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March 15, 2017

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

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-81 – SAN FERNANDO RELIEF SEWER CONCEPT STUDY (DORAN TO DIVISION STREET)

LA Sanitation (LASAN) is soliciting responses from 25 Prime Consultants on the 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:

Date and Time: Thursday, March 23, 2017, from 9:00 A.M. to 10:00 A.M.
Location: 2714 Media Center Drive, Los Angeles, CA 90065
2nd Floor, MTC Board Room

All questions regarding this TOS must be submitted in writing via e-mail to Mr. Kwasi Berko, before or at the meeting. If you would like to attend this meeting, please e-mail Mr. Kwasi Berko the names of your representatives and the company's name by Wednesday, March 22, 2017, before 3:00 P.M. (Please note that inviting your subcontractors to the meeting is optional.)

The deadline for proposal submittal is Tuesday, April 18, 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 staff:

- Kwasi Berko, kwasi.berko@lacity.org
- Thu-Van Ho, thu-van.ho@lacity.org

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
Fernando Gonzalez, WESD
Abdul Danishwar, WESD
Scott Hare, WESD
Thu-Van Ho, WESD
Melody Reid, WESD
Emilio Lopez, WESD

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

Pre-Qualified On-call Consultant Services Contract

**Task Order Solicitation (TOS) SN-81
San Fernando Relief Sewer Concept Study (Doran to Division Street)**

March 2016

1. Introduction

The North Outfall sewer (NOS) was built in the 1920's and 30's and is the longest outfall system within City of Los Angeles. The NOS conveys flows from the San Fernando Valley, Burbank, and Glendale to Los Angeles/Glendale Water Reclamation Plant (LAGWRP). Beyond LAGWRP the NOS conveys flows through East Los Angeles, downtown, South Los Angeles and ultimately to Hyperion Treatment Plant (HTP).

Based on recent hydraulic modeling analysis and planning, LASAN has determined that a section of the NOS downstream of LAGWRP requires hydraulic relief. A preliminary study identified two (2) alignments for a 48-inch relief sewer which is approximately 4.8 mile long and will intercept flows from the NOS just before LAGWRP at Doran Street and convey it to the 96-inch North East Interceptor Sewer (NEIS) at Division Street. In addition to the relieving the existing NOS, the proposed San Fernando Relief Sewer will provide redundancy, resiliency and reliability as well as prevent possible overflows, in the event that the LAGWRP goes offline especially during a storm.

2. Scope of Services

LASAN is soliciting a qualified consultant firm to provide a Concept Report for the proposed San Fernando Relief Sewer. This work shall include, but is not limited to: expert knowledge and work experience on designing and constructing large diameter wastewater pipelines, and associated structures.

The following provides more details regarding the services from the qualified consultant:

Task 1: Project Management

The purpose of this task is to coordinate with LASAN and the project team, monitor budgets and schedule, prepare monthly status report and invoices, and perform technical reviews. The consultant shall perform project management necessary to maintain and track the progress of the work. Project management activities shall incorporate but are by no means limited to the following:

- Conduct meetings and workshops (kick-off meeting, progress meetings and workshops) to discuss alignment options, community impacts, construction methods, and Draft and Final Report presentation.

- Coordination with City staff
- Monthly schedule and budget status reports and invoices
- QA/QC Reviews

Task 2: Compile and Review of Existing System Information

The purpose of this task is to gather pertinent background information and review previous work performed by LASAN relating to the San Fernando Relief Sewer. Information to be provided by LASAN includes the following:

- Project Background reports
- Existing sewer outfall network configuration, construction plans, and specifications
- Hydraulic Assessment report
- Dry weather and wet weather flows (average, peak and low flows)
- Available Geotechnical Studies in the area of the study

Additionally, the consultant will compile and review existing utility and geotechnical information in the area of the study. The City will provide contact information from where geotechnical and utility information may be obtained.

Task 3: Field Investigation

Project team shall perform a field investigation to define the design and construction challenges associated with each of the alternative alignment. This field investigation is anticipated to identify constructability challenges, existing surface improvements, public disruption, and surface evidence of existing utilities, available corridor and road conditions.

