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CALIFORNIA



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January 10, 2017

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

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT RE-ISSUANCE OF TOS SN-67 – RESIDENTIAL FOOD WASTE PREVENTION AND FOOD SCRAP RECYCLING PILOT PROGRAM

LA Sanitation (LASAN) is re-issuing Task Order Solicitation (TOS) SN-67 due to the TOS title change and modification of the scope of services. This TOS is soliciting responses from 25 Prime Consultants on the On-Call List. Attached are details of the required services for this TOS. A pre-proposal meeting for this TOS will be held on Thursday, January 26, 2017, from 1:30 P.M. to 2:30 P.M., at 1149 S. Broadway St., Los Angeles, CA 90015-2213, Sub-basement Conference Room 6. All questions regarding this TOS must be submitted in writing via e-mail to the LASAN Project Manager, Ms. Rowena Romano, 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 ronaldo.milo@lacity.org on January 26, 2017, before 10:00 A.M.

The deadline for proposal submittal is Thursday, February 16, 2017, before 2:00 P.M. If your firm is interested in this TOS, please submit your proposal via e-mail by the indicated due date to the following LASAN staff:

- Rowena Romano, rowena.romano@lacity.org
- Ron Milo, ronaldo.milo@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 Board approval. Should you decide not to submit a proposal, a brief explanation of the reason is requested with a negative response. Your decision not submitting 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

zero waste • one water

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste



AP:tvh

c: Ali Poosti, WESD
Abdul Danishwar, WESD
Scott Hare, WESD
Thu-Van Ho, WESD
Melody Reid, WESD
Robert Potter, SRSSD
Rowena Romano, SRSSD
Ronaldo Milo, SRSSD

**City of Los Angeles
Department of Public Works
Los Angeles Sanitation**

Task Order Solicitation (TOS) SN-67 for

Residential Food Waste Prevention and Food Scrap Recycling Pilot Program

January 2017

1. Introduction

The City of Los Angeles (City) is responsible for solid waste services to over 740,000 households. The City has demonstrated significant leadership in implementing a wide range of innovative and sustainable solid resources programs. The City successfully reached a 60% landfill diversion rate in year 2000, and continued to increase the diversion rate to 76.4% by year 2012. The City remains committed to landfill diversion, and has developed the City of Los Angeles' Solid Waste Integrated Resources Plan – A Zero Waste Master Plan, which outlines the City's long-term plan for achieving zero waste by 2030. Moreover, the Mayor's 2015 Sustainability Plan calls for the execution and expansion of programs to increase landfill diversion and recycling.

According to the 2014 CalRecycle Disposal Facility Based Characterization of Solid Waste in California, food material accounts for approximately 21% of the total single-family residential waste disposed. In the U.S. approximately 40% of food produced is wasted, such that wasted food occurs on the consumer level may be due to inefficient shopping and cooking, misunderstanding of labels, and lack of alternatives to the trash bin (*Harvard Food Law and Policy Clinic, October 2016*). When food waste is landfilled it becomes a source of methane, a powerful contributor to greenhouse gas (GHG) emissions. These landfill gases may not be sufficiently captured, and makes landfills the single largest direct human source of methane (*Stop Trashing the Climate, Platt June 2008*).

Prevention is a cost effective and environmentally beneficial way to manage food waste. In addition, recycling food waste can through processes such as composting, mulching, and anaerobic digestion, can divert food waste from the landfill, and be further used as renewable products or energy.

Therefore, The Bureau of Sanitation (LASAN) is proposing a residential food waste prevention (FWP) and food scrap recycling (FSR) pilot program. Residential food waste collection programs are in line with the California legislation through AB 341, AB 1826, and SB 1383. The program will involve single-family households in the South Los Angeles, West Los Angeles, and East Valley districts. The program will engage residents in food waste prevention education and provide them with practical tools to help them prevent food waste (e.g., shop smarter, store and prepare food better); additionally the program will provide residents with the ability to recycle their food scraps with their yard-trimmings using their green-bin. The green-bin material will be further processed through composting and/or anaerobic digestion to produce renewable products and/or energy.

The objectives of this pilot program are as follows:

- 1) Engage residents in food waste prevention education, practices, and benefits.
- 2) Engage residents in food scrap recycling through use of their green-bin.
- 3) Determine the level and quality of participation in the program.
- 4) Determine the quantitative impacts of the program on black-bin and green-bin collection.
- 5) Determine the impacts of the program on existing solid waste collection infrastructure (per SWIRP).

