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CALIFORNIA



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July 22, 2016

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

ELECTRONIC MAIL

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

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT RE-ISSUANCE OF TOS SN-37 – SEWER CONNECTION FINANCIAL ASSISTANCE PILOT PROGRAM

LA 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.

A pre-proposal meeting for this TOS is held on:

Date and Time: Thursday, July 28, 2016, from 1:30 P.M. to 2:30 P.M.
Location: 2714 Media Center Drive, Los Angeles, CA 90065
2nd floor, Conference Room A

All questions regarding this TOS will be submitted to Thu-Van.Ho@lacity.org by July 29, 2016.

The deadline for proposal submittal is Friday, August 19, 2016, before 2:00 P.M. If your firm is interested in this TOS, please submit proposal via e-mail on the indicated due date to the following LASAN's staff:

- Abdulsamad Danishwar, abdulsamad.danishwar@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,

For: Ali Poosti, Division Manager
Wastewater Engineering Services Division
LA Sanitation



AP:tvh

c: Abdul Danishwar, WESD
Scott Hare, WESD
Hyginus Mmeje, WESD
Farsheed Farhang, WESD
Thu-Van Ho, WESD
Erik Avila, WESD

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

On-Call Consultant Services Contract

Task Order Solicitation (TOS) SN-37 for

***Sewer Connection Financial Assistance Pilot Program
(SCFAP)***

July 2016

I. Introduction

A. *Background*

1. Private Sewer Laterals

Approximately 700,000 customers are connected to the City’s sewer system by an estimated 11,000 miles of private sewer laterals. For more than a decade, the City has been implementing aggressive sewer maintenance and upgrade programs in its public sewer infrastructure. As a result, sewer blockages and spills have been reduced remarkably. Maintenance of private sewer laterals, however, has been lagging behind. Based on evidence observed during the City inspection of public sewers, an estimated 60,000 laterals, or approximately 10 percent of all City laterals, have defects of various degrees. They present a risk of wastewater backup in private properties and blockages and overflows in public sewers.

In Los Angeles, as in most other cities and municipalities, property owners are responsible for the entire length of sewer laterals, including both upper and lower lateral reaches. Upper lateral is the portion that extends from the building structure to property line, and the lower lateral from property line to the City main.

Often property owners are not aware that they are responsible for their laterals, particularly the lower lateral which runs in public right-of-way. Typically maintenance is deferred until there is a need for an urgent or emergency and costly repair. This is a problem particularly in the areas of the City with a high concentration of mature trees. Deferred maintenance could also have an impact on public sewer system. Roots make their way through laterals to City sewers causing blockage, structural damage and overflows.

2. Sewer Backwater Valve (SBV)

In addition, overflows in public sewer could cause a wastewater backup into buildings where the plumbing fixtures are installed at a lower elevation than the lid elevation of the nearest upstream maintenance hole in the public sewer system. A preliminary estimate indicates that between 45,000 and 60,000 buildings in the City are located in areas, predominately in hillside areas that pose such topography, and may be at risk of a wastewater backup.

Sewer Backwater Valves (SBVs) are installed on sewer laterals to protect buildings from wastewater backup when blockages and surcharges occur in the public sewer system. An SBV is required by Section 94.710.0 of the Los Angeles Municipal Code (LAMC) for buildings with plumbing fixtures where the floor level is at an elevation lower than the top of the nearest upstream maintenance hole. However, due to pre-existing nonconforming rights the Code requirements are not enforced on existing buildings. As a result, a large majority of at-risk buildings lack the protection of an SBV against wastewater backup.

3. **Onsite Wastewater Treatment System (OWTS), a.k.a. Septic Systems**

Properties that are not connected to the City's sewer system use OWTS to manage their wastewater. LA Sanitation estimates that there are approximately 13,000 OWTS in the City of which 9,000 are connectable to the sewer system since they are within 200 feet of a main sewer line. The US EPA has determined that 10% to 20% of all OWTS that are currently in use fail annually, and that septic systems are the second most common threat to groundwater.

