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CALIFORNIA



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October 2, 2015

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WASTEWATER ENGINEERING SERVICES DIV.
2714 MEDIA CENTER DRIVE
LOS ANGELES, CA 90065
FAX: (323) 342-6210 OR -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-46 – VEGETATION RISK ASSESSMENT AND PRELIMINARY
DESIGN TO PROTECT TREES ON BERMS AT DONALD C. TILLMAN WATER
RECLAMATION PLANT**

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.

There is no pre-proposal meeting for this TOS. All questions regarding this TOS must be submitted in writing to LASAN Task Manager, Mr. Kwasi Berko, before 12:00 P.M. on October 6, 2015.

The deadline for proposal submittal is Wednesday, October 14, 2015 before 2:00 P.M. If your firm is interested in this TOS, please submit proposal via e-mail on the due date to the following LASAN's staff:

- Kwasi Berko, Kwasi.Berko@lacity.org
- Roshanak Aflaki, roshanak.aflaki@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

zero waste • one water

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Attachment: Details of required services for TOS SN-46.

c: Roshanak Aflaki, DCT
Abdul Danishwar, WESD
Fernando Gonzalez, WESD
Kwasi Berko, WESD
Scott Hare, WESD
Thu-Van Ho, WESD
Eduardo Perez, WESD

On-call Consultant Services Contract

**Task Order Solicitation (TOS) SN-46
for**

***Vegetation Risk Assessment and Preliminary Design to protect Trees on Berms at Donald C.
Tillman Water Reclamation Plant***

October 2015

1. Introduction

The Donald C. Tillman Water Reclamation Plant (DCTWRP) and the associated Japanese Garden in Van Nuys, California, is located in the Sepulveda Basin on land leased from the U.S. Army Corps of Engineers (Corps). During periods of high storm runoff, the basin is allowed to fill enabling controlled release of discharge to the Los Angeles River below the Sepulveda Dam. As a condition of the original lease and in order to protect the plant, DCTWRP has a flood protection system around it which comprise of levees and floodwalls on three sides, and higher ground on the north side. The south and east protection system consists of earthen berms with trees on or adjacent to the structure. The western protection consists of an engineered wall with some trees near the wall.

The original lease is up for renewal in 2019 and as a condition of the lease renewal, the Corps is requiring adherence to their vegetation management policy on levees and upgrades to the wall heights to meet the Standard Project Flood (SPF) pool water surface elevation. The objective of the project is to perform a Flood Risk Design Assessment and evaluate tree saving approaches that will be acceptable to the Corps. In a separate project, measures will be implemented to meet the Corps' requirements for wall height improvements.

2. Scope of Services

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

Task 1 - Review Corps' vegetation requirements, DWR's urban levee design criteria, and evaluate effects of existing vegetation

- 1.1. Evaluate Corps' requirements for vegetation removal.
- 1.2. Review previous reports prepared for the DCTWRP site regarding health of existing vegetation, identification of trees at risk, and hazards posed by vegetation.
- 1.3. Coordinate with consultant preparing the Environmental Baseline Survey to determine the endangered plant species that need to be protected.
- 1.4. Coordinate with U.S. Fish and Wildlife Service (USFWS) to determine its tree replacement policy.

Task 2: Conduct Risk Assessment Workshop

- 2.1 Conduct risk assessment workshop with all the stakeholders to determine the vegetation issues associated with the flood risk reduction system. The workshop shall focus on flood conditions caused by loading the Sepulveda Reservoir during high-precipitation events.
- 2.2 Prepare a technical memorandum documenting the results of the risk assessment workshop.
- 2.3 Present the results of the risk assessment workshop in a meeting with USACE.

Task 3: Based on the results of the risk assessment in Task 2, evaluate flood risk reduction alternatives

- 3.1 Develop a vegetation management plan for trees and vegetation on and near the levees and floodwall aimed at satisfying the intent of the Corps' vegetation requirements while saving as many trees as possible. The plan will describe monitoring vegetation so that it does not:
 - 3.1.1 Inhibit regular, periodic inspection and monitoring of berms and floodwalls.
 - 3.1.2 Inhibit the ability to fight floods during high water events.
 - 3.1.3 Provide cover for burrowing animals and other pests on the berms.
- 3.2 Develop rough order magnitude of cost estimates to implement vegetation management plan to protect trees, to remove unhealthy trees, and to replace trees to meet requirements defined above.
- 3.3 If the risk assessment in Task 2 determines that economic damages from plant site flooding that is triggered by vegetation are too high, identify potential remediation concepts.
- 3.4 Prepare five (5) sets of 8-1/2" x 11" pre-design report describing 1) vegetation management plan; 2) conceptual designs; and 3) rough order-of-magnitude estimates of cost.

Task 4 – Following City review, prepare a 30% Design Submittal

(OPTIONAL: Task 4 will be undertaken only if the results of the risk assessment in Task 2 and the evaluation of flood risk reduction alternatives in Task 3 determine that construction of remedial measures is required to comply with Corps vegetation requirements.)

- 4.1 Prepare drawings of the selected alternative developed to a 30% level of design completion.
- 4.2 Prepare Class “C” construction cost estimate for the selected alternative based on the 30% design drawings.
- 4.3 Prepare PDF electronic copies of all submittal documents.

3. Term of Engagement

The term of engagement is eighteen (18) months from the issuance date of NTP. It is estimated that the cost ceiling for this TOS is approximately \$147,000.

4. Solicitation Schedule (Tentative)

- Issue Task Order SolicitationDate of Cover Letter.
- Receive Solicitation Responses..... As indicated in Cover Letter.
- Conduct Interviews if necessary..... 3 weeks after issuance of TOS.
- Select and Negotiate..... 4 weeks after issuance of TOS.
- Issue Task Work Order..... 5 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:

- Kwasi Berko, Kwasi.Berko@lacity.org
- Roshanak Aflaki, roshanak.aflaki@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.

6. Selection Criteria

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

- Capability and experience to provide the Scope of Services as demonstrated by the proposal.
- Capability to provide the Scope of Services as demonstrated during interview
- Completeness in addressing the Scope of Services
- Expert knowledge in the United States Army Corps of Engineers current and emerging rules and policies on levee safety especially relating to vegetation
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.

7. Suggested MBE/WBE/SBE/EBE/DVBE/OBE Participation Levels

The City had set anticipated participation levels (APLs) for subconsultants as follows: 18% MBE, 4% WBE, 25% SBE, 8% EBE, and 3% DVBE.

Note: Subconsultants 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: Kwasi Berko, Environmental Engineer, Wastewater Engineering Services Division, (323) 342-1562.

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		