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May 24, 2017

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

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-84 – SPECIALIZED SERVICES FOR CIMP IMPLEMENTATION AND WATERSHED CHARACTERIZATION

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: Wednesday, May 31, 2017, from 10:00 A.M. to 11:00 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 Ms. Taraneh Nik-Khah, before or at the meeting. Please e-mail Ms. Taraneh Nik-Khah the names of your representatives and subcontractors, who will be attending the meeting, and the company's name by Tuesday, May 30, 2017, before 2:00 P.M. (Please note that inviting your subcontractors to the meeting is optional.)

The deadline for proposal submittal is Wednesday, June 21, 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:

- Jon Ball, jon.ball@lacity.org
- Taraneh Nik-Khah, taraneh.nik-khah@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



AP:tvh

c: Abdul Danishwar, WESD
Scott Hare, WESD
Thu-Van Ho, WESD
Melody Reid, WESD
Shahram Kharaghani, WPD
Vivian Marquez, WPD
Jon Ball, WPD
Taraneh Nik-Khah, WPD

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

On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-84 for Specialized Services for CIMP Implementation and Watershed Characterization

May 2017

1. Introduction

The 2012 Municipal Separate Storm Sewer System (MS4) Permit contains extensive new monitoring requirements. The Coordinated Integrated Monitoring Programs (CIMPs) of five watersheds – Ballona Creek, Dominguez Channel, Santa Monica Bay Jurisdictional Groups 2/3, Santa Monica Bay Jurisdictional Group 7, and Upper Los Angeles River - in which the City of Los Angeles is located, contain all monitoring requirements for the Permit. In addition to current TMDL requirements in the Receiving Waters, there are monitoring requirements for Stormwater Outfalls (SWO) and Nonstormwater Outfalls (NSWO). All CIMPs have been approved and are currently being implemented.

As the lead agency for these watersheds, LA Sanitation has been tasked with the implementation of these CIMPs and to perform all required monitoring. Consultants will work with the City to conduct monitoring, especially First Flush storm monitoring, as well as other as-needed monitoring support. In addition, a portion of laboratory analyses will need to be contracted out, such as in cases where the City of Los Angeles in-house laboratory is not certified or equipped to conduct the method required. Due to the sensitivity of NSWO Source Investigations spanning into various jurisdictional boundaries, as well as the lack of personnel needed to carry out the task, a neutral party is needed to perform this specialized monitoring requirement. LASAN needs assistance in managing the data for this monitoring as well as acquiring specialized materials to perform the monitoring on an urgent basis.

As part of the MS4 Permit, compliance can be demonstrated through Enhanced Watershed Management Programs. Various Stormwater Control Measures will be built, which will require baseline monitoring and post-construction monitoring to determine the effectiveness of the Projects.

2. Scope of Services

LASAN is soliciting a qualified consultant firm to provide as-needed support and services for monitoring, including field work, specialized laboratory services, stormwater control measure effectiveness monitoring, data management and assessment support, as well as the acquisition of specialized equipment needed to perform the monitoring. This work shall include, but is not limited to: performing expert analyses and reviews of monitoring data and related studies, and other technical documentation from said studies, as well as providing support for meetings, negotiations, and reports.

The qualified consultant shall also provide facilitation and support services for engaging and obtaining specialized monitoring services, technical studies, data management, and time-sensitive materials acquisitions but not limited to special studies, team meetings, and other activities. Such support services shall be on an as-needed and as-directed basis.

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

Task 1: Specialized CIMP Monitoring:

- a) Support LASAN's efforts to monitor water quality during storm events in all watersheds. This includes providing trained field staff and/or the coordination and implementation of monitoring at an entire watershed. Work includes setting up autosamplers before a storm, programming and pacing autosamplers, obtaining grab samples during a storm, and collecting bottles, compositing, and bringing samples to the City's Laboratory.
- b) Support dry-weather sampling, on an as-needed basis.
- c) Provide guidance on monitoring methods, quality assurance and quality control methods.
- d) Perform NSW Source Identifications and Investigations. This includes the design/planning, monitoring, and lab services required in performing such investigations, as well as briefing of LASAN and incorporation of LASAN comments in investigation design, outcomes and final reports.