The program will include, but not be limited to the following tasks: public education/outreach such as producing mailers and door-to-door canvassing, and behavioral surveys; deploying food scrap recycling kitchen pails, conducting black-bin (i.e., household refuse) and green-bin (i.e., yard-trimmings and food scraps) set out rates, black-bin and green-bin curbside inspections, black-bin and green-bin waste characterizations, and black-bin and green-bin tonnage data collection. The environmental, economical, and operational challenges and benefits of the program will be investigated and evaluated. The results of the program will be used to determine whether the program should be expanded or implemented City-wide.

The pilot program is expected to be implemented in 2017 and be conducted for eighteen (18) months. The pilot program includes three (3) phases, consisting of a Pre-Implementation phase (3 months duration), Implementation phase (12 month duration with an option to extend for an additional 12 months at the City's discretion), and Post-Implementation phase (3 months duration).

2. Scope of Services

LASAN is soliciting proposals from qualified consultant firms to plan, implement, and evaluate the residential food waste prevention (FWP) and food scrap collection (FSC) pilot program. Consultants must demonstrate a high degree of operational and technical expertise and abilities in the solid waste management field, and provide cost effective services. The following provides further details regarding the tasks expected from the qualified consultant.

A. PRE-IMPLEMENTATION PHASE

Task 1: Provide program management oversight of the scope, budget and schedule. Provide program Implementation and Evaluation plans, meet task deliverables, and monitor staff and sub-consultant performance. Communicate progress of each task and overall program.

Deliverables:

- Provide overall program management and coordination.
 - Provide as needed coordination, conference calls and/or meetings
 - Monitor team performance, tasks, budgets, and schedules
 - Timely submittal of accurate invoices and supporting information
 - Monthly status reports
- Provide project Implementation and Evaluation Plans:
 - Provide clear objectives, inputs, resources, outputs, and outcomes for each plan
 - Provide a detailed Resource Management Plan (e.g., list of employees with applicable skill sets, and information technology resources, etc.).

- Provide a detailed Communications Plan (e.g., process to ensure that information is effectively communicated between parties such as the City, residents, etc.).
- Provide a detailed Document Management Plan (e.g., process for tracking, adding, archiving, and removing documents related to the project, etc.).
- Provide a detailed Quality assurance/Quality control (QA/QC) Plan (e.g, process to ensure organized manner of conducting work for verification, feedback, corrective action for the various tasks, etc.).
- Provide a detailed schedule, including costs, milestones, meetings, workshops, etc. The schedule should reflect activities for Pre-Implementation, Implementation, and Post-Implementation phases. Provide a detailed cost estimate to include, but not be limited to the number of personnel, labor hours, equipment, etc.
- Provide a list of milestones, progress meetings, and workshops.
- Provide a template for progress reports, meetings, and invoices, etc.

Task 2: Provide geographical and demographic information of pilot area, including maps. Maps are to include location, boundaries, and number of homes. The maps will be used to facilitate mailing, distribution of food scrap collection pail, black-bin and green-bin inspections, waste characterization studies, etc. Preliminary areas for this pilot include South Los Angeles (SLA), West Los Angeles (WLA), and East Valley (EV) districts.

Deliverables:

- Provide maps of pilot areas, indicating boundaries, number of homes, and dwelling type. Provide a list of addresses, and indicate dwelling type and occupancy/vacancy information.
- Provide a map of black-bin collection route(s) for the pilot areas.
- Provide a map of green-bin collection route(s) for the pilot areas.
- Provide a report on the demographics (e.g., occupation, household income, ethnicity, spoken language in household, education, citizenship, presence of children, age, gender, etc.) of pilot area using latest U.S. census data and provide a demographics map.

Task 3: Provide public education/outreach and surveys to the households in the pilot areas. Education on food waste prevention shall be comprehensive and include but not limited to food waste prevention practices (e.g., better shopping, better cooking, understanding labels), and toolkits that are easy to use and understand. Education on food scrap recycling shall be comprehensive and include but not limited to alternatives such as backyard composting, garbage disposal, and use of green-bin.

The educational task may encourage participation through (including but not limited to) door-to-door canvassing, workshops, grassroots approaches such as house meetings, web-based tools, email notifications, and direct phone calls, amongst others. In addition, the education and campaigning tasks should include but not limited to branding, brochures, letters, post-cards, magnets, and frequently-asked questions (FAQ) sheet that help encourage participation. Furthermore, the surveys should be

conducted periodically to determine participation levels and assess participant behaviors and perspectives.

The LASAN Ambassador Program (based on availability) and non-governmental organizations are to be utilized for these educational/outreach activities.

