

# CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI

MAYOR

June 12, 2014

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2714 MEDIA CENTER DRIVE  
LOS ANGELES, CA 90065  
FAX: (323) 342-6210 OR  
(323) 342-6211

Electronic Mail  
File: TOS-S79-INI

To: Bureau of Sanitation Pre-Qualified On-call Contract Consultants

### **BUREAU OF SANITATION (BOS) PRE-QUALIFIED ON-CALL CONTRACT SERVICES ISSUANCE OF TOS S79 – WASTEWATER COLLECTION FLOW GAUGING SERVICE**

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The City is soliciting responses from eight (8) Primes on the existing Pre-Qualified On-Call Consultant List. Attached are details of the Task Order Solicitation (TOS) required services.

The pre-proposal meeting for this TOS is not required. Questions regarding this TOS must be submitted to the Task Manager, Rowena Lau, via e-mail by June 19, 2014 before 4:00 P.M.

The deadline for the proposal submission is **July 3rd, 2014**. Please submit the proposal to the following Bureau of Sanitation's staff via e-mail no later than 2:00 P.M. on the indicated due date:

- Rowena Lau, [Rowena.Lau@lacity.org](mailto:Rowena.Lau@lacity.org)
- Thu-Van Ho, [thu-van.ho@lacity.org](mailto: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  
Bureau of Sanitation

AP:tvh

c: Abdulsamad Danishwar  
Fernando Gonzalez  
Rowena Lau  
Thu-Van Ho

**City of Los Angeles  
Department of Public Works  
Bureau of Sanitation**

**Pre-Qualified Sanitation On-call Consultant Services Contract**

**Task Order Solicitation for Wastewater Collection Flow Gauging Service  
(TOS-S79)**

**June 2014**

**1. Introduction**

Collection System Settlement Agreement (CSSA) obligates the City to meet various and extensive targets including the completion of primary and secondary basin plans, sewer rehabilitation/replacement and capacity assurance plans, and the calibration of a Hydrodynamic Model. Each of the above requirements will need a reliable and accurate flow monitoring program. The data is essential in the calibration and validation of the RDI/I study and the maintenance of the MIKE URBAN hydrodynamic model, which has ultimately led to the elimination or postponement of several large scale Wastewater Capital Improvement Program projects based on system capacity needs.

The CITY invites proposals for the installation, calibration, collection and storage of data and maintenance of gauging monitors for flow monitoring and capacity study. The proposal shall also include data analysis of the gauging monitors, data delivery and reporting, and training of CITY staff.

The CITY has identified a total of 40 gauging locations in the CITY'S wastewater collection system where they will be installed permanently for six (6) months. The CITY staff training will include installation, calibration, maintenance data management, and QA/QC of the gauging meter and data. The anticipated term of the CONTRACT is six (6) months commencing on the executed and stipulated start date.

**2. Scope of Services**

The City seeks PROPOSALS for (1) the installation, calibration and maintenance of 40 strategically located gauging monitors throughout the CITY'S wastewater collection system, (2) the collection, storage, analysis, reporting and guaranteed reliable delivery of accurate data from said gauges, and (3) the training of CITY staff on the installation, calibration, maintenance data management, and QA/QC of the gauging meters and data. The selected PROPOSER(S) shall provide all labor, equipment, and materials to perform the work. Sewers to be gauged are located underneath CITY streets and/or right-of-ways. The locations of the gauges will be determined by the CITY'S staff. The PROPOSER(S) will work with CITY staff to identify and document potential issues at the selected locations and propose alternative locations if needed. Documentation of installation of each gauging site is required.

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

**Task 1:** Install, calibrate, and maintain the gauging meters

- a. Perform site inspection of each gauging location to determine the most appropriate flow monitoring device and sensors.
- b. Install, calibrate, and maintain the gauging meter.

Deliverables:

- Site Investigation report and calibration report for each gauging location.

**Task 2:** Collect, store, and deliver quality flow data for each of the flow monitoring stations, including but not limited to depth, velocity and flow rate, and utilizing standard data formats and best practices. In addition, provide data analysis and data management services for flow gauging programs.

Data quality and Service Uptime:

- a. All gauging data must be QA/QC by professional consultant staff.
- b. Flow gauges must meet a minimum required uptime of 95% per month.

Deliverables:

- QA/QC'ed and raw flow monitoring data.

**Task 3:** Provide training to CITY staff on installation, calibration, and maintenance of the gauging meters. In addition to training CITY staff on data management and QA/QC of the gauging data.

Deliverables:

- Training manual for CITY staff for all training related processes, standard procedures, etc.

### **3. Term of Engagement**

The term of engagement is six months. It is estimated that the cost ceiling for this TOS is approximately \$134,000.

### **4. Solicitation Schedule**

- 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 electronically submitted to the following Bureau's staff no later than 2:00 pm of proposal due date to:

- Rowena Lau, Rowena.lau@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 Hourly Billing Rate Summary for the proposed candidate with all respective direct and indirect costs, markups, expenses, overhead rates and profit. (Sample Attached).
- MBE/WBE/OBE subcontractors utilized and the percent utilization.
- Provide a valid MBE/WBE Certifications of MBE/WBE 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 flow monitoring.
- Proposals overall responsiveness to the requests of this TOS.

## **7. Suggested MBE/WBE Participation Levels**

The City had set anticipated participation levels (APLs) of 18 percent and 4 percent for MBE/WBE participation, respectively, for TOS over \$100,000.

## **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: Rowena Lau, Environmental Engineer, Wastewater Engineering Services Division, (323) 342-6206.

## **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.

**HOURLY BILLING RATES**  
 (To be submitted for each Task Order Solicitation)

FIRM	Status	Last Name	First Name	Position	Rate (\$/hr)	Approved Overhead Rate	Approved Profit	Billing Rate (\$/hr)	Effective Date	Notes
PRIME FIRM	Prime	LastPrime	FirstPrime	Task Manager						
PRIME FIRM	Prime	LastPrime	FirstPrime	Sr Engineer						
PRIME FIRM	Prime	LastPrime	FirstPrime	Associate Engineer						
PRIME FIRM	Prime	LastPrime	FirstPrime	Technician						
OBE FIRM NAME1	OBE	Last	First	Position						
OBE FIRM NAME2	OBE	Last	First	Position						
MBE FIRM NAME1	MBE	Last	First	Position						
MBE FIRM NAME2	MBE	Last	First	Position						
WBE FIRM NAME	WBE	Last	First	Position						

Firm Name	Status	Fee	% Fee
OBE FIRM NAME1	OBE		
OBE FIRM NAME2	OBE		
MBE FIRM NAME1	MBE		
MBE FIRM NAME2	MBE		
WBE FIRM NAME	WBE		

Summary	Total Fee (\$)	% Fee
Total OBE		
Total MBE		
Total WBE		
Prime		
Total		100%