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

April 5, 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-60 - LNG/CNG SAFETY EVALUATION AND RECOMMENDATIONS

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. Peony Thuy Ho by Friday, April 15, 2016.

The deadline for proposal submittal is Friday, April 29, 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:

- Peony Thuy Ho, Peony-Thuy.Ho@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: Scott Hare, WESD
Thu-Van Ho, WESD
Robert Potter, SRSSD
Kim Tran, SRSSD
Jonathan Zari, SRSSD
Peony Thuy Ho, SRSSD

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

On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-60 for

LNG/CNG SAFETY EVALUATION AND RECOMMENDATIONS

April 2016

1. Introduction

Since 2000, LA Sanitation (LASAN) has been implementing the Clean Fuel Program to power our Solid Resources collection trucks with natural gas, the Liquefied Natural Gas/Compressed Natural Gas (LNG/CNG), in order to reduce the emission of greenhouse gases and toxic air contaminants, and to meet the State and local air quality regulations.

2. Scope of Services

LASAN's Solid Resources Support Services (SRSSD) plans to execute a TOS in order to bring in a consultant to conduct a thorough evaluation of LASAN's LNG and CNG fueling stations, fueling operations, and clean fuel vehicles, and to make the recommendations for safety improvement to our Clean Fuel operation.

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

Task 1: Conduct the safety analysis for the LNG/CNG fueling at all LASAN's LNG and/or CNG fueling facilities and operation of natural gas powered collection vehicles to identify the existing and potentially hazardous conditions and/or unsafe practices

Deliverables:

- Report on identify the existing and potentially hazard conditions and/or unsafe practices of LASAN's LNG/CNG fueling stations and operation of natural gas powered vehicles;

Task 2: Review, evaluate, and update the standard operating procedures and maintenance protocols for LNG/CNG fuel uploading, storage and dispensing, maintenance of onboard LNG/CNG fuel tanks, and other related equipment to ensure compliance with occupational health and safety laws and regulations

Deliverables:

- Report on compliance with occupational health and safety laws and regulations of existing standard operating procedures and maintenance protocols of LASAN's LNG/CNG fueling

uploading, storage, and dispensing, and maintenance of onboard LNG/CNG fuel tanks, and other related equipment;

Task 3: Develop recommendations for additional safety, accident prevention policies and procedures, and employee training program related to LNG/CNG uploading, storage, dispensing, and operation of natural gas vehicles

Deliverables:

- Report on recommendations for additional safety, accident prevention policies and procedures, and employee training program related to LNG/CNG uploading, storage, dispensing, and operation of natural gas powered vehicles

Task 4: Evaluate and recommend effective measures for implementation at the LNG/CNG fueling stations that are equipped with above-ground fuel storage tanks to minimize the damage and/or other risks during major earthquakes

Deliverables:

- Report on evaluation and recommendation on effective measures for implementation at the LNG/CNG fueling stations that are equipped with above-ground fuel storage tanks to minimize the damage and/or other risks during major earthquakes

Task 5: Reports and presentations to LASAN management

Deliverables:

- Monthly progress report will be submitted to the Project Manager;
- First draft of the report for Tasks 1, 2, 3, and/or 4 for review and comments from LASAN management;
- Presentation on the results of the assessment, findings, analysis, and recommendation for Tasks 1, 2, 3, and/or 4;
- Final report will be the combination of the report on the results of the assessment, findings, analysis, and recommendations for Tasks 1, 2, 3, and/or 4, and integrating the comments from LASAN management;
- Final report will also be included the update for Tasks 1, 2, 3, and/or 4 per new update, changes, and/or amendments of the State and local air quality regulations, and occupational health and safety laws and regulations during the Contract period, if applicable;
- Final presentation on the final report;
- Three (3) hard copies of each report will be submitted to Project Manager.

Task 6: Perform other related tasks, as needed, to support the implementation of LASAN Clean Fuel Program.

Deliverables:

- Support services, and other specialized and technical services to support ongoing needs of the implementation of LASAN Clean Fuel Program, as needed;

3. **Term of Engagement**

The term of engagement is twelve (12) months from the issuance date of Notice To Proceed (NTP). It is estimated that the cost ceiling for this TOS is approximately \$100,000.

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 fifteen (15) 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:

- Peony Thuy Ho, peony-thuy.ho@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 schedule for completion of each 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 City selection team will evaluate the proposals with the following criteria:

Knowledge and experience in LNG/CNG station and natural gas powered vehicles, including but not limited to the following:

- Generally required experience:
Minimum 5 years,
Preferably 10 years; and
- LNG/CNG experience:
Minimum 2 years,
Preferably 4 years and/or experience in Petroleum Engineering; and
- Knowledge of the general design, safety standards, and operational characteristics of LNG/CNG fueling system (including onsite fuel storage tanks and onboard fuel tanks); and
- Knowledge of hazards and other safety aspects related to the use of LNG (a cryogenic liquid) and CNG (a pressurized gas) as transportation fuels; and
- Knowledge of operation of natural gas powered vehicles; and
- Knowledge of the Federal, State and local laws and regulations, pertaining to LNG/CNG stations and natural gas powered vehicles; and
- Others related to employee safety, accident prevention, and occupational health in LNG/CNG fueling and operation.

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 City encourages the Primes 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: Peony Thuy Ho, Environmental Engineering Associate, Solid Resources Support Services Division, (323) 847-3467.

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		