Deliverables:

- Representative water samples as required delivered to an agreed upon location.
- Technical Memos or e-mails
- Presentations at Watershed Management Group Meetings
- Investigative report on the design and findings of NSW Investigations

Task 2: Specialized Lab Services

- a. After obtaining the samples, either from sampling or from the City, send samples to a laboratory with the capabilities of performing High Resolution Mass Spectrometry.
- b. After obtaining the samples, either from sampling or from the City, send samples to a laboratory to perform Toxicity Identification Evaluations (TIE), as needed by the presence of toxicity in watersheds
- c. Any other specialized or overflow laboratory monitoring, including obtaining those samples, as needed and directed by LASAN

Deliverables:

- Laboratory Coordination, ensuring proper parameters and Minimum Levels are achieved
- Reports including laboratory results in CEDEN format or other standardized reporting templates specified by LASAN
- Communication between LASAN and the contract laboratory

Task 3: Specialized Technical Studies to characterize City Watersheds

- a. Perform Site-specific objective studies, including the Zinc WER
- b. Other specialized and technical services to perform scientific studies as-needed to better characterize the City watersheds

Deliverables:

- All field and laboratory work associated with performing specialized technical studies
- Formation of any necessary technical advisory committees and/or stakeholder groups to support a robust study
- Technical memos providing design and results of site-specific objective studies
- Negotiations with regulatory agencies
- Incorporation of comments from LASAN and other Watershed Management Group members.
- Meetings, progress updates to LASAN, presentations

Task 4: Support Data Management and Assessment

- a. Support LASAN with MS4 Annual Report
- b. Perform regular maintenance and improvements on PAS Database (PASdb), as needed to ensure smooth workflow of all monitoring data
- c. Aid in the reporting of CIMP data, as needed
- d. Enhancements and updates to CIMP Data Analysis Tool (CDAT)

Deliverables:

- Functional PASdb
- Functional CDAT
- Assessment, reporting, interpretation of data in a technical memo, e-mail, or annual report format

Task 5: Procure urgent and hard-to-acquire specialized materials needed to implement the CIMP

Deliverables:

- Purchase as-needed equipment and materials such as autosamplers, autosampler accessories, etc. on an urgent basis.

Task 6: Other specialized and technical services to support on-going needs for EWMP/CIMP implementation, watershed characterization, and compliance with water quality regulations, including but not limited to the following:

- a) Provide legislative review and support regarding water quality regulations and policies that affect LASAN

- b) Provide analysis and guidance regarding updates to the 303(d) list of impaired water bodies
- c) Provide miscellaneous program support to LASAN’s watershed managers

3. Term of Engagement

The term of engagement is two (2) years with a 1-year extension from the issuance date of NTP. The cost ceiling for this TOS is \$2,015,000.

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:

- Jon Ball, Jon.Ball@lacity.org
- Taraneh Nik-Khah, taraneh.nik-khah@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.
- Proposed individual cost breakdown by tasks.
- Breakdown of estimated time for completion of task.
- Proposed Billing Salary Rate or Hourly Billing 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)

- Copy of valid MBE/WBE/SBE/EBE/DVBE Certifications of certified 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 the MS4 monitoring.
- Knowledge and understanding of the Bureau's strategies and goals in stormwater monitoring, Pollutant Source Control planning, and related activities.
- Proven capability in planning and implementation of stormwater and wastewater monitoring approaches, especially in regard to monitoring for the Coordinated Integrated Monitoring Programs. Familiarity and understanding of CIMP and other specialized monitoring activities, studies, and projects.
- Proven capability in conducting scientific studies and analysis supporting water quality objectives and basin plan amendments.
- 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: Jon Ball, Environmental Supervisor I, Watershed Protection Program, (323) 342-1557.

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