WASTEWATER ENGINEERING SERVICES DIVISION
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July 19, 2017

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

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT
ISSUANCE OF TOS SN-73 - OPTIMIZATION OF EIGHT PROPOSITION (PROP) O PROJECTS

LA Sanitation (LASAN) is soliciting responses from all 25 Prime Consultants on the On-Call List. Attached are details of the required services for the Task Order Solicitation (TOS). A pre-proposal meeting for this TOS will be held on:

Date and Time:	Monday, July 31, 2017, from 11:00 A.M. to 12:00 P.M.
Location:	Public Works Building, Sub-Basement Conference Room 7 1149 South Broadway, Los Angeles, CA 90015

All questions regarding this TOS must be submitted in writing via e-mail to Mr. Wing Tam, before or at the meeting. For the security clearance at the building, please e-mail his staff, Mr. Majid Sadeghi, at majid.sadeghi@lacity.org, the names of your representatives and subcontractors, who will be attending the meeting, and the company's name by Friday, July 28, 2017, before 2:00 P.M. (Please note that inviting your subcontractors to the meeting is optional.)

The deadline for proposal submittal is Wednesday, September 13, 2017, before 2:00 P.M. If your firm is interested in this TOS, please submit a proposal via e-mail on the indicated due date to the following LASAN staff:

- Wing Tam, wing.tam@lacity.org
- Thu-Van Ho, Thu-Van.Ho@lacity.org

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

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AP:tvh

c: Ali Poostie, WESD
Abdul Danishwar, WESD
Scott Hare, WESD
Thu-Van Ho, WESD
Shahram Kharaghani, WPD
Wing Tam, WPD
Ryan Thiha, WPD
Majid Sadeghi, WPD

City of Los Angeles
Department of Public Works
Bureau of Sanitation

On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-73
for
Optimization of Eight Proposition O Projects

July 2017

1. Introduction

Proposition O (Prop O), a $500 Million General Obligation Bond, has been funding a number of water quality improvement projects in the City of Los Angeles since voters approved the measure in 2004. The projects are part of a bigger strategic plan identified in the Total Maximum Daily Loads (TMDL) Implementation Plans required by the Los Angeles Regional Water Quality Control Board (RWQCB) to meet water quality standards through the recently adopted Municipal Stormwater Permit (MS4 Permit) that became effective on December 28, 2012. The City's Stormwater Program is governed by an MS4 permit that is issued by the RWQCB with the assistance of the CA State Water Resources Control Board and the U.S. Environmental Protection Agency (USEPA). The MS4 permit and TMDL plans, among other requirements, require implementation of stormwater projects and programs to meet water quality regulations. To date, twenty-three TMDLs are effective in the City of Los Angeles watersheds.

The Prop O projects have multi-purpose benefits in addition to water quality, including water supply, flood reduction, storm water reuse, community benefits and recreation opportunities. These projects have enjoyed tremendous community support through stakeholder-driven processes. The community has also placed a high expectation on their investment for the projects to ensure the effectiveness of the constructed projects in meeting the Prop O objectives which is primarily to improve water quality.

The eight Prop O projects that are part of this TOS have already been constructed. Upon construction, the projects require an "optimization period" to ensure that the project elements are working in an optimal manner to assist in meeting water quality requirements. These eight projects are the second round of Prop O projects that are undergoing optimization with the ultimate goal being long-term project sustainability. During this optimization phase a balanced approach between hydraulic, vegetation and treatment elements will be established.

For the projects that have been constructed, it is imperative to continue with the optimization phase of these projects to ensure that these Prop O investments meet the expected outcome by the voters which is improved water quality. This optimization phase started two years ago with the first eleven projects that had been constructed and are currently in the process of being optimized. This experience indicates that the optimization phase will be properly achieved through specialty consultant services working together with City staff. It is through the optimization phase that the physical, chemical, and biological characteristics of green projects will be examined and proper

protocols will be established for the Prop O project long term sustainability. This TOS will assist in optimizing the next round of these eight projects.

2. Scope of Services

The City of Los Angeles (City) has constructed eight projects to improve urban runoff water quality through its Prop O program. These projects will need to be optimized.

The following provides the project name and scope for each of the Prop O projects.

No.	Project Name	Best Management Practices (BMPs)
1.	Glenoaks-Sunland Stormwater Capture	Parkway infiltration swales and dry wells
2.	Rosecrans Recreation Center Stormwater Enhancements	Bioswales, vegetated retention and infiltration basins
3.	Elmer Avenue Phase II	Hydrodynamic separators and catch basins
4.	Elmer Paseo	Bioswales, infiltration swales and permeable concrete/materials
5.	Temescal Canyon Park Stormwater BMP Phases I and II	Rainwater capture cistern storage, treatment and use
6.	Avalon Green Alley South	Rainwater infiltration, dry wells and permeable pavers/materials
7.	Harbor City Greenway (Wilmington Drain)	Cross-channel trash netting systems, greenway and vegetated bioswales
8.	Broadway Neighborhood Stormwater Greenway	Residential rain gardens, bioswales, infiltration swales, dry wells, and rainwater capture cistern infiltration

The City Council and Mayor approved the recommendation of the Prop O Oversight Committees (COAC and AOC) for funding in the amount of $2,416,000 to implement the optimization phase for the eight (8) Prop O projects identified in the table above.

