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July 15, 2022

ELECTRONIC MAIL

To: 24 Pre-Qualified On-Call Contract Consultants of LA Sanitation

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-153 – CONVEYANCE SYSTEM HYDRAULIC ANALYSIS, ODOR CONTROL & EMERGING TECHNOLOGIES

LA Sanitation (LASAN) is soliciting responses from 24 Prime Consultants on the Pre-Qualified On-Call List. Attached are details of required services for the Task Order Solicitation (TOS). To be considered responsive, Prime Consultants must attend a **mandatory** virtual pre-proposal meeting to be held on:

Date and Time: Thursday, August 4, 2022 from 2:00 P.M. to 4:00 P.M.
Location: Virtual: meet.google.com/kng-ufyo-kca
By Phone: (US) +1 508-419-4109 (PIN: 392 071 781#)
RAMP ID: See RAMP Opportunity ID: 203571

All **questions** regarding this TOS before the meeting **must be submitted in writing via e-mail** to:

- Mr. Troy Ezech, troy.ezech@lacity.org
- Ms. Wanda Epps, san.oncall@lacity.org

Please note that inviting your subcontractors to the meeting is optional.

The **deadline for proposal submission** is **Wednesday, September 14, 2022 before 2:00 P.M.** If your firm is interested in this TOS, please submit a proposal via e-mail by the indicated due date to the following LASAN staff:

- Mr. Troy Ezech, troy.ezech@lacity.org
- Ms. Wanda Epps, san.oncall@lacity.org

Thank you for your interest and we look forward to receiving your response to this TOS. Should you decide not to submit a proposal, a **negative response is requested** with a brief explanation of the reason. Your decision to not submit a proposal will not affect your eligibility for future work.

Sincerely,

Nancy Lantin, Sr. Management Analyst II
On-Call Contracts Representative
Administration Division
LA Sanitation and Environment

zero waste • zero wasted water

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste



NL:wae

Attachment: Scope of Services

c: Master Files
Consultants
Ali Poosti, LASAN
Rowena Lau, LASAN
Troy Ezeh, LASAN
Ryan Thiha, LASAN
Azya Jackson, LASAN
Christine Sotelo, LASAN
Christine Heinrich-Josties, LASAN
David Santos, LASAN

**City of Los Angeles
LA Sanitation and Environment (LASAN)**

On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-153 for

Conveyance System Hydraulic Analysis, Odor Control and Emerging Technologies

July 2022

1. Introduction

LASAN manages approximately 6,700 miles of the City's sewer infrastructure that includes four (4) Water Reclamation Plants (WRP) with a combined capacity of 580 million gallons per day of recycled water. The City's waterscape is changing due to new regulations, a statewide drought, and an increasing population. There is a need to implement holistic approaches to manage the City's wastewater collection system and water reclamation plants to ensure that wastewater is safely conveyed and efficiently treated for the protection of public health and the environment.

This TOS seeks a qualified consultant team to provide technical expertise and guidance in advanced planning, engineering, modeling, assessing regulatory compliance requirements, and data analysis of the conveyance system that support and discharge to the City's WRPs:

1. Hyperion Water Reclamation Plant (HWRP),
2. Donald C. Tillman Water Reclamation Plant (DCTWRP),
3. Los Angeles Glendale Water Reclamation Plant (LAGWRP), and
4. Terminal Island Water Reclamation Plant (TIWRP).

The general layout of major outfalls and WRPs are shown in **Attachment B (page 9)**.

2. Scope of Services

LASAN is soliciting for a consultant team to provide technical expertise in the advanced planning for the clean water conveyance system, provide technical support to the WRPs and conduct additional conveyance system studies that will assist with emergency preparedness and improved operation of the City's WRPs.

The following task descriptions provide more details regarding the services required from the qualified consultant.

Task 1: Hydraulic Analysis and Modeling

This task includes but is not limited to the following subtasks:

- A. Provide as-needed services and support related to the planning of the wastewater conveyance system,
- B. Conduct hydraulic analysis of the wastewater conveyance system (i.e. flow and condition analysis, and modeling),
- C. Analyze and integrate conveyance systems flow monitoring and plant headworks monitoring to ensure accuracy of flow measurements,
- D. Evaluate utilizing collection system for flow equalization, and
- E. Evaluate overflow bypass options of conveyance system at each WRPs.

Task 2: Application of Emerging Technologies

This task includes but is not limited to the following subtasks:

- A. Evaluate new/existing conveyance structures such as capture systems, flow equalization structures, and Operations and Maintenance (O&M) needs of these structures,
- B. Prepare studies to address build-up of debris and grits in the conveyance system, conduct pilot projects, and recommend resolutions,
- C. Evaluate and recommend new and emerging conveyance system monitoring and inspection technologies, and
- D. Recommend and develop pilot projects, deploy and evaluate use of automated and remote controlled systems for conveyance system cleaning and maintenance.

