

# CITY OF LOS ANGELES

CALIFORNIA



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August 13, 2015

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WASTEWATER ENGINEERING SERVICES DIV.  
2714 MEDIA CENTER DRIVE  
LOS ANGELES, CA 90065  
FAX: (323) 342-6210 OR  
(323) 342-6211

## ELECTRONIC MAIL

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

### LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACTS ISSUANCE OF TOS SN-35 – TREATMENT PLANT PLANNING SUPPORT

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

The pre-proposal meeting for this TOS will be held on:

Date and Time: Thursday, August 20, 2015, from 10:00 A.M. – 11:30 A.M.  
Location: 2714 Media Center Drive, Los Angeles, CA 90065  
2<sup>nd</sup> Floor, Board Room

All questions regarding this TOS must be submitted in writing to LASAN Project Manager, Mr. Cyrus Gilani, before or at the meeting.

Please invite your subconsultants that your firm plans to utilize under this TOS to the meeting.

The deadline for proposal submittal is **Thursday, September 10, 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:

- Cyrus Gilani, [Cyrus.Gilani@lacity.org](mailto:Cyrus.Gilani@lacity.org)
- Thu-Van Ho, [Thu-Van.Ho@lacity.org](mailto: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 TOS SN-35.

c: Abdul Danishwar, WESD  
Scott Hare, WESD  
Thu-Van Ho, WESD  
Cyrus Gilani, WESD

**City of Los Angeles  
Department of Public Works  
Bureau of Sanitation (LASAN)**

**On-call Consultant Services Contract**

**Task Order Solicitation (TOS) SN-35**

**For**

***Treatment Plant Planning Support***

**August 2015**

**1. Introduction**

The City of Los Angeles' Bureau of Sanitation (LASAN)/Hyperion Treatment Plant (HTP) currently pipes its digester gas to Scattergood generating Station (Scattergood or SGS), which utilizes the digester gas in combination with natural gas to generate electricity for the Los Angeles Department of Water and Power (LADWP) grid and provides HTP with steam for plant use. Due to regulatory requirements, Scattergood must shut down. The Digester Gas Utilization Project (DGUP) was designed to beneficially use the renewable digester gas to provide steam for digesters and provide electrical energy for current and future plant operations. The transformation will result in efficiently produced green energy aimed at reducing the City's carbon footprint.

**2. Scope of Services**

The LASAN is soliciting a qualified consultant firm to provide technical expertise, as needed support, and guidance in the advanced planning needs for the City's four (4) water reclamation plants and provide project management support for the Digester Gas Utilization Project (DGUP). This work shall include, but is not limited to: performing expert analyses and reviews of current conditions and regulations, assisting LASAN staff in the implementation strategy and the technical approach, interact and coordinate activities with other agencies, review and provide comments on technical documents.

Additionally LASAN is looking to enhance its wastewater treatment planning program and in support of this program wants to use the expertise of process engineer(s), electrical engineer(s) with emphasis in instrumentation and control and process mechanical engineer(s) on as-needed basis. The qualified consultant(s) shall also provide strategy expertise, be familiar with the latest technologies and have technical knowledge in planning and upgrading treatment process at the four (4) water reclamation plants, maintain their effluent integrity, permit compliance, and operational reliability. This person(s) should review and provide comments on engineering plans and technical documents.

At the City's sole discretion and depending on the type of work, these consultant(s) may be housed at LASAN's Media Center offices, Public Works Building or any of the four (4) water

reclamation plants, or may be housed at Consultant's headquarters and be required to travel to any of these locations.

### **3. Term of Engagement**

The term of engagement is two (2) years from the issuance date of NTP. It is estimated that the cost ceiling for this TOS is approximately \$2,600,000. These services may be extended for additional two years at City's sole discretion.

### **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:

- Cyrus Gilani, [cyrus.gilani@lacity.org](mailto:cyrus.gilani@lacity.org)
- Thu-Van Ho, [thu-van.ho@lacity.org](mailto:thu-van.ho@lacity.org)

Solicitation Responses shall include:

- Resumes demonstrating that the candidates are capable of meeting the requirements of the Scope of Work. Resumes shall include work experience history with dates, and references from past employers, owners, and/or organizations.
- Provide individual cost breakdown by tasks.
- MBE/WBE/SBE/EBE/DVBE/OBE subcontractors utilized and the percent utilization.

Note: Department of Public Works only recognizes:

- MBE/WBE certifications certified by City of LA – Bureau of Contract Administration (LABCA), LA County Metropolitan Transportation Authority (MTA), CalTrans, The Southern California Minority Supplier Development Council (SCMSDC), or Women's Business Enterprise National Council (WBENC)-WEST; and any member of California Unified Certification Program (CUCP); and
  - SBE/EBE/DVBE certifications certified by LABCA or State of California – Department of General Services (CA-DGS)
- Provide a copy of valid MBE/WBE Certifications of MBE/WBE 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 wastewater treatment plants design and operation.
- Knowledge and understanding of the LASAN's strategies and goals related to wastewater facilities planning and related activities.
- Experience and proven track record with wastewater treatment plants
- Familiarity and understanding of activities, studies, and planning for wastewater treatment technologies.
- 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 wastewater treatment and collection system.
- Proven capability in conducting scientific studies and analysis supporting water, wastewater, and collection system facilities planning.
- Ability to effectively and rapidly meet on going needs for the related wastewater treatment activities.

## **7. Suggested MBE/WBE/SBE/EBE/DVBE/OBE 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 LASAN's On-Call Contract Manager is: Ali Poosti, Division Manager, Wastewater Engineering Services Division, (323) 342-6228.

The Project Manager for this designated TOS is: Cyrus Gilani, Environmental Engineering Associate IV, Wastewater Engineering Services Division, (323) 342-6267.

## **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		
<b>Total</b>		