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CALIFORNIA



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September 2, 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-43 – PILOT-TO-SCALE STORMWATER CAPTURE INITIATIVE

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.

All questions regarding this TOS must be submitted in writing via e-mail to LASAN Task Manager, Mr. Kosta Kaporis, by Wednesday, September 9, 2015.

The deadline for proposal submittal is Wednesday, September 23, 2015 before 2:00 P.M. If your firm is interested in this TOS, please submit an electronic copy of proposal via e-mail to the following LASAN staff:

- Kosta Kaporis, Kosta.Kaporis@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

\\82MTCFS1\ Div Files\On-Call Contracts\New Oncall 2014-19\TOS SN-43_SW Capture Initiative

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
- Wing Tam, WPD
- Kosta Kaporis, WPD

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

On-call Consultant Services Contract

**Task Order Solicitation (TOS) SN-43
for
*Pilot-to-Scale Stormwater Capture Initiative***

September 2015

1. Introduction

The Multi-Agency Collaborative (MAC) is a water-related collaboration between the Los Angeles Department of Water and Power (LADWP), the LA County Department of Public Works (LACDPW), and the City's Bureau of Sanitation (LASAN). The goal of this partnership has been to address Los Angeles' combined water crises, including the short-term drought emergency, projected long-term water shortages, water quality compliance requirements, and other threats to public health and safety posed by projected increases in severe weather.

The first phase of this partnership explored opportunities and benefits of a cooperative and systemic approach to water management. It focused on opportunities to increase collaborative governance approaches among the agencies, uncovered potential barriers to building regional stormwater projects on local school campuses and identified paths forward to address each barrier.

The next phase of this partnership has been necessitated by the following:

- The continuation and worsening of California's drought;
- Significant emerging data from City and County planning processes (i.e., the Enhanced Watershed Management Plans, the Stormwater Capture Master Plan and the LA Basin Stormwater Conservation Study);
- A Mayoral Directive to significantly reduce imported water as well as per capita potable water use; and
- Key lessons gleaned regarding how Australia survived its Millennium Drought, which parallels California's drought in intensity and impacts.

To advance the stated goals, the partners in this effort propose a Pilot-to-Scale Initiative (Initiative). The Initiative is specifically designed to produce the following:

- Rapid pilot-to-scale implementation, monitoring and modification, as needed, of distributed green infrastructure; and
- Testing and evaluating the functionality of an augmented collaborative process among the three MAC agency partners.

As part of this effort, the work that is proposed under this contract will provide for consulting services needed for this pilot study.

2. Scope of Services

The Bureau is soliciting a qualified consultant firm to provide as-needed support and guidance on the planned pilot study. Such support services shall be on an as-needed and as-directed basis. A consulting firm that has expertise in green infrastructure especially, expertise with Los Angeles area practices and regulations related to stormwater management. This work shall include, but is not limited to the following:

- Lead a collaborative governance exercise between the three MAC agencies to explore the synergies and develop solutions to obstacles that inhibit collaboration specifically for this demonstration project and for larger inter-agency-related issues
- Oversee the planning, design, and installation of stormwater management systems, such as networking cisterns, rain gardens, and infiltration drywells at five to ten locations
- Coordinate the data collection, operations, and maintenance of the systems for the duration of the demonstration project
- Provide engineering and analytical support needed to build and evaluate the performance of the systems and project possible upscaling of such a program
- Communicate their expertise and observations as part of the stakeholder process with all involved agencies and the larger community by attending team meetings and larger stakeholder and community meetings

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

Task 1: Expanding Collaborative Governance

The contractor will facilitate joint meetings among the agency chiefs, to research and familiarize leaders with the concept of collaborative governance and continue to involve the agencies in what approach might work best for LA. Activities will include, but are not limited to:

1. Facilitating quarterly in-person conversations among water agency chiefs, within a safe and productive environment, to increase timely communications and relay policy and programmatic issues.
2. Providing outreach to key MAC policymakers regarding options for higher levels of collaboration and alignment between and among agencies.
3. Advise and facilitate conversations among the agencies to help ensure the Enhanced Watershed Management Plans and the Stormwater Capture Master Plan (and others) align as much as possible to maximize the performance outcomes of each agency.
4. Work with the MAC partners to determine if any existing processes (e.g., One Water, the Mayor's Water Cabinet, etc.) could become the vehicle for the collaborative governance approaches desired.

