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WASTEWATER ENGINEERING SERVICES DIV.
2714 MEDIA CENTER DRIVE
LOS ANGELES, CA 90065
FAX: (323) 342-6210

February 25, 2016

ELECTRONIC MAIL

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

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-57 – ANALYSIS OF A PROPOSED SOLID RESOURCES JOINT MANAGEMENT PARTNERSHIP PLAN AND RELATED SUPPORT

LA Sanitation (LASAN) is soliciting responses from 25 Prime Consultants on Pre-Qualified On-Call List. Attached are details of the Task Order Solicitation (TOS) required services.

There is no pre-proposal meeting for this TOS. All questions regarding this TOS must be submitted in writing via e-mail to Ms. Rosalia Rojo by Thursday, March 3, 2016.

The deadline for proposal submittal is Thursday, March 24, 2016, 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's staff:

- Rosalia Rojo, rosalia.rojo@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
- Khalil Gharios, SRPCD
- Rosalia Rojo, SRPCD

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

On-call Consultant Services Contract

**Task Order Solicitation (TOS) SN-57 for
*Analysis of a Proposed Solid Resources Joint Management Partnership Plan and Related
Support***

February 2016

1. Introduction

LASAN is continuously exploring the opportunities to improve the services provided to the Citizens of Los Angeles. Services under this TOS are intended to help LASAN to explore, evaluate, and define a proposed partnership that will benefit LASAN and Culver City by streamlining operations and introducing efficiencies in the management of residual waste generated from the West Los Angeles' curbside program and Culver City.

2. Scope of Services

The Bureau of Sanitation is soliciting a qualified firm to perform the following tasks:

- Review and analyze the current operation of Culver City transfer station located on 9255 West Jefferson and recommend improvements necessary to manage the residual waste generated from West Los Angeles curbside program and Culver City for the next 20 and 50 years. Operations considerations that need to be discussed and addressed in the study include: vehicle circulation within the transfer station, queuing of vehicles, container storage and vehicle parking.
- Prepare 10% design plan including architectural rendering of a Material Recovery and Organic Management Facility at 6001 Jefferson for the management of recycling and organic materials generated from the City of Los Angeles curbside program and Culver City for the next 20 and 50 years.
- Investigate the permitting requirements for the expansion of Culver City Transfer Station and the development of the Material Recovery and Organic Management Facility and prepare the required checklist.
- Prepare CEQA initial checklist and recommended CEQA analysis. The CEQA analysis should include a traffic impact study which takes into account the increased traffic resulting from the expanded use of Culver City's facility and the new facility at 6601 Jefferson. The study should identify the number of truck trips, designated truck routes to and from the facilities and any impact on roadway infrastructure resulting from the increased truck traffic.

- Prepare a 20-year and 50-year financial plans showing the estimated total investment (capital and annual) required for the expansion of Culver City Transfer Station and the development of the Material Recovery and Organic Management Facility. The plan should include both Maintenance and Operations and capital investments needed to make any improvements to roadway infrastructure required as a result of the project.
- Prepare a Pro Forma economic analysis of the value of the services and joint uses being provided by both Culver City and Los Angeles. Any discrepancy in value exchanged between the two parties would have to be made up with monthly or annual payments.
- Assist Culver City Public Works (CCPW) and LA Sanitation (LASAN) in memorializing the partnership in the form of a Memorandum of Understanding.
- Assist CCPW and LASAN in the community outreach plan to present the proposed expansion and development to the communities of both cities.

3. Term of Engagement

The term of engagement is 18 months from the issuance date of NTP. It is estimated that the cost ceiling for this TOS is approximately \$245,000.

4. Solicitation Schedule (Tentative)

- 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:

- Rosalia Rojo, rosalia.rojo@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/SBE/EBE/DVBE/OBE subcontractors utilized and the percent utilization.
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)
- 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 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 scope of work in particular working with multiple municipalities.
- Knowledge and understanding of the issues, options, and intent of the project scope in regards to municipal solid waste management, in particular, transfer station and MRF design and operations and efficiencies, municipal partnerships, proceeding with the implementation of the conceptual plan.
- Experience and proven track record providing environmental analysis for similar type projects.
- Familiarity and understanding of the conceptual project to be evaluated for the environmental requirements.
- The value offered to LASAN considering cost in comparison to capabilities and experience of the candidates.
- Ability to effectively and rapidly meet on going needs for the completion of this TOS.

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. The Primes are encouraged to utilize these sub-consultants wherever feasible.

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: Rosalia Rojo, Senior Environmental Engineer, Solid Resources Processing and Construction Division, (323) 485-3062.

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									
Prime Firm	Prime									
Prime Firm	Prime									
MBE Firm Name 1	MBE									
MBE Firm Name 2	MBE									
MBE Firm Name 3	MBE									
WBE Firm Name 1	WBE									
WBE Firm Name 2	WBE									
SBE Firm Name	SBE									
EBE Firm Name	EBE									
DVBE Firm Name	DVBE									
OBE Firm Name 1	OBE									
OBE Firm Name 2	OBE									

Firm Name	Status	Fee	%Fee
MBE Firm Name 1	MBE		
MBE Firm Name 2	MBE		
MBE Firm Name 3	MBE		
WBE Firm Name 1	WBE		
WBE Firm Name 2	WBE		
SBE Firm Name	SBE		
EBE Firm Name	EBE		
DVBE Firm Name	DVBE		
OBE Firm Name 1	OBE		
OBE Firm Name 2	OBE		

Summary	Total Fee (\$)	% Fee
Prime		
MBE		
WBE		
SBE		
EBE		
DVBE		
OBE		
Total		