The City of Los Angeles has approximately 6,000 OWTS that are considered cesspools or substandard systems. Unlike other septic systems, cesspools/substandard systems retain organic matter and solids, while allowing liquids to seep into the soil and possibly groundwater. The City banned the new construction of cesspools in 1953, but allowed use of existing cesspools to continue. As of today, cesspools pose a major threat to the environment, which can lead to groundwater, surface water (watershed) contamination, and sewage spills. Sewage spills from failed OWTS present significant risks to public health and safety.

In the State of California, the State OWTS Policy governs the water quality control policy for siting, design, operation, and maintenance of OWTS. As with sewer laterals, property owners are also responsible for operating and maintaining OWTS structures. Compliance with State OWTS Policy creates a burden to OWTS owners in the City. Therefore, it is in the best interest of the City and its ratepayers to address OWTS.

B. The Proposed Sewer Connection Financial Assistance Program: General Program

To help property owners make the needed improvements to address the above-described deficiencies in private sewer systems, the City proposes the general Sewer Connection Financial Assistance Program (SCFAP) to provide the following:

The SCFAP will provide low-interest financial assistance to property owners to replace or rehabilitate their sewer laterals, install a SBV, or to properly abandon their OWTS and connect to the City sewer system. The program will be available to all property owners who are currently connected to a City sewer or who have an OWTS that they will properly abandon and connect to the City's sewer system. Program participants must meet financial eligibility requirements. Property owners will be eligible for up to \$25,000 in financial assistance per property, with a cumulative cap of \$50,000 per year if the owner has multiple properties. Eligible uses of SCFAP funds are as follows:

- Rehabilitation or replacement of sewer laterals;*
- Abandonment of OWTS and construction of sewer lateral to connect to public sewer;*
- Installation of a Sewer Backwater Valve (SBV), sewer lateral cleanouts, and private water submeters;*
- Reasonable site restoration after construction;*
- Pre- and post-construction video inspection and no-fee dye testing, as necessary; and*
- All permits and inspections by City staff.*

All work must be performed by a licensed or bonded contractor and payments will be issued jointly to the contractor and property owner.

C. Sewer Connection Financial Assistance Program: Pilot Program

Due to the potential complexities involved in implementing the new SCFAP, the City will be implementing a pilot program to fully vet the proposed Ordinance that will provide guidelines and the legal authority for SCFAP. The pilot program is intended to improve the customer experience by developing and testing the procedures before opening the program City-wide. The pilot program will address all of the components of the City-wide SCFAP, including laterals, SBVs, and OWTS. The effective implementation of SCFAP as a pilot or a regular program depends on first implementing a lateral assessment component, as precursor and integral part of the SCFAP. The assessment component will not only increase interest in the General Program but it will also complement the City's Closed Circuit Television (CCTV) database.

The City will first conduct a targeted outreach and provide financial assistance to a maximum of 150 property owners who decide to either assess the condition of their lateral through CCTV or install a SBV. Financial Assistance will be provided in the form of incentive payment for lateral CCTV assessment and as a rebate in the amount of \$500 towards installation of a SBV. If a homeowner provides a CCTV tape to the City, the City will issue them a one-time payment of \$500*, this payment may exceed the actual cost of CCTV and will therefore be considered an incentive to homeowners to participate. The SBV rebate will subsidize the cost of installing an SBV, whose cost may exceed \$500.*

Additionally, the program will follow with an additional targeted outreach to secure a sample group of 50 participants representing a mix of lateral repair and OWTS abandonment projects, including those properties that participated in the lateral assessment program and have determined that repairs are required. Another 50 properties will be selected from the list of at risk properties for SBV rebate program. The next step will be to review and process the financial assistance applications. Upon completion of the pilot project, the last step will be the receipt of financial assistance repayment, which will be collected through the property tax.

