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CALIFORNIA



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WASTEWATER ENGINEERING SERVICES DIV.
2714 MEDIA CENTER DRIVE
LOS ANGELES, CA 90065
FAX: (323) 342-6210 OR -6211

January 15, 2016

ELECTRONIC MAIL

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

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACTS ISSUANCE OF TOS SN-53 – LASAN PROGRAM MANAGEMENT SUPPORT SERVICES

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.

The pre-proposal meeting for this TOS will be held on:

Date and Time: Thursday, January 21, 2016, from 1:30 P.M. to 2:30 P.M.
Location: Public Works Building
1149 South Broadway, Los Angeles, CA 90015
Sub-basement Conference Room 7

All questions regarding this TOS must be submitted in writing via email to Ms. Debbie Pham and Mr. Alex Vasquez, before January 28, 2016.

For the security clearance at the Public Works Building, please e-mail Mr. Alex Vasquez the names of your representatives and subcontractors, who will be attending the meeting, and the company's name by Wednesday, January 20, 2016.

The deadline for proposal submittal is Thursday, February 18, 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:

- Alex Vasquez, alexander.vazquez@lacity.org
- Debbie Pham, debbie.pham@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.

\\82MTCFS1\Div Files\On-Call Contracts\New Oncall 2014-19\TOS SN-53_LASAN Prgm Mgmt Support Services

zero waste • one water

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste



Sincerely,


~~Ali Poosti~~ / Division Manager *for*
Wastewater Engineering Services Division
LA Sanitation

AP:tvh

Attachment: Details of required services for TOS SN-53.

c: Abdul Danishwar, WESD
Scott Hare, WESD
Thu-Van Ho, WESD
Eva Sung, FMD
Debbie Pham, FMD
Alex Vazquez, FMD

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

On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-53

LASAN Program Management Services Support

January 2016

1. Introduction

The City of Los Angeles' LA Sanitation (LASAN) is responsible for protecting public health and the environment through three primary programs of Watershed Protection, Clean Water, and Solid Resources. These programs deliver many services for customers while striving to be cost effective, efficient and technologically advanced by focusing in the areas of Environmental Stewardship, Operational Excellence, Customer Service, Organizational Development and Effectiveness, and Financial Viability.

LASAN has been facing many new regulatory challenges and mandates, changes in the consumer's use of our services, demand for new services, increased requests for information from the public and the media, and support of the Mayor's and Council's various environmental initiatives, directives, and motions. These new challenges have a great impact on LASAN's day-to-day operations and the long term financial viability of the programs. To provide focus on these new challenges, LASAN will need to utilize additional resources and specialized expertise that goes beyond the capability of LASAN's in-house staff.

The purpose of this TOS is to provide highly specialized consultant support at a programmatic level for LASAN's three primary programs to assist LASAN in setting and meeting both short and long term goals, including increasing operational efficiencies, controlling long-term service costs and improving management and integration of existing resources across all of LASAN operations and programs, identifying potential cost recovery opportunities, and enhancing revenue by identifying grant opportunities, additional funding sources, and non-traditional financial tools.

2. Scope of Services

This TOS is soliciting a qualified consultant firm to provide as-needed support, strategies, and recommendations at the programmatic level for the following, but not limited to:

- Review, analyze, recommend practices, and policies for each program including asset management; short/long term goals, and strategies for each program.
- Assist LASAN in seeking and securing grants, loans and new revenue streams by analyzing legislative bills, resolutions, and ballot issues; advocating with granting agencies; and assisting in developing non-traditional financing options.

- Gather information to respond in a factually, efficient, and timely manner to various requests from elected officials, community groups, public, media, etc., and prepare educational material for these groups.
- Evaluate Programs’ financial viability and develop strategies to ensure long term viability and rate sustainability
- Identify new revenue streams, funding strategies, and funding sources for programs/projects.
- Improve rate payer relations with the goal of benefitting customers and improving satisfaction
- Develop external partnerships with other government agencies, nonprofit organizations, and business entities, etc., that share common interests
- Review of the Clean Water Program’s 10 year capital improvement program and rates
- Provide value engineering for programs or large projects
- Perform any tasks relating to LASAN programs

Deliverables:

- Staff with a high level of expertise in technical, operational, and financial areas to attend executive, council, departmental and agencies meetings as directed by LASAN and work closely with LASAN Executive office on a regular basis to address issues as they arise.
- Consultant staff to work in the Los Angeles area to ensure quick response
- Consultant staff to commit to work full time over the entire term of the TOS.

Due to the complex nature of this TOS, tasks will be assigned in the form of Task Directives on an as needed basis. Scope of Work, Schedule, and Costs for each Task Directive will be negotiated and mutually agreed by LASAN and the consultant. No work shall start unless authorized by LASAN and/or released through a Task Directive Agreement Form. All deliverables will be specifically defined in the Task Directive Agreement Forms and no payment will be made until the agreed upon deliverables are accepted by LASAN.

3. Term of Engagement

The term of engagement is 3.5 years from the issuance date of NTP with the cost ceiling not to exceed \$6.5 million. This TOS has an optional 5-year extension contingent upon the Board’s approval of the LASAN Pre-qualified Oncall Contract amendment with annual contract cost estimated at \$1.8 million a year.

4. 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.

5. Solicitation Response Requirements

Consisted of 5 sections submitted in separate files:

Section 1 – Statement of Qualification (SOQ): The SOQ must also include under each of the areas of services, the list of the primary consultants that will be committed to working at least half-time over the term of the contract. Describe the firm’s approach, capability, and flexibility to meet the City’s needs of having high level expertise staff working locally with as little turnover as possible. Section 1 shall not exceed ten (10) pages.

Section 2- Primary Staff Resumes

- 3 Full Time Equivalent staff
- Consultants with at least 15 years of experience in the desired areas (Watershed Protection, Clean Water, and Solid Resources).
- Committed to working **30-40 hours per week over the term of the contract.**
- Include statement pertaining to the candidate’s availability (minimum hours available per week and candidate’s office location while not working with LASAN).

Section 3 - Support Staff Resumes

- Consultant that is not included in Section 2

Section 4 - Proposed Hourly Billing Rate Summary (in Excel format):

- a. Proposed Hourly Billing Rate Summary for Primary Staff
- b. Proposed Hourly Billing Rate Summary for Support Staff

Section 5 - Outreach Documentation (If applicable)

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:

- Alex Vazquez, alexander.vazquez@lacity.org
- Debbie Pham, debbie.pham@lacity.org
- Thu-Van Ho, thu-van.ho@lacity.org

Solicitation Responses shall include:

- Resumes demonstrating that the candidates are capable of meeting the requirements of the Scope of Services.
- 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

6. Selection Criteria

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

- Ability to provide expert staff that meets technical, local presence, and time commitment requirements.
- Excellent knowledge and understanding of City's and LASAN's programs, goals, mission, objectives, strategies, and policies.
- 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 sub-consultants as follows: 18% MBE, 4% WBE, 25% SBE, 8% EBE, and 3% DVBE. The City encourages the Primes to utilize these subconsultants wherever feasible, especially MBE/WBE subconsultants.

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: Alex Vazquez, Civil Engineer, Financial Management Division, (213) 485-2422.

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		