Deliverables:

- Midpoint Evaluation on Collaborative Governance
- Final Evaluation on Collaborative Governance

Task 2: Testing Collaborative Governance through the Pilot-to-Scale Initiative

This task will initiate an on-the-ground project under the MAC as means to test, learn and analyze how an intensified collaborative process would work in the region. This includes, but is not limited to, efforts in co-planning, investing, building, maintaining, insuring and monitoring the project. The contractor will lead the MAC in launching an increased collaborative process around the Pilot-to-Scale Initiative. The contractor will also provide facilitation specifically around the Pilot-to-Scale Initiative and support coordination and collaboration among the three MAC partners. Activities will include, but are not limited to:

1. Creating action steps (through the use of meetings, and one charrette or workshop) with the three agencies to immediately improve and enhance collaboration around the Pilot-to-Scale Initiative.
2. Facilitating regular project meetings among the water agency key deputies to ensure tri-agency communications are active and strategic.
3. Increasing the understanding of the three MAC partners of options presented and decisions needed in the Pilot-to-Scale Initiative.
4. Periodic reporting to agency chiefs on status of the Initiative, including recommendations to modify strategies and approaches in real-time.
5. Assessing the execution of the collaborative process around the pilot implementation process to highlight potential challenges and/or obstacles that might hinder the next phase of a distributed green infrastructure program.

Deliverables:

- Charrette or workshop
- Midpoint Evaluation of Pilot-to-Scale Initiative
- Final Evaluation of Pilot-to-Scale Initiative

Task 3: Pilot-to-Scale Plan

Once the sites are selected, the contractor will develop conceptual plans to outline the placement of the cisterns (unless they are already on-site), sketch the plumbing configuration, and site/size the rain garden (or other infiltration BMP) as needed for individual site conditions. Each parcel will be outfitted with sensors to monitor the flow and storage of rainwater within the system, to both the cistern and infiltration BMPs. The monitoring scheme will be specifically designed to measure the capacity and effectiveness of the system to capture rainwater and preserve it for beneficial use. Some of the cisterns will be actively networked to test the benefits of such systems.

As part of the Initiative development process, the contractor will take care to identify specific monitoring, reporting, and control metrics necessary to support a successful demonstration (e.g., flow rates, water storage, water quality, water use). These metrics will drive the final monitoring and control configurations and will lay the foundation for the development of a project “dashboard” that will be used in the next phase of implementation of this project. This plan for the Pilot-to-Scale Initiative will clearly describe the purpose of the demonstration project, the monitoring and control strategy, and the conceptual layout at the parcel scale. Additionally it will define how the parcel scale relates to the potential extension of the project to street and neighborhood scale in the following phase. The plan will also identify demonstration costs and project possible economies of scale, as well as innovative co-investment approaches.

Activities will include, but are not limited to:

1. Outlining the purpose of the project
2. Developing five to 10 site-scale conceptual plans
3. Developing monitoring scheme
4. Developing active control network configuration
5. Identifying key metrics
6. Identify costs

Deliverables:

- Pilot-to-Scale Plan

Task 4: Pilot Installation at Selected Properties

Based upon the conceptual plans developed in Task 3, the contractor will oversee the installation of the systems, including networked cisterns, rain gardens, and instrumentation and controls.

Deliverables:

- Installation of the designs identified in Task 3 at 5 to 10 locations

Task 5: Ongoing Engineering and Analytical Support

This task will cover the analysis and other tasks needed to assess the technical elements associated with scaling green infrastructure programs to a range of potential maximum implementation. For this Initiative, the Pilot-to-Scale Report (Report) will summarize the results of the demonstration project, present analysis of the findings, and lay out the steps required to transition to the next phase. Simultaneous with the execution of Task 4, the contractor will begin developing a conceptual dashboard to act as a single point of reference for the key metrics identified in the Pilot-to-Scale Plan. The conceptual dashboard will be presented in the Report as an item to be integrated into the following phase of the Pilot-to-Scale Initiative.

