatory Compliance

Consultant shall be available to perform support services for regulatory compliance including, but not limited to, facilitation and coordination with the Regional Water Quality Control Board, as directed by the Watershed Protection Division (WPD). Consultant will provide other specialized and technical services to support on-going needs for Trash and Debris TMDL compliance, on an as-needed basis and as directed by WPD.

3. Term of Engagement

The term of engagement is to June 30, 2016. It is estimated that the cost ceiling for this TOS is approximately \$300,000.

4. Solicitation Schedule

Issue Task Order Solicitation Date of Cover Letter.	
Receive Solicitation Responses	As indicated in Cover Letter
Conduct Interviews (if necessary)	5 weeks after issuance of TOS
Select and Negotiate	7 weeks after issuance of TOS
Issue Task Work Order.....	9 weeks after issuance of TOS

5. Solicitation Response Requirements

Solicitation Responses shall not exceed twenty (20) pages, exclusive of cover, dividers and resumes. Solicitation Responses shall be submitted to the following LASAN's staff via e-mail, no later than 2:00 pm of proposal due date indicated in cover letter:

- Alice Gong, Alice.Gong@lacity.org
- Alfredo Magallanes, Alfredo.Magallanes@lacity.org
- Thu-Van Ho, thu-van.ho@lacity.org

Solicitation Responses shall include:

- Resume demonstrating that the candidate is capable of meeting the requirements of the Scope of Work. Resume shall include work experience history with dates, and references from past employers, owners, and/or organizations.
- Provide a proposed individual cost breakdown by tasks.
- Provide a breakdown of estimated time for completion of task.
- Proposed Hourly Billing Rate Summary for the proposed candidate with all respective direct and indirect costs, markups, expenses, overhead rates and profit. (Sample Attached).
- MBE/WBE/SBE/EBE/DVBE/OBE subcontractors utilized and the percent utilization.
- Provide a valid MBE/WBE/SBE/EBE/DVBE Certifications of MBE/WBE/SBE/EBE/DVBE subcontractors utilized.
- Statement pertaining to the candidate's availability.

6. Selection Criteria

The selection team will evaluate the proposals with the following criteria:

- Capability, and experience in providing the Scope of Services as demonstrated by the proposal.
- Expert knowledge and work experience associated with understanding of the issues, options, and approaches related to the Trash TMDL as it relates to stormwater activities.
- Knowledge and understanding of the Bureau's strategies and goals in stormwater BMP planning and related activities.
- Experience and proven track record with local stakeholders.
- Familiarity and understanding of Trash TMDL activities, studies, and projects.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Expert knowledge and experience in facilities planning issues in relation to stormwater as well as City operations and practices.
- Proven capability in conducting scientific studies and analysis supporting stormwater BMP planning.
- Ability to effectively and rapidly meet on going needs for the related stakeholder activities.

7. Suggested MBE/WBE Participation Levels

The City had set anticipated participation levels (APLs) for sub-consultants as follows: 18% MBE, 4% WBE, 25% SBE, 8% EBE, and 3% DVBE.

Note: Sub-consultants that are not listed on Schedule A in your contract cannot be added and/or utilized without the performance of the outreach and approval of the LASAN.

8. Task Order Manager

The City's On-Call Contract Manager is: Ali Poosti, Division Manager, Wastewater Engineering Services Division, (323) 342-6228.

The Task Manager for this designated TOS is: Alice Gong, Civil Engineer, Watershed Protection Division, (213) 485-3996.

9. Disclaimer

The City may or may not decide to award any or part of this task order based on its sole convenience and shall not be responsible for any solicitation response costs.

HOURLY BILLING RATES

(To be submitted for each Task Order Solicitation)

FIRM	Status	Last Name	First Name	Position	Rate (\$/hr)	Approved Overhead Rate	Approved Profit	Billing Rate (\$/hr)	Effective Date	Notes
Prime Firm	Prime									
Prime Firm	Prime									
Prime Firm	Prime									
MBE Firm Name 1	MBE									
MBE Firm Name 2	MBE									
MBE Firm Name 3	MBE									
WBE Firm Name 1	WBE									
WBE Firm Name 2	WBE									
SBE Firm Name	SBE									
EBE Firm Name	EBE									
DVBE Firm Name	DVBE									
OBE Firm Name 1	OBE									
OBE Firm Name 2	OBE									

Firm Name	Status	Fee	%Fee
MBE Firm Name 1	MBE		
MBE Firm Name 2	MBE		
MBE Firm Name 3	MBE		
WBE Firm Name 1	WBE		
WBE Firm Name 2	WBE		
SBE Firm Name	SBE		
EBE Firm Name	EBE		
DVBE Firm Name	DVBE		
OBE Firm Name 1	OBE		
OBE Firm Name 2	OBE		

Summary	Total Fee (\$)	% Fee
Prime		
MBE		
WBE		
SBE		
EBE		
DVBE		
OBE		
Total		