Task 3: Odor Control, Climate Resiliency and Permitting

This task includes but is not limited to the following subtasks:

- A. Provide technical expertise to LASAN personnel in reviewing engineering documents, provide construction services support, and conduct studies/evaluations, including but not limited to sewer odor analysis and implementation of odor control measures in the conveyance system as well as at WRPs,
- B. Evaluate climate resiliency improvements that prevent operational impacts to WRPs,

- C. Provide technical expertise to WRP personnel and conduct urgent studies/evaluations where WRP are required to conduct immediate process and flow correction(s) and/or meet regulatory requirements,
- D. Analyzing climate change driven challenges in conveyance system planning and implementation including identifying collaborative holistic opportunities to address challenges, and
- E. Perform additional environmental analysis relating to permit or legal compliance (i.e., AQMD, CEQA, EIR, etc.).

3. COVID VACCINATION REQUIREMENT FOR CONSULTANTS/CONTRACTORS

For the purposes of this section the terms contractor and consultant are interchangeable and deemed to have the same meaning; and the terms subcontractor and subconsultant are interchangeable and deemed to have the same meaning.

Employees of Contractor and/or persons working on its behalf, including, but not limited to, subcontractors (collectively, "Contractor Personnel") must be fully vaccinated against the novel coronavirus 2019 ("COVID-19") prior to (1) interacting in person with City employees, contractors, or volunteers, (2) working on City property while performing services under this Agreement, and/or (3) coming into contact with the public while performing services under this Agreement (collectively, "In-Person Services"). "Fully vaccinated" means that 14 or more days have passed since Contractor Personnel has received the final dose of a two-dose COVID-19 vaccine series (Moderna or Pfizer-BioNTech) or a single dose of a one-dose COVID-19 vaccine (Johnson & Johnson/Janssen) and all booster doses recommended by the Centers for Disease Control and Prevention. Prior to assigning Contractor Personnel to perform In-Person Services, Contractor shall obtain proof that such Contractor Personnel has been fully vaccinated. The contractor shall retain such proof for the document retention period set forth in this Agreement. The contractor shall grant medical or religious exemptions to Contractor Personnel as required by law. If Contractor wishes to assign Contractor Personnel with Exemptions to perform In-Person Services, Contractor shall require such Contractor Personnel to undergo weekly COVID-19 testing, with the full cost of testing to be borne by Contractor. If Contractor Personnel test positive, they shall not be assigned to perform In-Person Services or, to the extent they have already been performing In-Person Services, shall be immediately removed from those assignments. Furthermore, Contractor shall immediately notify City if Contractor Personnel performing In-Person Services (1) have tested positive for or have been diagnosed with COVID-19, (2) have been informed by a medical professional that they are likely to have COVID-19, or (3) meet the criteria for isolation under applicable government orders.

4. **Term of Engagement and Cost Estimate**

The term of engagement is from the issuance date of the Notice to Proceed (NTP) through July 22, 2024. It is estimated that the cost ceiling for this TOS is approximately \$2,400,000.

5. **Solicitation Schedule (Tentative)**

- Issue Task Order SolicitationDate of Cover Letter.
- Receive Solicitation Responses.....As indicated in Cover Letter.
- Conduct Interviews if necessary.....12 weeks after issuance of TOS.
- Select and Negotiate.....14 weeks after issuance of TOS.
- Execute Task Agreement Form.....16 - 24 weeks after issuance of TOS.

- **Estimated Project Start Date: December 2022.**

6. **Solicitation Response Requirements**

Solicitation Responses shall not exceed fifty (50) pages, exclusive of cover, dividers and resumes. Solicitation Responses shall be submitted to the following LASAN staff via email, no later than 2:00 pm on the proposal due date indicated in the cover letter:

- Troy Ezeh, troy.ezeh@lacity.org
- Wanda Epps, san.oncall@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 Billing Salary Rate Summary for the proposed candidate with all respective direct and indirect costs, markups, expenses, overhead rates and profit. **(See Attachment A below.)**
- MBE/WBE/SBE/EBE/DVBE/OBE subcontractors utilized and the percent utilization. **(See Attachment A below.)**

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)
- ☐ A firm can only be a MBE or WBE (not both) for a pledged amount
- ☐ A firm with multiple certifications is acceptable (i.e., a MBE/SBE/EBE/DVBE firm will fulfill 4 of 6 required categories)
- Provide a copy of valid MBE/WBE/SBE/EBE/DVBE Certifications of MBE/WBE/SBE/EBE/DVBE subcontractors utilized.
- **If a subconsultant needs to be added to Schedule A, use Mini Outreach Subconsultant Phone Log template uploaded to LABAVN for this TOS.**
- Statement pertaining to the candidate's availability.