The contractor will coordinate the data collection, operations, and maintenance of the systems for the duration of the demonstration project. As monitoring results become available, the team will compile the data and organize the information to evaluate the performance of the system relative to the metrics outlined in the Plan. The results will be used to populate a mock-up of the conceptual dashboard to help visualize the data.

Based on the findings of the performance analysis, the project partners will update the previously completed model analysis to estimate the potential watershed-scale impacts of a massive up-scaling of such a residential green infrastructure retrofit program. Each of the key design configuration alternatives explored at the selected properties will be scaled upwards to represent some degree of watershed-wide implementation. This envelope analysis will provide insight into the water quality improvement and total potable water offset, as well as infiltrated, that could be achieved based on these specific field-tested design and control configurations.

In addition to the performance analysis, the contractor will assess the execution of the collaborative process amongst the MAC partners regarding the pilot implementation process to

highlight potential challenges that might hinder the roll-out of a robust residential green infrastructure retrofit program. A series of “lessons learned” will be summarized and possible solutions or updates to the implementation process recommended. These lessons will be carefully documented and carried into the next phase of implementation.

Finally, the Report will outline the steps required to transition to the next phase of the Pilot-to-Scale Initiative. By synthesizing the findings of the monitoring results, the scaling analysis, and the lessons learned on implementing at the residential properties, the Report will provide clear direction for deploying this pilot-scale application at a larger scale, including the incorporation of whole neighborhood and street-level retrofits. While the Pilot-to-Scale Report will focus on the key technical findings of the demonstration project, all aspects will ultimately be integrated into the Final Evaluation of Pilot-to-Scale Initiative outlined in Task 1.

Deliverables:

- Pilot-to-Scale Demonstration Report

Task 6: Public Outreach and Stakeholder Engagement

The contractor will document the full process for use in educating and informing the public and policy makers. With permission and coordination of messaging by the MAC partners, the contractor will prepare materials for the MAC partners to release (via traditional and social media) to educate the public about the magnitude of rainwater available to augment local supplies and the feasibility of implementing such a system at scale in the LA area.

As part of the process, the contractor will organize and conduct tours of the completed, operating pilot demonstration sites for agency personnel, water policy stakeholders, governing boards and others.

Deliverables:

- Engagement and Outreach Package, including video and photo documentation, social media stories, news releases, media events, and stakeholder tours

3. Term of Engagement

The term of engagement is twelve (12) months from the issuance date of NTP. It is estimated that the cost ceiling for this TOS is approximately \$623,650.

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

- Kosta Kaporis, kosta.kaporis@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 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.
- Familiarity and understanding of the Multi-Agency Collaborative, especially as it relates to the strategic partnerships, coordination, and operational synergy between the three MAC agencies.
- Experience/expertise with different collaborative governance models that have been successfully applied nationally and internationally.
- Experience with and ability to facilitate and manage the collaborative governance process at the leadership and staff levels across all three MAC agencies.
- Strong relationships with numerous residential communities throughout the Los Angeles area and the ability to leverage those relationships to find motivated candidates for installations.
- Experience with conceptualizing and performing analyses to project the specific benefits of upscaling residential green infrastructure programs in Los Angeles
- Expert knowledge and work experience associated with understanding of the issues, options, and approaches related to green infrastructure and stormwater management.
- Knowledge and understanding of the MAC participating agencies' strategies and goals in water augmentation, stormwater management and water quality.

- Experience and proven track record with local stakeholders.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Proven capability in BMP design, construction oversight, scientific studies and analysis, and oversight of start-up of stormwater or related facilities.
- Ability to effectively and rapidly meet on going needs for the related stakeholder 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 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: Kosta Kaporis, Environmental Engineer, Watershed Protection Division (213) 485-0586.

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		