Deliverables:

- Provide a detailed Outreach Plan to be implemented for the pilot program.
- Provide the educational information, such as the facts and figures, toolkits, and FAQs, to be used to develop both FWP and FSR educational materials. For example, the EPA's Waste Reduction Model may be used to determine greenhouse gas emission reductions if a given amount of food waste is composted or anaerobically digested rather than landfilled.
- Provide a baseline assessment of solid waste disposal habits within the pilot area through a participant behavioral survey. A baseline assessment should be completed within the Pre-Implementation phase. Assessment shall include, but not be limited to quantitatively determining the following:
 - Number of residents who dispose of food waste in the black-bin.
 - Number of residents who use backyard composting for food waste.
 - Number of residents who dispose of food waste using their in-sink food disposer.
- Provide additional household behavioral surveys and data analyses every three (3) to six (6) months of the Implementation phase to evaluate the pilot program and the need for additional outreach.
- Provide community outreach events.
- Provide outreach materials, including but not limited to brochures, flyers, maps, posters, and power point presentations for outreach events.
- Provide Introductory Letters (in English and Spanish) to be mailed to all households in the pilot area. Letters shall be mailed at least two months prior to the start of the Implementation phase.
- Provide Reminder Post Cards (in English and Spanish) to all households in the pilot area. Reminder Post Cards shall be mailed at least three (3) weeks prior to the start of the Implementation phase.
- Design and produce an informational "How-To" Brochures (in English and Spanish) for FWP and FSR to be distributed to along with the food scrap recycling kitchen pails.
- Provide presentations on program at outreach events as needed.

Task 4: Provide food scrap recycling kitchen pails to all residents in the pilot program area to encourage separation of food scraps in the kitchen. The kitchen pails shall have heat stamped instructions and a list of acceptable and non-acceptable items that may be recycled, and also bear the LASAN logo.

Deliverables:

- Provide a comprehensive plan, including schedule and budget, for the design, purchase, storage, and distribution of the kitchen pails.

- Provide data logs to be used during the distribution of the kitchen pails to track information, including, but not limited to which homes received kitchen pails and which homes did not (e.g., were vacant, refused pail, etc.).

B. IMPLEMENTATION PHASE

Task 5: Distribute food scrap recycling pails and informational “How-To” brochures to pilot areas.

Deliverables:

- Distribute the kitchen pails and informational “How-To” brochures on FWP and FSR to all households in the pilot program area. Attempts shall be made to hand-deliver the food scrap collection pails to residents in person to avoid lost/misplaced/stolen kitchen pails. The City’s Ambassador Program may be utilized for the distribution of the kitchen pails depending on their availability.
- Provide a report summarizing the kitchen pail deployment, including, but not limited to the following:
 - Total number of households that received the kitchen pails, including the number of attempts and missed distribution due to undeliverable conditions.
 - Total number of households that did not receive kitchen pails due to incorrect addresses, refusal, etc.

Task 6: Provide curbside green-bin inspections, set-out rate, and waste characterization studies to determine participation rate in the pilot program.

Deliverables:

- Provide a plan to conduct the green-bin inspections, set-out rate, and waste characterization studies. The plan shall include, but not be limited to procedures, training, safety plans, and location of characterization, frequency, and sample size, data collection, and data analysis. All procedures shall be detailed and be in compliance with all applicable laws.
- Provide a minimum of four green-bin set-out rate studies per route. A baseline study is to be conducted in the Pre-Implementation phase, and subsequently at the beginning, middle, and end of the Implementation phase.
- Provide a minimum of four curbside visual-based green-bin inspections per route. A baseline inspection is to be conducted in the Pre-Implementation phase, and subsequently in the beginning, middle, and end of the Implementation phase. The green-bins shall be visually inspected for fullness of bin, and for the amount of food scraps, food soiled paper, and contaminants.
 - Heavily contaminated green-bins (i.e., does not contain appropriate green-bin material) shall be tagged. Consultants are to provide such a tag, which can be affixed to the bin and explains their non-compliance.
- Provide a minimum of four green-bin waste characterization studies per route to determine the amount of food scrap material diverted from the landfill. A baseline waste characterization study shall be conducted in the Pre-

Implementation phase, and subsequently at the beginning, middle, and end of the Implementation phase.

- Waste characterization studies shall be weight-based, and shall include, but not be limited to the following categories: food scraps, packaged foods, food-soiled paper, plastic, metal, glass, electronics, yard trimmings, wood/lumber, and others.
- Provide a report for each study (i.e., green-bin inspection, green-bin set out, and green-bin waste characterization studies). Reports shall include data collection, data analysis, data sheets, photos, results and analysis, etc.

Task 7: Provide curbside black-bin inspections, set-out rate, and waste characterization studies. The curbside inspections of the black-bin will provide information regarding the participation rate in the pilot program.

