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January 19, 2017

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

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-75 – STORMWATER GREEN INFRASTRUCTURE ACADEMY

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.

There is no pre-proposal meeting for this TOS. All questions regarding this TOS must be submitted in writing via e-mail to the LASAN Project Manager, Mr. Wing Tam, or his staff, Mr. Kosta Kaporis by Tuesday, January 24, 2017, before 5:00 P.M.

The deadline for proposal submittal is Thursday, February 9, 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
- Thu-Van Ho, Thu-Van.Ho@lacity.org

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

zero waste • one water

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste



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

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

Task Order Solicitation (TOS) SN-75

For

Stormwater Green Infrastructure Academy

January 2017

1. Introduction

The Watershed Protection Division (WPD) of the Bureau of Sanitation (LASAN) takes a multi-pronged approach to reduce water pollution and improve receiving waters and their aquatic environments and augment water supply. These approaches includes implementing green infrastructure and stormwater projects that assist the City of Los Angeles (City) in complying with Total Maximum Daily Loads (TMDLs) for various pollutants and will help the City meet the new requirements of the National Pollutant Discharge Elimination System (NPDES) municipal stormwater permit. Additionally in response to the current drought, the Mayor issued Executive Order #5 on October 14 2014 to create a Water-Wise City. This Executive Order directs City departments to increase local water supplies via an integrated water strategy including the capture, storage and reuse of stormwater.

One of the programs that LASAN will employ to achieve the City's goals is to develop a certification program to educate local workers on design, construction, operation and maintenance (O&M) of green infrastructure facilities or Best Management Practices (BMPs). This program will provide the next generation of workers with the skills necessary to add to and upkeep the City's growing green infrastructure. The initial focus will be to develop curriculum for O&M.

2. Scope of Services

Task 1 – Prepare Training Curriculum

Develop a draft training curriculum to be presented via online webinars, in-person training sessions, and/or informational hand-outs. The curriculum will include the following training topics:

- Wetlands and other Green Stormwater BMPs
- BMP Design Overview and Water Management
- Construction
- Wetland Vegetation and Wildlife Management
- Regulations
- Routine Maintenance
- Special Maintenance
- Example Scenarios and Trouble Shooting
- Case Studies of BMPs

The curriculum will include a final certification exam.
The draft curriculum will be reviewed by LASAN and revised accordingly.

Task 2 – Prepare Training Program

Based on the approved curriculum, a draft training program will be prepared. The draft program will include the following elements:

- Program delivery methods including classroom training, on-line training and other options.
- Training schedule including the number of training sessions, length of sessions and overall schedule.
- Minimum attendee prerequisites and number of attendees per session.
- Teaching plan including minimum teacher qualifications, number of teachers and teacher topic assignments
- Estimated costs of training program including funding plan

The draft program will be reviewed by LASAN and revised accordingly.

Task 3 – Coordination with Teaching Institution

Meet with and coordinate with local teaching institution, e.g., LA Trade Tech, to assess feasibility of including the Green Infrastructure Academy in their program including classroom and on-line training sessions. Also assess the feasibility of a certification program as an option.

Work with institution and arrange for appropriate agreements to be consummated to implement the training program. Develop a plan to communicate the program to prospective students through the institutions existing communication programs including publications and course materials.

Task 4 – Conduct Pilot Program

Conduct an initial pilot classroom training session at the selected teaching institution. During the program, conduct debriefing meetings with LASAN staff after each session, including feedback from students. Document any improvements in the program to be incorporated in future sessions. At end of the pilot program, hold a final debriefing meeting with LASAN and document the results of the program including revisions to the curriculum and training program for future sessions.

3. Estimated Budget and Schedule:

The estimated budget and schedule for performing the above scope of services is as follows:

Task 1 – Prepare Training Curriculum	\$20,000	3 weeks
Task 2 – Prepare Training Program	\$30,000	8 weeks
Task 3 – Coordinate with Institution	\$20,000	4 weeks
Task 4 – Conduct Pilot Program	\$50,000	12 weeks
Total	\$120,000	27 weeks

4. Term of Engagement

The term of engagement is for one year from the issuance date of NTP. It is estimated that the cost ceiling for this TOS is approximately \$120,000.

5. Solicitation Schedule

- Issue Task Order SolicitationDate of Cover Letter.
- Receive Solicitation Responses..... As indicated in Cover Letter.
- Conduct Interviews if necessary..... 4 weeks after issuance of TOS.
- Select and Negotiate..... 5 weeks after issuance of TOS.
- Issue Task Work Order..... 6 weeks after issuance of TOS.

6. 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
- 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 certification 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.

7. 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 stormwater Best Management Practices (BMPs) especially infiltration techniques, and rain gardens utilizing drought tolerant plants.
- Knowledge and understanding of the Bureau's strategies and goals in urban greening techniques in converting existing streets and related activities.
- Experience and proven track record with local stakeholders.
- Familiarity 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.
- Proven capability in implementing pilot projects and stormwater BMPs.

8. 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.

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.

9. 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.

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