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February 3, 2017

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

### LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-78 – PROPOSED SEWER CONNECTION FINANCIAL ASSISTANCE PROGRAM

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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 Wednesday, February 8, 2017, from 1:30 P.M. to 2:30 P.M., at the Public Work Building (PWB), 1149 South Broadway St., Los Angeles, CA 90015, Sub-basement Room #2. All questions regarding this TOS must be submitted in writing via e-mail to the LASAN Project Manager, Mr. Alex Vazquez, or his staff, Mr. Sam Chen, before or at the meeting.

For the security clearance at the PWB, please provide the names of your representatives' and subconsultants, who will attend the meeting, and the company names to Sam Yu Chen on February 8, 2017, before 10:00 A.M.

The deadline for proposal submittal is Friday, March 3, 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:

- Alex Vazquez, [alexander.vazquez@lacity.org](mailto:alexander.vazquez@lacity.org),
- Debbie Pham, [debbie.pham@lacity.org](mailto:debbie.pham@lacity.org),
- Sam Yu Chen, [yu.chen@lacity.org](mailto:yu.chen@lacity.org),
- Thu-Van Ho, [Thu-Van.Ho@lacity.org](mailto:Thu-Van.Ho@lacity.org)

Should you decide not to submit a proposal, a brief explanation of the reason for a negative response is requested. Your decision 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,

*for* 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: Abdul Danishwar, WESD  
Scott Hare, WESD  
Thu-Van Ho, WESD  
Melody Reid, WESD  
Debbie Pham, FMD  
Alex Vazquez, FMD  
Sam Yu Chen, FMD

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

**On-Call Consultant Services Contract**

**Task Order Solicitation (TOS) SN-78 for the  
Proposed Sewer Connection Financial Assistance Program**

**February 2016**

**1. Introduction**

***Background***

The majority of properties within the City of Los Angeles are connected to the City's sewer system. This connection is referred to as a sewer lateral or house connection sewer and property owners are responsible for constructing, maintaining, and repairing these structures. Over time, these laterals can become damaged due to root intrusion or blockages and the cost to repair them can be costly. Cracks and breaches in damaged laterals not only contaminate the groundwater and cause sewage spills, but can also lead to groundwater infiltration into the City's sewer system, which can place a heavy burden on the capacity of the City's wastewater treatment facilities and waste valuable groundwater. Properties that are not connected to the City's sewer system use On-site Wastewater Treatment Systems (OWTS, also known as septic tanks) to manage their wastewater. LA Sanitation (LASAN) estimates that there are approximately 9,000 OWTS properties that are within 200 feet of a main sewer line. As with sewer laterals, property owners are also responsible for operating and maintaining OWTS structures. Many of the older OWTS are at high risk for structural failure, which can lead to groundwater contamination and sewage spills. Sewage spills from broken laterals and OWTS present significant risks to the environment and public health and safety and can result in significant fines and penalties from State and Federal regulatory agencies. Therefore, it is in the best interest of the City and its ratepayers to address damaged laterals and OWTS.

***Sewer Connection Financial Assistance Program (SCFAP)***

The SCFAP will provide low-interest financial assistance to property owners to replace or rehabilitate their sewer laterals or to properly abandon their OWTS and connect to the City sewer system. The program will be available to all property owners, who are currently connected to a City sewer or who have an OWTS that they will properly abandon and connect to the City's sewer system. Program participants must meet financial eligibility requirements. Property owners will be eligible for up to \$25,000 in financial assistance per property, with a cumulative cap of \$50,000 per year if the owner has multiple properties. Eligible uses of SCFAP funds are as follows:

- Rehabilitation or replacement of sewer laterals;
- Abandonment of OWTS and construction of sewer lateral;
- Implementation of backflow prevention devices, cleanouts, and private water sub-meters;

- Reasonable site restoration after construction;
- Pre- and post-construction video inspection and no-fee dye testing, as necessary; and
- All permits and inspections by City staff.

Due to the potential complexities involved in implementing the new SCFAP, LASAN will implement a pilot program providing financial assistance to 50 participants on a first come first serve basis to develop and test the procedures before opening the program up to over 650,000 potential customers.

**2. Scope of Services**

TASK 1: Provide Loan processing service at a competitive rate

TASK 2: Prepare outreach material and conduct outreach to secure a sample of group of 50 participants after City approval

TASK 3: Prepare the loan application package.

TASK 4: Review customer’s application, property tax status, LASAN bill and business tax status for financial eligibility as recommended in Council File No. 13-1488, and make recommendation to City.

TASK 5: Upon City’s loan approval, prepare and process closing document and ensure loan documents comply with but not limited to Truth-In-Lending Act (TILA) and regulation Z guidelines.

TASK 6: Ensure loan reporting requirements comply with but not limited to TILA and regulation Z guidelines for the life of the contract.

Deliverables:

- Staff with a high level of expertise in financial areas to work with property owners, Lender and County of Los Angeles Assessor’s office.
- Provide Financial Assistance to 50 customers.
- Financial agency that can provide loan processing service at a competitive rate.
- Provide step-by-step procedure in providing financial assistance.

**3. Term of Engagement**

The term of engagement is 3 years contingent upon the Board’s approval of an amendment to the parent on-call contract. It is estimated that the cost ceiling for this TOS is \$150,000.

**4. Solicitation Schedule (tentative)**

- Issue Task Order Solicitation .....Date 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:

- Alex Vazquez, [alexander.vazquez@lacity.org](mailto:alexander.vazquez@lacity.org)
- Debbie Pham, [debbie.pham@lacity.org](mailto:debbie.pham@lacity.org)
- Sam Chen, [yu.chen@lacity.org](mailto:yu.chen@lacity.org)
- Thu-Van Ho, [thu-van.ho@lacity.org](mailto:thu-van.ho@lacity.org)

Solicitation Responses shall include:

- Resume demonstrating that the consultant firm is capable of meeting the requirements of the Scope of Work. Resume shall include work experience history with dates, and references.
- Provide a proposed individual cost breakdown by tasks and estimate schedule
- Proposed Billing Salary Rate Summary for the proposed candidate with all respective direct and indirect costs, markups, expenses, overhead rates and profit (Attachment A).
- 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 copies of valid MBE/WBE/SBE/EBE/DVBE Certifications of MBE/WBE/SBE/EBE/DVBE sub-contractors utilized.

**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 relevant work experience associated with understanding of the issues, options, and approaches related to handling all aspects of residential and commercial loans.
- 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.

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, TOS Manager, Financial Management Division (FMD), (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.

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		
<b>Total Direct Labor Cost of the Prime</b>			
<b>Total Subcontract Expenses</b>			
<b>5% Administrative Fee (markup)</b>			
<b>Other Direct Costs (with no markup)</b>			
<b>Total Task Order Amount</b>			

Total Subconsultant Participation						
Pledged	MBE	WBE	SBE	EBE	DVBE	OBE
% of Total Task Order	%	%	%	%	%	%
\$ Amount	\$	\$	\$	\$	\$	\$