Deliverables:

- Provide a plan to conduct the black-bin inspections, set-out rate, and waste characterization studies. The plan shall include, but not be limited to procedures, training, safety plans, and location of characterization, frequency, and sample size, data collection, and data analysis. All procedures shall be detailed and be in compliance with all applicable laws.
- Provide a minimum of four black-bin set out studies per route. A baseline study is to be conducted in the Pre-Implementation phase, and subsequently at the beginning, middle, and end of the Implementation phase.
- Provide a minimum of four (4) curbside visual-based black-bin inspections per route. A baseline inspection is to be conducted in the Pre-Implementation phase, and subsequently at the beginning, middle, and end of Implementation phase. The black-bins shall be visually inspected for fullness of bin, and for the amount of food scraps, and food soiled paper.
- Provide a minimum of four (4) black-bin waste characterization studies per route to determine the amount of food scrap material sent and/or diverted from the landfill. A baseline waste characterization study shall be conducted in the Pre-Implementation phase, and subsequently the beginning, middle, and end of the Implementation phase.
 - Waste characterization studies shall be weight-based, and shall include, but not be limited to the following categories: food scraps, packaged foods, food-soiled paper, plastic, metal, glass, electronics, yard trimmings, wood/lumber, and others.
- Provide a report for each study (i.e., black-bin inspection, black-bin set out, and black-bin waste characterization studies). Reports shall include data collection, data analysis, raw data sheets, photos, results and analysis, etc.

Task 8: Provide a final participant behavioral survey at the end of the pilot program to obtain program feedback and additional information.

Deliverables:

- Design, produce, and mail a final survey to the households in the pilot area to obtain feedback about the pilot program. The survey shall include, but not be limited to questions regarding participation, ease of use, and willingness to

participate in the future. Postage-paid return envelopes shall be included to facilitate a greater response rate.

- Provide a report on survey responses, including but not limited to, data collected, data analysis, and results.

C. POST-PILOT PHASE

Task 9: Compare the green-bin and black-bin tonnage data to a historical tonnage data for the given routes.

Deliverables:

- Provide a comparison between the black-bin and green-bin tonnage collected during the pilot phase to the tonnage collected in the prior years.

Task 10: Provide a comprehensive final report, inclusive of all the tasks, data collection, data analysis, results, recommendations for city-wide implementation, and lessons learned. The report shall provide important feedback as to the participation rate, food waste diversion rate, contamination rate, benefits, and challenges that can be expected in a City-wide program.

Deliverables:

- Provide a comprehensive final report, inclusive of all the tasks outlined in this Task Order Solicitation (TOS) and any other tasks as determined by the City during the program. The report shall include but not limited to the following:
 - Route selection and demographics.
 - Community outreach events, presentations, materials, etc.
 - Kitchen pail distribution.
 - Data and results of participant surveys.
 - Data and results of green-bin inspections, set-out rates, and waste characterization studies.
 - Data and results of black-bin inspections, set-out rates, and waste characterization studies.
 - Recommendations for future residential food waste programs and City-wide implementation.
 - Challenges and Lessons-learned.

3. Term of Engagement

The term of engagement is for a minimum of 18 months (with an option to extend for an additional 12 months at the City’s discretion) from issuance of the Notice to Proceed. It is estimated that the total cost of the TOS is approximately \$2,000,000.

4. Solicitation Schedule

- 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**

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:

- Rowena Romano, rowena.romano@lacity.org
- Ron Milo, ronaldo.milo@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 Billing Salary Rate Summary for the proposed candidate with all respective direct and indirect costs, markups, expenses, overhead rates and profit. (See Attachment A).
- MBE/WBE/SBE/EBE/DVBE/OBE subcontractors utilized and the percent utilization. (See 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/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 in providing the Scope of Services as demonstrated by the proposal.
- Expert knowledge and work experience associated with understanding issues, options, and approaches related to the residential commingled food scrap collection programs.

- Knowledge and understanding of the Bureau's strategies and goals in landfill diversion, and solid waste integrated resource plan, and related activities.
- Familiarity and understanding of food scrap and diversion collection and diversion goals.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Expert knowledge and experience in facilities planning issues in relation to solid waste and solid resources management, as well as City operations and practices.
- Proven experience and capability in preparing quality reports.
- Consultants are encouraged to review the TOS thoroughly, including all requirements to ensure submission of a timely and responsive proposal. Notwithstanding the requirements and expectations discussed in this TOS, the City is interested in reviewing progressive ideas. Therefore, consultants are encouraged to suggest alternatives and/or additions in their proposals. Although full consideration by the City will be given, the consultant is responsible to explain any alternatives and/or additions to the requirements of this TOS, and the anticipated benefits to the City.

7. Suggested MBE/WBE 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: Rowena Romano, Senior Environmental Engineer, Solid Resources Support Services Division, (213) 485-3626.

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.

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	\$	\$	\$	\$	\$	\$