7. Selection Criteria

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

- A. Consultant Qualifications, Experience, and Expertise
 - 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 Water Reclamation Plant design, operation, and maintenance.
- B. Personnel Qualifications, Experience, and Expertise
 - Knowledge and understanding of the LASAN's strategies and goals related to wastewater/water reclamation facilities planning and related activities.
 - Experience and proven track record with Water Reclamation Plants.
- C. Technical Approach
 - Familiarity and understanding of activities, studies, and planning for wastewater treatment technologies.
 - Expert Knowledge and experience in facilities planning issues in relation to wastewater treatment and collection systems.
 - Proven capability in conducting scientific studies and analysis supporting water, wastewater, water reclamation and collection system facilities planning.
- D. Project Management Approach
 - Ability to effectively and rapidly meet ongoing needs for the related wastewater treatment activities.
 - Experience and proven track record with local stakeholders.
- E. Competitive Fees and Costs
 - The value offered to the City considering cost in comparison to capabilities and experience of the candidates.

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

The City has set anticipated participation levels (APLs) for sub-consultants as follows: 18% MBE, 4% WBE, 25% SBE, 8% EBE, and 3% DVBE. Minority, women, small, emerging, disabled veteran owned and controlled businesses must be considered along with other business enterprises whenever possible as sources of sub-consulting services.

Note: Sub-consultants that are not listed on Consultant's current Schedule A - LIST OF POTENTIAL MBE/WBE/SBE/EBE/DVBE/OBE SUBCONSULTANTS (which includes any previously approved mini outreach) cannot be included in a proposal and/or utilized without the performance of a mini outreach and approval of said outreach by LASAN. A Request to Add Sub(s) should be made at least 10 business days prior to proposal due date. If a consultant needs to add a sub to their Schedule A, please see the Mini Outreach Phone Log and Instructions to Add Sub document associated with this TOS and available for download within the Regional Alliance Marketplace for Procurement (RAMP). When a CONSULTANT receives from LASAN an approved Request to Add Sub(s), approved sub(s) then may be included in the proposal. **Exception:** If Request to Add Sub(s) is in the process of being approved by LASAN, CONSULTANT may submit a proposal that includes the yet to be approved sub. The Request to Add Sub(s) must have been submitted prior to the proposal due date deadline.

9. Task Order Manager

LASAN On-Call Contracts Representative: Nancy Lantin, Sr. Management Analyst II, On-Call Contracts Representative, Administration Division, (213) 440-8237, nancy.lantin@lacity.org.

Designated Task Manager for this TOS: Troy Ezeh, Environmental Engineer, Wastewater Engineering Services Division, (323) 342-6251, troy.ezeh@lacity.org.

10. 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.

ATTACHMENT A

COST REIMBURSEMENT - BILLING SALARY RATE BASIS										
Firm Name	Status	Last Name	First Name	Position	Raw Rate (\$/hr)	Approved Overhead Rate	Profit	Billing Rate (\$/hr)	Effective Date	Note
Prime Firm	Prime									
Prime Firm	Prime									
Prime Firm	Prime									
Subcontracting Firm Name 1	MBE/SBE/EBE									
Subcontracting Firm Name 2	WBE/SBE/EBE									
Subcontracting Firm Name 3	MBE/SBE									
Subcontracting Firm Name 4	WBE/SBE									
Subcontracting Firm Name 4	SBE/EBE/DVBE									
Subcontracting Firm Name 5	SBE/EBE									
Subcontracting Firm Name 6	OBE									
SUMMARY										
Firm Name	Status	Fee	%Fee							
Prime										
Subcontracting Firm Name 1	MBE/SBE/EBE									
Subcontracting Firm Name 2	WBE/SBE/EBE									
Subcontracting Firm Name 3	MBE/SBE									
Subcontracting Firm Name 4	WBE/SBE									
Subcontracting Firm Name 4	SBE/EBE/DVBE									
Subcontracting Firm Name 5	SBE/EBE									
Subcontracting Firm Name 6	OBE									
Total Direct Labor Cost of the Prime										
Total Subcontract Expenses										
5%Administrative Fee (markup)										
Other Direct Costs (with no markup)										
Total Task Order Amount										
Total Subconsultant Participation										
Pledged	MBE	WBE	SBE	EBE	DVBE	OBE				
% of Total Task Order	%	%	%	%	%	%				
\$ Amount	\$	\$	\$	\$	\$	\$				

Attachment B Map of Major Outfalls and Water Reclamation Plants