The pilot program has been envisioned to be handled by two divisions of the Bureau of Sanitation namely the Financial Management Division (FMD) and Wastewater Engineering Services Division (WESD), which will be responsible for financial and technical aspects of the program, respectively.

The pilot program is estimated to run for approximately one (1) year from its start date to completion. A Council report will then be prepared including recommendation for the City-wide implementation of the SCFAP.

II. Scope of Services

***Note:** These tasks are for assistance with the proposed pilot program. The following scope of work is not intended to be prescriptive, but rather to serve as a guide to prospective proposers to assess the service needs of the proposed programs based on the information currently available. The City will value proposals that are prepared with a focus on actual needs of the proposed programs and, as such, may place a high premium on experience.*

A pre-proposal meeting will also be scheduled to discuss Scope of Services and exchange information.

Task 1: Laterals Condition Assessment

Select, prioritize, and verify properties from the existing Lateral Root Notification (LRN) program archive for outreach. Review, rank, and archive CCTV reports provided by lateral assessment incentive/rebate participants. Review the City's existing data for the sewer network, with particular emphasis on local sewers and private laterals interface, in consultation with the GIS group and Department of Building and Safety review the list of at risk properties for SBV rebate program, confirm the viability of the projects for the pilot program, and propose additional data to include important private sewer attributes that are appropriate to the implementation of the proposed SCFAP Program. This review will include but not be limited to the following:

- a. Sewer inventory and CCTV data
- b. Spill data
- c. Complaint history
- d. Conditions recorded during site visit(s)
- e. GIS data including but not limited to secondary sewers

- f. Navigate LA sewer layers and related layers, including available private sewer information in sewer permits
- g. Secondary Sewer Renewal Program (SSRP)
- h. Sanitary Sewer Overflow (SSO) data, and
- i. Sewer Maintenance and Hot Spots data

Provide recommendations and guidance to homeowner's regarding proper rehabilitation or replacement of sewer laterals. Provide support through construction inspections before, during, and after the commencement of construction.

Development of a training program to ensure that selected City staff understands all the procedures of the Laterals assessment and may have as a reference training material during the pilot program, the transition into the general program, and the general program itself.

Deliverables: Develop procedural guidelines and a proposed enhancement to existing data including additional data integration to support the implementation of the SCFAP. List of confirmed and viable prioritized projects containing key conditions for each property. Training program, which includes documentation that may be referenced by selected City staff during any phase of the program

Task 2: The Proposed Sewer Backwater Valve (SBV) Program Study/Survey

The objective of the proposed SBV program is to protect public health through increased Code compliance by providing financial assistance/incentive for the installation of SBVs where required by the Code. Additionally, the program aims to minimize or eliminate claims and lawsuits against the City for property damages due to wastewater backups on private properties which could be attributed to a sewer blockage or overflow in the public sewer system.

Conduct a review of existing, voluntary and mandatory SBV programs in California in jurisdictions similar to Los Angeles and prepare a report. The purpose of this report will be to present the pros and cons of the experiences gained with SBVs elsewhere in California, and aid the City in deciding whether and how to proceed with an SBV program in Los Angeles, e.g., a rebate program. This report should include, but not necessarily be limited to the following:

1. An evaluation of various municipalities' SBV program drivers and objectives, and if/how objectives have been met; and
2. Identification and validation of the need for an SBV program for Los Angeles, including but not limited to a review of:
 - a. Public sewer overflows;
 - b. Wastewater backups into private properties;
 - c. Number of at-risk properties;
 - d. City liabilities and payouts in claims and lawsuits filed against the City for property damage due to public sewer overflows; and

- e. Available SBV technology including but not limited to costs, maintenance requirements, and effectiveness in meeting Program objectives.

