

CITY OF LOS ANGELES

CALIFORNIA



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August 12, 2014

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ELECTRONIC MAIL

To: Eight (8) Pre-Qualified On-call Contract Consultants of LA Sanitation

BUREAU OF SANITATION (BOS) PRE-QUALIFIED ON-CALL CONTRACT SERVICES ISSUANCE OF TOS S83 – TECHNICAL SUPPORT SERVICES FOR CATCH BASIN (CB) PHASE IV FOR CITY OF LOS ANGELES' TMDLs – SCREENS & INSERTS

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

The pre-proposal meeting for this TOS will be held on August 19, 2014, from 2:00 P.M. to 3:00 P.M., in Conference Room C at 1149 South Broadway Street, Los Angeles, CA 90015, 10th floor. All of questions regarding this TOS must be submitted to the Task Manager, Alfredo Magallanes, before or at the meeting.

The deadline for the proposal submission is **September 2, 2014**. If your firm is interested in this TOS, please submit the proposal to the following LA Sanitation's staff via e-mail no later than 2:00 p.m. on the indicated due date:

- Alfredo Magallanes, alfredo.magallanes@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,

A handwritten signature in blue ink, appearing to read "Ali Poosti".

Ali Poosti, Division Manager
Wastewater Engineering Services Division
Bureau of Sanitation

AP:tvh

c: Scott Hare, WESD
Thu-Van Ho, WESD
Shahram Kharaghani, WPD
Alfredo Magallanes, WPD

\\82mtcfs1\wesd\Div Files\Existing OnCall 2008-15\TOS S83 - CB Phase IV\INITIATION

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste A small recycling symbol consisting of three chasing arrows forming a triangle.

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

Pre-Qualified Sanitation On-call Consultant Services Contract

**Task Order Solicitation (TOS) S83 for
Technical Support Services for
Catch Basin (CB) Phase IV for City of Los Angeles' TMDLs – Screens and Inserts**

August 2014

1. Introduction

In compliance with the Federal Clean Water Act and existing consent decree between the U.S. EPA and environmental groups, the Los Angeles Regional Water Quality Control Board (RWQCB) has approved Trash TMDLs for various watersheds under its jurisdiction impacting the City of Los Angeles. The Echo Park Lake Trash TMDL and Santa Monica Bay Nearshore Debris TMDL are distinctive from the others in that they are protective of a lake and bay, while the others focused on inland creeks and river. Regardless, the City is mandated by these Trash TMDLs to reduce its trash contribution to the waterbodies to zero.

The Los Angeles Area Lakes TMDLs, for area lakes, were established and approved by the Environmental Protection Agency (EPA) on March 26, 2012; Echo Park Lake is included in this TMDL as impaired by algae, ammonia, copper, eutrophication, lead, odor, PCBs, pH, and trash (SWRCB, 2010). The Santa Monica Bay Nearshore Debris TMDL as well was approved in March 20, 2012. Both TMDLs became enforceable when they were incorporated into the 2012 MS4 permit by the LA Regional Water Quality Control Board in November 2012.

The Watershed Protection Division has determined that a need exists for engineering technical support for these TMDLs to assist City staff in developing, within a short timeframe, a strategy that departs from the City's current practice in addressing Trash TMDLs for inland (e.g., river, creek) waterbodies.

2. Scope of Services

The Bureau is soliciting a qualified consultant firm to provide engineering technical support to assist in the development of strategies in addressing the Echo Park Lake Trash TMDL and the Santa Monica Bay Nearshore Debris TMDL. This work shall include, but is not limited to: development of operational protocols for Echo Park Lake, implementation strategies for Santa Monica Bay, as well as regulatory support services.

The qualified consultant shall also provide support services for engaging and obtaining input from the RWQCB in the review of new documents and other activities, 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: Technical Support Services for the Echo Park Lake TMDL and Santa Monica Bay Nearshore Debris TMDL

Echo Park Lake Trash TMDL

Consultant shall develop operational protocols that link the lake's water quality monitoring system (i.e., nutrients, PCBs, trash) to the lake's operating systems (i.e., the aeration system, recirculation system, and lake level). Consultant will be provided with water quality data on a weekly basis as well as baseline settings for the lake's operating system.

Consultant shall:

- a. Prepare a draft and final operational protocols detailing how the objective of meeting RWQCB TMDL requirements will be met;
- b. Provide all services, labor and equipment, if required to support recommendations of the operational protocols; and
- c. Provide, on as needed basis, time to meet with City staff to address any questions that may develop with respect to operational needs.

Deliverables:

- Draft and Final Operational Protocols; and
- Provide to City staff technical assistance in respect to operational needs.

Santa Monica Bay Nearshore Debris TMDL

Consultant shall develop a *practical* and technically sound strategy that departs from the City's current practice in addressing Trash TMDLs for inland (e.g., river, creek) waterbodies for the Santa Monica Bay Nearshore Debris TMDL. Strategy must also address the Plastic Pellet requirements of the TMDL.

Deliverables:

- Final Santa Monica Bay Nearshore Debris TMDL strategy.

Task 2: Provide As-Needed Support to Meet the Trash TMDL Regulatory Compliance Milestones

Consultant shall be available to perform support services for regulatory compliance including, but not limited to, facilitation and coordination with the Regional Water Quality Control Board, as directed by the Watershed Protection Division (WPD). Consultant will provide other specialized and technical services to support on-going needs for Trash and Debris TMDL compliance, on an as-needed basis and as directed by WPD.

3. Term of Engagement

The term of engagement is to June 30, 2015. It is estimated that the cost ceiling for this TOS is approximately \$149,000.

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 and shall be submitted electronically via e-mail to the following LA Sanitation’s staff, no later than 2:00 pm of proposal due date indicated in the cover letter:

- Alfredo Magallanes, alfredo.magallanes@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 Trash TMDL as it relates to stormwater activities.
- Knowledge and understanding of the Bureau’s strategies and goals in stormwater BMP planning and related activities.
- Experience and proven track record with local stakeholders.
- Familiarity and understanding of Trash TMDL activities, studies, and projects.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Expert knowledge and experience in facilities planning issues in relation to stormwater as well as City operations and practices.
- Proven capability in conducting scientific studies and analysis supporting stormwater BMP planning.
- Ability to effectively and rapidly meet on going needs for the related stakeholder activities.

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.

For proposal with cost ceiling of less than or equal to \$100,000, the MBE/WBE anticipated participation levels will not apply. However, the consultant is still encouraged to utilize MBE/WBE/OBE sub-consultants wherever feasible.

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: Alfredo Magallanes, Acting Sr. Environmental Engineer, Watershed Protection Division, (213) 485-3958.

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%