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December 7, 2016

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

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-68 – LANKERSHIM BLVD. - SAN FERNANDO VALLEY GREEN STREET NETWORK EVALUATION

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. A pre-proposal meeting for this TOS will be held on Thursday, December 15, 2016, from 1:00 P.M. to 2:00 P.M., at 1149 S. Broadway St., Los Angeles, CA 90015-2213, 5th Floor Executive Conference Room. All questions regarding this TOS must be submitted in writing via e-mail to the LASAN Project Manager, Mr. Wing Tam, or his staff, either Mr. Kosta Kaporis or Mr. Kevin Ho, before the meeting. For the security clearance at the Public Work Building, please provide the names of your representatives' and subconsultants, who will attend the meeting, and the company names to Mr. Kevin Ho on December 15, 2016 before 10:00 A.M.

The deadline for proposal submittal is Friday, January 13, 2017, 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:

- Wing Tam, Wing.Tam@lacity.org
- Kosta Kaporis, Kosta.Kaporis@lacity.org
- Kevin Ho, Kevin.Ho@lacity.org
- Thu-Van Ho, Thu-Van.Ho@lacity.org

LASAN reserves the right to cancel this TOS at any time as this TOS is pending BPW final approval. Should you decide not to submit a proposal, a negative response is requested with a brief explanation of the reason. Your decision for not to submit a proposal will not affect your eligibility for future work. 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

c: Ali Poosti, WESD
Abdul Danishwar, WESD
Scott Hare, WESD
Thu-Van Ho, WESD
Shahram Kharaghani, WPD
Wing Tam, WPD
Kosta Kaporis, WPD
Ryan Thiha, WPD
Kevin Ho, WPD

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

On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-68

for

San Fernando Valley Green Street Network Evaluation

Lankershim Boulevard

December 2016

1. Introduction

The City of Los Angeles Sanitation (LASAN) in partnership with Los Angeles Department of Water and Power (LADWP) plans to capture and infiltrate stormwater to increase groundwater replenishment of the San Fernando Valley Basin and to improve water quality downstream in the Los Angeles River. Los Angeles River has known pollutants-of-concern with Total Maximum Daily Loads (TMDLs) for bacteria and metals. From the City's experience with Green Streets and Great Streets, the City envisions a networked holistic stormwater approach to manage stormwater within the LA River Watershed. To start, an integrated stormwater solution of Green Street elements will be evaluated along one of the Mayor's designated Great Streets locations:

- Lankershim Blvd. (Chandler to Victory Blvd.) in Council District 2

The completed projects are anticipated to reduce local flooding, increase stormwater capture (approximately 105 acre-feet per year), recharge groundwater, reduce first flush impacts on water quality, enhance pedestrian access, and improve air quality and the aesthetics of the existing right-of-way.

The deadline for completing the projects is December 31, 2018.

2. Scope of Services

LASAN is soliciting a qualified consulting firm to provide services to evaluate distributed Stormwater Control Measures (SCMs) as feasible to improve water quality and augment water supply. The SCMs can include dry wells, rain gardens, and/or infiltration galleries along the aforementioned Great Streets. The qualified consultant shall also provide facilitation and support services that may include, but not be limited to, engaging and obtaining input from stakeholders, developing maintenance agreements, providing training on sustainability, conducting monitoring to assess project performance, participating in team meetings, and performing related activities. Such support services shall be on an as-needed and as-directed basis.

The following provides more details regarding the services to be provided by the qualified consultant:

Task 1: Provide brief descriptions of the work performed and updated project schedules on a monthly basis. Coordinate/confer with LASAN, other City staff/offices, and various agencies/experts as may be needed. Conduct activities associated with project management, such as participating and providing input at meetings, workshops, etc.

