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WASTEWATER ENGINEERING SERVICES DIVISION
2714 MEDIA CENTER DRIVE
LOS ANGELES, CA 90065
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WWW.LACITYSAN.ORG

August 15, 2017

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

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-85 – COMMUNITY INVOLVEMENT AND PROJECT MITIGATION SUPPORT FOR CLEAN WATER (WASTEWATER) PROGRAM

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 Wednesday, August 23, 2017, from 10:00 A.M. to 11:00 A.M., at 2714 Media Center Drive, Los Angeles, CA 90065, 2nd Floor, Board Room.

All questions regarding this TOS must be submitted in writing via e-mail to Mr. Chris DeMonbrun, before or at the meeting. Please e-mail Mr. Chris DeMonbrun the names of your representatives and subcontractors, who will be attending the meeting, and the company's name by Tuesday, August 22, 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 20, 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:

- Abdulsamad Danishwar, abdulsamad.danishwar@lacity.org
- Chris DeMonbrun, chris.demonbrun@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
Chris DeMonbrun, WESD
Thu-Van Ho, WESD
Tonya Durrell, PAO

City of Los Angeles
Department of Public Works
Bureau of Sanitation

On-Call Consultant Services Contract

Task Order Solicitation (TOS) SN-85 for

Community Involvement and Project Mitigation Support for the Clean Water (Wastewater) Program

August 2017

1. Introduction

The Department of Public Works, Public Affairs Office (PAO), requires public outreach support for several wastewater programs conducted by LA Sanitation (LA SAN). These activities may include, but are not limited to, developing outreach plans, media relations support, special event planning, and coordinating milestone events with the goal of gaining added community support. The Consultant will work to promote wastewater infrastructure progress to the public and media, identify industry award opportunities, and complete related applications at the direction of PAO. While the Consultant will provide media relations support, no direct contact with media is required. The Consultant is expected to be available should a sewer-related emergency happen after hours requiring outreach support. The Consultant will arrange community meetings, provide timely public notification for wastewater infrastructure design and construction milestones, and provide training to improve City of Los Angeles (City) personnel speaking and presentation skills. LA SAN also requires support addressing community impacts that may be associated with the operations, design, and/or construction of wastewater conveyance and treatment infrastructure.

2. Scope of Services

The required support is defined below in six subtasks. PAO shall supervise and manage, along with the respective LA SAN project manager, all public relations aspects of consultant task release. It will be the responsibility of the public relations sub-consultants to coordinate with PAO and LA SAN on all public relations activities. These are defined as any activity(s) and/or communication(s) involving contact with our various public groups. LA SAN shall supervise and manage all technical support aspects of consultant task release. It will be the responsibility of the engineering consultant and sub-consultants to coordinate with the respective LA SAN Project Managers on all engineering and technical support services.

Task 2.1 - Community Meetings with Neighbors of Hyperion Water Reclamation Plant

The Consultant will work in conjunction with PAO to provide outreach materials and services to the Neighbors of Hyperion Water Reclamation Plant (HWRP). These outreach efforts will highlight the City's ongoing program to improve and streamline operations, as well as any other activity, that may directly impact residential neighbors of HWRP. At the direction of PAO staff, the Consultant will provide the services:

- Develop print format outreach materials that include, but are not limited to, fliers, fact sheets, and brochures
- Develop digital format outreach information that includes, but are not limited to, websites and multiple social media platforms, such as Facebook, Twitter, and Instagram
- Assist in the resolution of differences regarding the most current version of the Mitigation Monitoring Implementation Program, the legal agreement between the City of Los Angeles and El Segundo
- Provide outreach services in the form of, but not limited to, quarterly meetings with HWRP neighbors, El Segundo Citizens Forum, as well as the planning and implementation of special events, such as groundbreakings and ribbon-cutting ceremonies at HWRP

As a part of the outreach services the Consultant may need to work with vendors to obtain rental and other materials as needed in support of special events and ceremonies.

Task 2.2 - Community Liaison with Neighbors of Other City Treatment Plants and Wastewater Facilities

Consultant will fulfill the role of liaison between PAO and City residents, business owners, community organizations, and elected officials to provide information about wastewater treatment plant infrastructure projects and their related impacts of implementation.

This will include the Consultant's services to facilitate discussions about operations and potential mitigation procedures, and enable other methods of communication that incorporate the public's concerns and ideas, as appropriate, into technical wastewater treatment plans and day-to-day system improvements. The Consultant will coordinate all activities with PAO.

Task 2.3 - Community Outreach for Wastewater Collection System Projects

The Consultant will coordinate with PAO to provide community outreach services in support of the City's ongoing program to rehabilitate sewers in Los Angeles. The Consultant will coordinate meetings, respond to public inquiries and complaints, coordinate resolution of community concerns related to design and/or construction of City sewers with the City's Project Managers, provide information to the public and others; and provide PAO with project updates for local Council offices and Neighborhood Councils. Consultant will not contact council offices without direction from a PAO representative.

Task 2.4 - Speaking, Communications, and Media Training

The Consultant will assist PAO in training City staff to improve public communication skills by developing, coordinating, and co-training two "Presentation Skills" workshops annually. The Consultant will provide a course curriculum and evaluation. In addition, the Consultant will provide one-on-one media training providing support to City spokespersons by developing presentation materials and organizing rehearsals and individualized training as needed by the Contract Manager.

Task 2.5 - Other Outreach Support as Needed

The Consultant will assist PAO with providing photography, videography, and graphic design services to support the Clean Water program project implementation needs. The Consultant will

also assist PAO with developing and maintaining social media sites, along with the development of displays, newsletters, banners, handouts, brochures, and other community outreach materials as needed by the Contract Manager.

Task 2.6 -Tasked Based Assignments

This Task Order may also be used for task based assignments and will include related services on specific projects. The consultant will provide these services out of their home office. WESD will award these assignments on an as-needed basis. All assignments will be based on cost reimbursement or negotiated lump sum amounts between WESD staff, PAO, and the consultant.

3. Term of Engagement

The term of engagement will be five (5) years with one two (2) year extension option. It is estimated that the cost ceiling for this TOS is approximately \$2,000,000.

4. Solicitation Tentative 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 electronically to the following LASAN's staff, no later than 2:00 pm of proposal due date indicated in the cover letter:

Thu Van Ho; thu-van.ho@lacity.org
Chris DeMonbrun; chris.demonbrun@lacity.org
Abdulsamad Danishwar; abdulsamad.danishwar@lacity.org

Solicitation Responses shall include:

- Resumes and portfolios demonstrating that the candidate is capable of meeting the requirements of the scope of work; resumes shall include education and work experience with dates and references from past employers 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 criteria include:

- Capability, and experience to provide the Scope of Services as demonstrated by the proposal
- Completeness in addressing the Scope of Services including expert knowledge and work experience
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates

7. Anticipated MBE/WBE 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 without the performance of the outreach and approval of the LASAN.

8. Contract Manager

The City's On Call Contract Manager is: Mr. Ali Poosti, Division Engineer, Wastewater Engineering Services Division, Phone no: (323) 342-6228.

The Task Manager for this designated TOS is: Mr. Chris DeMonbrun, Environmental Engineer, Wastewater Engineering Services Division, Phone no: (323) 342-1567.

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