

# CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI

MAYOR

August 5, 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-44 – SPECIALIZED AND EXPERT REGULATORY SERVICES

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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: Tuesday, August 18, 2015, from 1:30 P.M. – 2:30 P.M.

Location: 2714 Media Center Drive, Los Angeles, CA 90065  
Angels Training Rooms A and B

All questions regarding this TOS must be submitted in writing to LASAN Project Manager, Mr. Abraham Razon, 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 five (5) hard copies of the proposal, no later than 2:00 p.m. on the indicated due date, to:

Wastewater Engineering Services Division  
City of Los Angeles / Bureau of Sanitation  
2714 Media Center Drive  
Los Angeles, CA 90065  
Attention: Thu-Van Ho

In addition, an electronic copy of proposal must be e-mailed to the following LASAN's staff:

- Abraham Razon, [Abraham.Razon@lacity.org](mailto:Abraham.Razon@lacity.org)
- Thu-Van Ho, [Thu-Van.Ho@lacity.org](mailto:Thu-Van.Ho@lacity.org)

\\82mtcfs1\wesd\Div Files\On-Call Contracts\New Oncall 2014-19\TOS SN-44\_RAD Regulatory Services\Initiation

**Zero Waste • One Water**

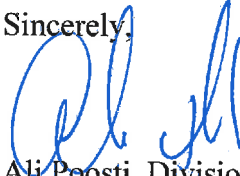
AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste



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-44.

c: Abdul Danishwar, WESD  
Scott Hare, WESD  
Thu-Van Ho, WESD  
Hassan Rad, RAD  
Abraham Razon, RAD

**City of Los Angeles/Department of Public Works/Sanitation  
On-call Consultant Services Contracts**

**Task Order Solicitation (TOS) SN-44  
For  
*Specialized and Expert Regulatory Services***

**August 2015**

**1. Introduction**

The City of Los Angeles' Bureau of Sanitation (LASAN) owns, manages, and operates an integrated wastewater system covering 600 square miles of service area that serves approximately 4 million residents, including 29 other cities or agencies that contract for wastewater conveyance and treatment through the City's collection system and wastewater treatment or reclamation plants. LASAN provides pretreatment, wastewater collection and treatment; water recycling; biosolids recycling; watershed management and air quality emissions test and controls. LASAN also manages and operates solid waste collection, recycling and disposal facilities. Therefore, LASAN's infrastructure, facilities and operations are subject to local, state, and federal regulations and legislations intended to protect public health and the environment. LASAN's activities are regulated by the U.S. Environmental Protection Agency (U.S. EPA), the State Water Resources Control Board (SWRCB), the Regional Water Quality Control Board - Los Angeles Region (RWQCB-LAR), the California Air Resources Board (CARB), the South Coast Air Quality Management District (SCAQMD), and other environmental agencies.

During the past two decades, environmental laws and regulations have changed and increased significantly in number and breadth and are in continuous state of development and revision. LASAN has made important progress in its effort to comply and develop environmentally responsible and scientifically based regulations and legislations that are reasonable and achievable. The Regulatory Affairs Division (RAD) of LASAN is responsible for addressing these issues and requirements in a timely manner. RAD identifies and reviews current and proposed, regulations and legislations that impact LASAN's assets, investments, and operations and works proactively to achieve environmental compliance while protecting the interests of the City. RAD has been actively securing appropriate permits for the City's wastewater program, water recycling program, biosolids recycling activities, and air quality requirements. RAD conducts wastewater studies for the wastewater treatment and water reclamation plants in support of meeting federal National Pollutant Discharge Elimination System (NPDES) permit requirements and State's Waste Discharge Requirements (WDR) and Water Recycling Requirements (WRR). RAD also leads various projects including the renewable energy projects, such as the Terminal Island Renewable Energy (TIRE) Project and the Hyperion Treatment Plants (HTP)'s Digester Gas Utilization (DGUP) Project; and projects that improve the physical environment of the City, such as ongoing Tree Planting Projects and the LA Clean Cities Program. RAD also participates in various stakeholder meetings, public

workshops, and works closely with various industry organizations such as Southern California Alliance of POTWs (SCAP), California Association of Sanitation Agencies (CASA), and California Wastewater Climate Change Group (CWCCG).

RAD has used the services of consultants for the last seventeen (17) years to support the technical review of various environmental permits, preparation of technical support documents and scientific studies, and strategic planning for LASAN. Due to the increasing technical nature of these issues and requirements that cross wastewater, stormwater, water recycling, biosolids recycling, and air quality issues and the need to address them in a timely manner, RAD continues to seek technical, regulatory, legal and expert services from on-call consultants. Such expert services will help LASAN to meet its mission to protect public health and the environment, and to enhance its leadership position in environmental stewardship.