Task 4: Geotechnical Investigation

A geotechnical investigation of the two alignments will be conducted. This will include soil borings to a depth of approximately 50 to 60 feet at up to 10 locations (10 total). Each boring will be spaced approximately 1- mile on center and will evaluate the subsurface conditions anticipated during construction. Geotechnical investigation will be summarized into a geotechnical report and will include information such as boring logs, OSHA soil classification type for trench excavations, micro-tunneling, tunneling. The report shall include the evaluation of the subsurface materials discovered and the conditions which a construction contractor could expect to encounter; appropriate construction techniques; support requirements; slope stability analysis; and impact of surface and subsurface conditions on cost and risk.

Task 5: Alignment Evaluation and Selection

The goal of this task is to perform a detailed analysis of the two selected alignments and recommend the best alignment for the San Fernando Relief sewer. Consultant shall evaluate each alignment in relation to existing utilities, estimated depth, connections, pipe size, pipe length, pipe slope, approximate manhole locations, right-of-way, construction methods, soil conditions, property acquisition, permitting requirements, and other surface improvements.

Evaluation of construction options: A feasibility study shall be performed to include evaluation of various construction Options. The study shall include at a minimum:

- Potential location(s) of pits/ and shafts along the alignment.
- Alternatives analyses to rank and identify a preferred method for each installation. Factors considered in these types of analyses include:
 - Anticipated surface conditions and impacts
 - Subsurface conditions and impacts,
 - Relative construction costs,
 - Technical difficulties related to contractor's experience and availability of equipment,
 - Construction risks, and
 - Permit requirements.
- Construction cost(s) and schedule(s) for preferred installations.

Property Acquisition & Permitting Determination: Both the requirements for property acquisition and permitting will be researched and determined for each alignment. The property acquisition will be based on the proposed horizontal alignment corridor needs in comparison to the available parcel data along the alignment. A list of affected properties will be developed for each alignment. In addition, the anticipated permitting requirements for each alignment will be identified and summarized.

Constructability Assessment & Cost Estimates: A constructability review will be performed to identify benefits and challenges of each alignment. A preliminary cost estimate for each alignment will be developed using the information gathered above. The preliminary cost estimate will include items, quantities, units and unit costs. This information will be used in making a final recommendation and selection of the preferred alignment.

Using the information developed in the tasks above a selection matrix will be developed to assist in choosing the preferred alignment. The selection criteria and scoring of the matrix will be based on input from the LASAN project team and information identified above. Based on the results of this matrix scoring a recommendation for the selected alignment to move forward with concept design

will be provided to the City. This task will include a team meeting to review the information from the field investigation, and cost estimate for each alignment.

Task 6: Develop Selected Sewer Alignment Alternative

The goal of this task is to develop plan and profile for the selected sewer alignment alternative. Conceptual plans for each alignment will be prepared to show the relation to existing utilities, estimated depth, connections, pipe size, pipe length, pipe slope, approximate manhole locations, right-of-way and other surface improvements.

An important consideration is construction requirements. It is anticipated that the San Fernando Relief Sewer will be a large diameter pipeline that is difficult to construct because the project area is developed.

Task 7: Risk Assessment and Cost-Benefit Analysis

The goal of this task is to perform risk evaluation of no project alternative and its impacts to LASAN and all other stakeholders. For no project alternative consultant shall evaluate consequence of overflows during wet weather and impacts to public and environment. The analysis shall include cost benefit analysis of proposed alternatives versus no project alternative and discuss pros and cons. LASAN will provide flows and hydraulic analysis if required.

Task 8: Project Development/Implementation

The goal of this task is to identify the factors for the implementation of the selected alternative:

- Determine requirements for reviews, approvals and permits including easements and rights-of-way, associated with the project implementation. A plan for procurement of necessary reviews, approvals, and permits is to be submitted to LASAN.
- Implementation schedule
- Coordination with stakeholders

Task 9: Prepare Concept Report

The goal of this task is to prepare a concept report that will include an Executive Summary and Class C Cost Estimates. Report deliverables will include:

1. Draft report
2. Final draft report
3. Final report

3. **Term of Engagement**

The term of engagement is one (1) year from the issuance date of NTP with the option of a six (6) month extension. It is estimated that the cost ceiling for this TOS is approximately \$300,000.

4. **Solicitation Schedule** (Tentative)

- 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:

- Kwasi Berko, kwasi.berko@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 the design and or construction of large sewers in a challenging environment
- Value provided to the City in comparison to cost
- Proven capability to deliver projects on time and within budget

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. 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: Kwasi Berko, Environmental Engineer, Wastewater Engineering Services Division, (323) 342-1562.

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