Deliverables:

- Progress reports
- Final project report
- Meeting notes from all the meetings and workshops

Task 2: Develop preliminary design concepts, implementation scopes, and performance/monitoring requirements for SCMs in Lankershim Blvd. (Chandler to Victory Blvd.). Conduct site survey and geotechnical, utility, and other investigations as needed for design. Develop an open book cost model to manage implementation, installation, and maintenance efforts. Refine concept as necessary to maximize scope and deliver TOS under cost ceiling. LASAN will authorize Task 3-4 upon approval of Task 2 Deliverables.

Deliverables:

- Site survey
- Geotechnical report
- Preliminary plans
- Implementation scopes
- Performance/monitoring requirements
- Cost Model

Task 3: Manage the installation of SCMs in Lankershim Blvd. (Chandler to Victory Blvd.) using integrated delivery. Obtain all necessary permits to (i.e., B-permit) and approvals (i.e., traffic control plans) to implement the projects. Develop operation and maintenance guidelines.

Deliverables:

- Detailed plans
- Permits and agency approvals
- Pre-installation, installation, and post-installation photos
- As-built plans
- Operation and maintenance guidelines

Task 4: Work with LASAN and possibly with experts as may be needed to develop a plant palette and landscaping plan. Maintain landscaping for one year after construction is finished.

Deliverables:

- Plant palette and landscaping plan
- Report on establishment of landscaping, including photo documentation

Task 5: Work with LASAN and possibly with experts as may be needed to develop a monitoring and optimization plan to assess project performance. Procure all necessary plans and appurtenance documents to ensure that the appropriate data are generated at each of the monitoring sites. Provide all labor, services, and ancillary items to ensure all monitoring data is obtained and performance effectiveness is measured. Once project is optimized, develop standard operating procedure for long-term operation of the facility. Provide, on an as-needed basis, time to meet with

LASAN staff to address any questions or issues with respect to performance or effectiveness at the monitoring sites.

Deliverables:

- Monitoring plan
- Monitoring data and report
- Performance report
- Optimization report
- Standard operating Procedure

PROJECT SCHEDULE:

The key phases of the Project and the corresponding required dates of completion are:

1. Concept Design – February 2017
2. Implementation – December 2017
3. Monitoring – December 2018

3. Term of Engagement

The engagement will terminate on December 31, 2018. The TOS will have a not-to-exceed cost ceiling of \$3,780,000.

4. Solicitation Schedule (Tentative)

- Issue Task Order SolicitationDate of Cover Letter.
- Receive Solicitation Responses..... As indicated in Cover Letter.
- Conduct Interviews if necessary..... 7 weeks after issuance of TOS.
- Select and Negotiate..... 9 weeks after issuance of TOS.
- Issue Task Work Order..... 11 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:

- Wing Tam, Wing.Tam@lacity.org
- Kosta Kaporis, Kosta.Kaporis@lacity.org
- Kevin Ho, Kevin.Ho@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 with a total TOS not-to-exceed budget of exactly \$3,780,000.

- Tasks 3-5 cost shall be budget allotments for proposal. Final budget for Tasks 3-5 will be established in Task 2. 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. (Attachment A)
- Implementation, installation, and maintenance efforts may be performed lump sum.
- MBE/WBE/SBE/EBE/DVBE/OBE subcontractors utilized and the percent utilization. (Attachment A)

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)
- 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 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.
- Expert knowledge and work experience associated with understanding of the issues, options, and approaches related to SCMs, especially infiltration techniques and bioswales utilizing drought tolerant plants.
- Knowledge and understanding of LASAN's strategies and goals for urban greening
- Experience and proven track record with local stakeholders.
- Familiarity with and understanding of urban greening master plan activities, studies, projects and objectives
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Expert knowledge and experience in stormwater management, urban greening and City operations and practices.
- Expert knowledge and experience implementing integrated delivery and managing to a cost model.
- Proven capability in implementing pilot projects and SCMs.

7. 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.

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 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: Wing Tam, Assistant Division Manager, Watershed Protection Division, (213) 485-3985.

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.