Thus, RAD plans to utilize consultant(s) to provide highly specialized and expert regulatory services on an as-needed basis over a four-year period. These services may include, but are not limited to; preparation of environmental documents; analysis of regulatory, legislative and compliance issues; conducting water, wastewater, biosolids, and air quality studies; reviewing and responding to draft documents, communications; and/or any related work related to regulatory, legislative, permit, and legal issues pertaining to LASAN operations. These services will assist LASAN in addressing issues related to: pretreatment, collection system operations and management, wastewater treatment operations and management, water recycling, water quality, watershed issues, Clean Water Act Section 303(d) listing and Total Maximum Daily Loads (TMDLs), biosolids recycling, air quality, Clean Air Act, solid waste operations, communication and public outreach, climate change and risks, sustainability, and renewable energy.

## **2. Scope of Services**

RAD plans to utilize consultants to provide highly specialized and expert services on an as-needed basis over a four-year period. These services may include, but are not limited to: preparation of environmental documents; analysis of regulatory, legislative and compliance issues; conducting scientific studies; reviewing and responding to draft documents, communications, and/or any work related to regulatory, legislative, permit, and legal issues pertaining to LASAN operations.

### **Task 1: Identify and review current and proposed legislations and regulations that may impact LASAN's assets and operations.**

- Provide technical review and analysis of existing and proposed legislation and regulations, and evaluate the impacts on LASAN's operations, maintenance and capital programs;
- Develop draft "White Papers" on proposed and pending regulations and legislation on wastewater, water recycling, stormwater, air, renewable energy and related topics;
- Review and comment on plans and regulatory guidance documents, such as, Regional Beneficial uses and Basin Plans, State Implementation Plan, and Ocean Plan; SWRCB/LARWQCB and

CARB/SCAQMD Resolutions, reports, and other specific documents; review of U.S. EPA Guidance, reports, and other related documents; and,

- Obtain legal opinions and related reviews on an expedited basis.

**Task 2: Provide support to secure appropriate permits for the City’s wastewater program, water recycling program, and air quality requirements.**

- Assist in the development of wastewater permits; water recycling permits, air quality permits, stormwater permits, and renewable energy permits;
- Evaluate and recommend suitable discharge and air emission permit limits and appropriate permit language that provides for protection of public health and the environment;
- Provide rationale and documentation to support negotiation with the LARWQCB and SWRCB, CARB and SCAQMD, and the U.S. EPA at the Regional and National level in the development of reasonable and cost effective NPDES, WDR, WRR, and Air permit requirements, Basin Plan Triennial Review, CWA section 303(d) listings, and total maximum daily load (TMDL) requirements;
- Provide services related to development of water quality objectives, sediment quality objectives, and air quality objectives;
- Identify potential non-compliance issues and cost-effective mitigation options; and,
- Provide other related services and products, as requested.

**Task 3: Conduct studies for the wastewater treatment, water reclamation plants, and associated water bodies (LA River, Santa Monica Bay, Ballona Creek, LA Harbor, etc.) in support of meeting NPDES, WDR, WRR, and Air permit requirements.**

- Provide LASAN with technical expertise in the preparation and development of special studies and reports, including: economic cost analysis; engineering feasibility analysis; environmental impact assessment; site specific objectives, use attainability analysis; water, sediment, and air quality studies (including source identification and testing); and investigations regarding regulatory rule making and permit compliance;
- Plan, perform or supervise field sampling, monitoring, surveys, assessments, and related tasks;
- Conduct data analysis, including reasonable potential analysis;
- Provide laboratory analytical analysis services in support of studies; and,
- Provide other related services and products, as requested.

**Task 4: Provide regulatory and technical support on RAD’s renewable energy projects.**

- Provide support regarding Greenhouse Gas Emissions (GHG) and energy data for the Terminal Island Renewable Energy (TIRE) Project;
- Assist in supporting operational assessments of the Hyperion Treatments Plant’s Digester Gas Utilization Project (DGUP) and investigating opportunities for the utilization of digester gas at Terminal Island Water Reclamation Plant;

- Provide technical support related to the installation of Solar Energy projects at the treatment plants; and,
- Provide other related services and products, as requested.

**Task 5: Provide technical support on RAD’s various special projects that improve the physical environment and infrastructure of the City.**

- Conduct a study on LASAN’s infrastructures and assess their seismic resiliency by evaluating the integrity of the structures and whether they are up to code and identify deficiencies;
- Develop a plan for post-disaster resource recovery; and,
- Provide other related services and products, as requested.

**Task 6: Provide regulatory and technical support on the City’s Biosolids Program.**

- Review and comment on proposed Federal, State, and local laws, regulations, guidance protocols, and other relevant actions potentially impacting the City’s biosolids program;
- Assist in the development and/or renewal of biosolids permits;
- Assist with preparation of technical reports, analyses, technical memorandums, and meeting preparations relating to the biosolids program current or proposed operations; and,
- Provide other related services and products, as requested.

