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WASTEWATER ENGINEERING SERVICES DIV.
2714 MEDIA CENTER DRIVE
LOS ANGELES, CA 90065
FAX: (323) 342-6210 OR
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August 5, 2015

ELECTRONIC MAIL

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

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACTS ISSUANCE OF TOS SN-41 – UNIVERSITY PARK RAIN GARDENS PILOT STUDY

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.

All questions regarding this TOS must be submitted in writing via e-mail to LASAN Project Manager, Mr. Wing Tam, by Wednesday, August 12, 2015.

The deadline for proposal submittal is **Wednesday, September 2, 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:

- Wing Tam, Wing.Tam@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.

(TOS SN-41)

(8/5/2015)

Page 2 of 2

c: Abdul Danishwar, WESD
Scott Hare, WESD
Thu-Van Ho, WESD
Shahram Kharaghani, WPD
Wing Tam, WPD
Daniel Loo, WPD

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

On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-41

For

University Park Rain Gardens Pilot Study

August 2015

1. Introduction

The overall objective of the University Park Neighborhood Rain Gardens Project is to meet the goals of the Santa Monica Bay Restoration Plan. The goals are to improve water quality through treatment or elimination of pollutant discharges regulated under the current federal and state framework, to improve water quality through pollution prevention and source control, and to protect public health through achievement of zero beach closures and postings at Santa Monica Bay beaches. The project is being implemented to reduce contributions towards the Total Maximum Daily Load limits for trash, bacteria and metals. While the amount of pollutant loadings reaching Santa Monica Bay will be reduced, the overall health of the University Park community will also be improved by replenishing our Los Angeles aquifers and our regional water supply through infiltration and evapotranspiration. The planting of rain gardens will reduce the amount of impervious surfaces in the pilot neighborhood areas, thereby mitigating the negative impact of urban heat island effects.

The deadline for completing the project is April 30, 2016. Due to the urgency of the project to meet grant deadlines, all available measures, such as the design-build approach and the use of on-call consultant/contractor services, should be taken to implement the project as expeditiously as possible.

2. Scope of Services

The Bureau is soliciting a qualified consultant firm to provide as-needed support and guidance on the development of a project that uses urban greening techniques for City of Los Angeles, assisting BOS staff in obtaining input from stakeholders, and designing and installing approximately 35 rain gardens. Rain gardens include bioretention planters, curb cuts, planting of drought tolerant vegetation to capture, infiltrate, and biofiltrate stormwater runoff.

The qualified consultant shall also provide facilitation and support services for engaging and obtaining input from stakeholders in the develop of maintenance agreements and other activities, related to the rain garden design including but not limited to training on sustainability, team meetings, and other activities. Such support services shall be on an as-needed and as-directed basis.

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

Task 1: Provide brief description of the work performed and accomplishments during the quarter and current schedule of completing the project. Provide evaluation of the effectiveness of the project in preventing or reducing pollution. Coordinate with City staff and various agencies/experts such as University of Southern California (USC) and TreePeople to complete the project.

Deliverables:

- Progress Reports
- Final Project Report

Task 2: Develop preliminary design concepts and detailed design plans of approximately 35 rain gardens to capture rainwater from the streets of the University Park neighborhood surrounding the University of Southern California (USC), Exposition Park and North University Park neighborhoods. Obtain all necessary construction permits (i.e A permit) Develop rain garden installation, operation and maintenance guidelines.

Deliverables:

- Detailed Design Drawings
- Operation and Maintenance Guideline

Task 3: Hire subcontractor to implement approximately 35 rain gardens to capture rainwater from the streets of the University Park neighborhood surrounding the University of Southern California (USC), Exposition Park and North University Park neighborhoods.

Deliverables:

- Pre-construction, during construction and post construction photos,
- As-Builts

Task 4: Work with City of Los Angeles and possibly with experts such as Tree People and USC to perform all necessary duties required in the approved monitoring plan.

Deliverables: Proof of Submission of Monitoring Data to CDEN

3. Term of Engagement

The term of engagement is six (6) months from the issuance date of NTP. It is estimated that the cost ceiling for this TOS is approximately \$510,000.

4. Solicitation Schedule

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

- Wing Tam, wing.tam@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);
- 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 stormwater Best Management Practices (BMPs) especially infiltration techniques, and rain gardens utilizing drought tolerant plants.
- Knowledge and understanding of the Bureau's strategies and goals in urban greening techniques in converting existing streets and related activities.
- Experience and proven track record with local stakeholders.
- Familiarity and understanding of urban greening master plan activities, studies, projects and objectives
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Expert knowledge and experience in stormwater management, urban greening and City operations and practices.

- Proven capability in implementing pilot projects and stormwater BMPs.

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 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: Wing Tam, Assistant Division Manager, Watershed Protection Division, (213) 485-3985.

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		