Deliverables: Draft and Final Reports

Task 3: Onsite Wastewater Treatment System (OWTS) Assessment

Perform a survey and site visit to confirm the selected septic systems for the pilot program. Provide recommendations and guidance to OWTS owners and City regarding proper abandonment of septic systems, connecting to the City sewer system, and compliance with EPA UIC regulations. Key site conditions will be recorded for each OWTS location to determine viability of the project and connectability to the nearest public sewer system among other items (cost estimate, environmentally sensitive area or high risk area, etc.).

Communicate effectively with OWTS owners and residents to identify and verify their level of commitment and willingness to connect to the City's sewer system and properly abandon their septic systems.

Work closely with the Los Angeles Department of Building and Safety (LADBS) to continue to screen and formulate a list of potential OWTS projects for the SCFAP using the LADBS monthly Customer Service Request (CSR) Report, then verify the listed addresses using GIS, USPS, Navigate LA Beta, and Pictometry (Google Maps). Screen and prioritize projects using the SCFAP Pilot Project Selection Process for OWTS or a similar process approved by the City SCFAP Manager to ensure a list of viable projects that may be utilized on an as-needed basis and to secure a successful transition into the general program. Conduct post construction inspection, verification, and recommendations for adjustment, correction, and improvement.

Development of a training program to ensure that selected City staff understands all the procedures of the OWTS assessment and may have as a reference training material during the pilot program, the transition into the general program, and the general program itself.

Deliverables: Draft and Final formulated list of potential OWTS project that is screened and prioritized. Draft and Final Site Project Report including key site conditions and confirmed prioritized list of OWTS projects for the SCFAP. Provide recommendations and guidance for EPA UIC Regulation Compliance. Draft and Final report indicating homeowner's level of commitment and willingness to connect. Post-construction Report indicating findings and recommendations including method of data management and retention. Training program, which includes documentation that may be referenced by selected City staff during any phase of the program.

Task 4: SCFAP Pilot Program Evaluation, Recommendations, and Modification

Analyze and revise the pilot properties list, reprioritizing as necessary. Make recommendations to existing procedural documentation for any program modification

that are necessary to successfully develop, implement, and evaluate the SCFAP Pilot Program.

Evaluate the Program implementation periodically and recommend changes as necessary. Provide assistance throughout the pilot phase of the program documenting lessons learned, key findings, data and records to be maintained as groundwork guideline for the next phase of the program.

Deliverables: Draft and Final Reports of Data Collection and Analysis, Lessons Learned, Key Findings, and Recommendations

Task 5: Public Feedback

Develop means of obtaining customer (business and residential) feedback on an ongoing basis utilizing questionnaires, surveys, and application, and report findings to SCFAP Task Manager.

Design questionnaires and surveys for the purposes of attaining information on private sewer laterals and OWTS that is appropriate to the SCFAP implementation, and augments the City’s knowledge of the overall condition of the private component of the City’s sewer infrastructure.

Deliverables: Draft and Final Reports of a Proposed Feedback Plan

Task 6: Other Tasks

Perform any additional tasks that may be required for the program as directed by the City SCFAP Manager.

Deliverables: Draft and Final Reports of Additional Tasks

III. Term of Engagement

The term of engagement is 12 months with an option to extend for two (2) renewal periods of one (1) year as determined and approved by the LASAN’s On-Call Contract Manager. It is estimated that the cost ceiling for this TOS is \$150,000.

IV. Solicitation Schedule (tentative)

- Issue Task Order SolicitationDate 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.

V. 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 Bureau's staff via e-mail, no later than 2:00 pm of proposal due date indicated in cover letter:

- Abdulsamad Danishwar, abdulsamad.danishwar@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.
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/SBE/EBE/DVBE Certifications of MBE/WBE/SBE/EBE/DVBE subcontractors utilized.
- Statement pertaining to the candidate's availability.

VI. 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 handling all aspects of residential and commercial loans.
- Knowledge and understanding of the Bureau's strategies and goals in preventing wastewater spills.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.

VII. 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.

VIII. **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: Abdul Danishwar, Assistant Division Manager, Wastewater Engineering Services Division (WESD), (323) 342-6220.

IX. **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		