LASAN is soliciting a qualified consultant firm to perform all work associated with the optimization of the Prop O projects. This optimization work shall include, but is not limited to the following elements:

1. Diversion Structures/Pump Stations/Gates/Valves
2. Hydrodynamic Separators
3. Vegetated BMPs, Infiltration basins, swales, native landscaping
4. Dry Wells
5. Residential Rain Gardens
6. Cisterns infiltration system
7. Cisterns storage and treatment system
8. Trash Maintenance Vaults
9. Operations Management (Standard Operating Procedures) Manual & Training
10. Water Quality Sampling, Testing, Analysis, and Evaluation of BMPs for Compliance
11. Reports

12. Field designated activities

Consultant staff will provide the following services for each of the eight Projects as outlined in Task 1 through 5:

Task 1 – Confirm Project Intent and Site Conditions

Task 1.1 – Review Design Documents: Review construction contract design plans and specifications to confirm Project design intent. Also review other documents such as operation and maintenance manuals, technical memoranda, etc. related to performance of the Project.
Task 1.2 – Conduct Site Inspection: Perform field inspection of the Project to confirm actual field conditions of critical aspects related to Project performance such as vegetation, erosion, water levels, etc.
Task 1.3 – Confirm Water Quality Conditions and Requirements: Review water quality performance requirements including TMDL, permit conditions and other regulatory requirements related to the Project. Review historical water quality data.
Task 1.4 – Confirm Site Hydrology and Climate Conditions: Review the watershed hydrology and local climatic conditions to confirm site operational constraints that affect the Project performance.
Task 1.5 – Document Project Intent and Conditions: Document the results of tasks 1.1 – 1.4 in a technical memorandum to form the basis of the objectives of the optimization for each Project.

Task 2 – Conduct Project Monitoring

Task 2.1 – Review Project Performance: Conduct at least four site inspections to confirm critical aspects of the project performance including plant cover, water flow, erosion, trash and sedimentation, weed and invasive plant impacts, vector nuisance, public health risks, BMP function, equipment condition, etc.
Task 2.2 – Observe and Train Operation Personnel: Prepare work plan and interview personnel responsible for operation of the Project including field observation of O&M activities. Provide training to personnel to optimize performance of each Project.
Task 2.3 – Perform Water Quality Monitoring: Prepare work plan consistent with the water quality requirements identified in Task 1, and conduct water quality sampling and analysis on a regular basis with respect to permit, EWMP and TMDL plans as applicable, and Project performance. At a minimum, perform four wet and four dry weather sampling events. Samples should be analyzed at a certified laboratory.
Task 2.4 – Document Project Monitoring: Prepare monitoring reports documenting the results of tasks 2.1 – 2.3 including recommendations to optimize the performance of each Project.

Task 3 – Optimization Adjustment Activities

For each project, based on Tasks 1 and 2, recommend and conduct project adjustments as needed during the optimization phase to achieve project objectives for water quality and achieve the ultimate goal of long-term project sustainability.

Task 4 – Reporting

Prepare at least one annual report for each year summarizing the results of task 2 that also presents recommended actions and associated costs and schedule for the following year to optimize the performance of each Project. In addition, semi-annual reports of all projects will need to be prepared.

Task 5 – Operations Management Manuals

For each Prop O project site, prepare an Operations Management Manual that includes standard operating procedures (SOPs), O&M handbook, equipment and parts specifications, and a description of how each individual project and its elements are integrated and working together. The Operations Management Manuals should be written such that a person not familiar with the Project technical aspects should be able to read and operate and maintain the facility in the most optimum manner.

3. Term of Engagement

The term of engagement is for a two-year period with an additional two-year renewal option for the cost ceiling not to exceed $2,416,000.

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 be bound and not exceed twenty (20) pages, exclusive of cover, dividers and resumes. Solicitation Responses shall be submitted to the following LASAN's staff via e-mail, no later than 2:00 pm of proposal due date to:

- Wing Tam, wing.tam@lacity.org
- Thu-Van Ho, thu-van.ho@lacity.org

Solicitation Responses shall include:

- Resumes demonstrating that the proposed project team members are capable of meeting the requirements of the Scope of Work. Resumes shall include work experience history with dates, and references from past employers, owners, and/or organizations.
- Provide a proposed cost breakdown by tasks and project team members.
- Provide a breakdown of estimated time for completion of each 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 to provide the Scope of Services as demonstrated by the proposal.
- Detailed knowledge of the Bureau's Prop O Program.
- Familiarity and understanding of the stormwater regulatory requirements.
- Familiarity with the project life cycle recognized by the Bureau.
- Knowledge and understanding of the Bureau's strategies and goals in integrated water facilities planning and related activities.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidate firms.
- Knowledge and experience in wastewater, storm water and solid waste operations and practices.
- Knowledge and experience with urban storm water BMPs, existing and proposed City of Los Angeles LID ordinances, and related low impact water quality and water conservation practices.
- Knowledge and experience in Southern California native and drought-tolerant landscaping, strategies, methods and resources for control and removal of invasive and nuisance weeds, as well as knowledge and experience of ecological structure and function of riparian and coastal sage scrub habitats and soil conditions.
- Familiarity with Los Angeles County Department of Public Health Guidelines for Alternative Water Sources, City of Los Angeles Recreation and Parks
- Knowledge and understanding of the City facilities, procedures, and practices.

7. Suggested MBE/WBE/SBE/EBE/DVBE/PBE Participation Levels

The City had set anticipated participation levels (APLs) of 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: Mr. Wing Tam, Assistant Division Manager, Watershed Protection Division, (213) 485-3985.

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% Administractive 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	$	$	$	$	$	$