**Task 7: Provide technical support on the City Sustainability and Climate Action Plan.**

- Develop, plan, review, and implement activities related to the updates and revisions of the City sustainability plan; including activities related to implementing the LASAN initiatives identified in the pLAN and the development of metrics and reports required to monitor and communicate progress;
- Develop, plan, review, and implement activities related to the updates and revisions of the City Climate Action plan including activities such as identification of GHG reduction measures and the economic analysis and implications of these policy proposals and the development of metrics and reports required to monitor and communicate progress;
- Provide Third Party Verification of the GHG Emissions; and,
- Provide other related services and products, as requested.

**Task 8: Provide technical support on the LASAN’s Climate Change Adaptation Plan.**

- Identify critical assets vulnerable to climate change impacts (temperature, flooding, sea level rise, drought, wild fires, and high winds);
- Develop a climate change adaptation plan on the shortlisted asset(s) with Problem Description and Proposed Solution(s), Description of Existing Conditions, Work Schedule, Cost Estimate, Engineering schematics, detailed engineering drawings, or engineering designs;
- Conduct site visits and workshops, and generate GIS maps as needed; and,

- Provide other related services and products, as requested.

**Task 9: Prepare various environmental documents in support of LASAN’s operations.**

- Develop or review environmental documentation to address the requirements of the California Division of Drinking Water (DDW) Water Recycling Engineering Reports;
- Develop or review environmental documentation to address the requirements of the California Environmental Quality Act (CEQA) or the National Environmental Policy Act (NEPA);
- Assist in the preparation and development of grant applications and funding source; and,
- Provide other related services and products, as requested.

**Task 10: Provide public outreach in support of LASAN’s operations.**

- Assist with public outreach activities related to the biosolids program current and/or future operations.
- Develop and implement communication and outreach strategies to support LASAN’s environmental work and responsibilities with non-governmental organizations, industry organizations, the general public, regulatory agencies, and other Publicly Owned Treatment Works (POTWs).
- Participate in and/or lead stakeholders meetings, public workshops, forums and other events.
- Provide other related services and products, as requested.

**3. Term of Engagement**

The term of the engagement is up to four (4) years from date of Notice to Proceed. It is estimated that the cost ceiling for this TOS is approximately \$1,000,000 per year.

Upon the Board of Public Works approval of the renewal of the parent on-call contracts for an additional five (5) years after the expiration date of August 4, 2019, LASAN may exercise its discretion and extend this TOS for an additional two (2) more years.

**4. Solicitation Schedule (Tentative)**

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 thirty (30) pages, exclusive of cover, dividers and resumes. Please submit five (5) hard copies of the proposal, no later than 2:00 p.m. on the indicated due date, to:

Wastewater Engineering Services Division  
City of Los Angeles / Bureau of Sanitation  
2714 Media Center Drive  
Los Angeles, CA 90065  
Attention: Thu-Van Ho

In addition, an electronic copy of proposal must be e-mailed to the following LASAN's staff:

- Abraham Razon, [Abraham.Razon@lacity.org](mailto:Abraham.Razon@lacity.org)
- Thu-Van Ho, [Thu-Van.Ho@lacity.org](mailto: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; 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 copies of valid MBE/WBE Certifications of MBE/WBE/ sub-contractors utilized.
- Statement pertaining to the candidate's availability.

## **6. Selection Criteria**

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

- Demonstrate knowledge and understanding of issues related to the Scope of Services for highly specialized regulatory services.
- Demonstrate capability and experience in providing the Scope of Services as demonstrated by the proposal.



- Demonstrate ability to perform the services in the Scope of Services in a timely, competent and acceptable manner including, but not limited to, availability and commitment to the performance of the Contract.
- Demonstrate ability to secure proven technical resources with expertise in pretreatment, collection system operation and management, wastewater treatment operations and maintenance, water recycling, biosolids recycling, air quality emissions testing and controls, solid waste operations, climate change, and communication and public outreach.
- Demonstrate experience in working effectively with state and local elected officials and their staffs for briefings, issue resolution, event planning and other matters.
- Demonstrate experience in managing complex projects and coordinating multiple agencies, industry groups, and stakeholders.
- Demonstrate knowledge and understanding of LASAN's strategies and goals in wastewater, water quality, water recycling, stormwater, air quality, biosolids, renewable energy, energy management, climate change impacts and sustainability policies and practices, and other related activities.
- Demonstrate knowledge of the City facilities and other environmental media, procedures and practices.

#### **7. Suggested MBE/WBE/SBE/EBE/DVBE 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 Program Manager for Regulatory Affairs is: Hassan Rad, Acting Division Manager, Regulatory Affairs Division, (213) 847-5186.

The Task Manager for this designated TOS is: Abraham Razon, Environmental Engineer, Regulatory Affairs Division, (213) 485-0577.

#### **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>		