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CALIFORNIA



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

May 6, 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-63 – LOS ANGELES GREEN LODGING PROGRAM SUPPORT SERVICES

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.

A pre-proposal meeting for this TOS will be held on:

Date and Time: Thursday, May 12, 2016, from 1:00 P.M to 1:30 P.M.
Location: 1149 South Broadway, Los Angeles, CA 90015.
5th Floor, Conference Room (South)
(In the area of Solid Resources Citywide Recycling Division)

This meeting is mandatory for all respondents, who wish to submit proposal for this TOS. Failure to attend the pre-submittal meeting will cause the consultant to be considered non-responsive. All questions regarding this TOS must be submitted in writing via e-mail to Ms. Julie Jacobs before or at the meeting.

For the security clearance at the Public Works Building, please e-mail Ms. Julie Jacobs the names of your representatives and subcontractors, who will be attending the meeting, and the company's name by Wednesday, May 11, 2016.

The deadline for proposal submittal is Friday, May 27, 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:

- Julie Jacobs, Julie.ann.jacobe@lacity.org
- Thu-Van Ho, Thu-Van.Ho@lacity.org

\\82MTCFS1\Div Files\On-Call Contracts\New Oncall 2014-19\TOS SN-63_Green Lodging Prgm \INITIATION

zero waste • one water

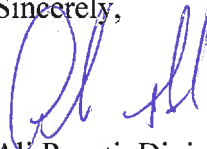
AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste



Thank you for your interest and we look forward to receiving your response to this TOS.

Sincerely,



AH Poosti, Division Manager
Wastewater Engineering Services Division
LA Sanitation

AP:tvh

c: Abdul Danishwar, WESD
Scott Hare, WESD
Thu-Van Ho, WESD
Karen Coca, SRCRD
George Payba, SRCRD
Julie Jacobe, SRCRD

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

On-call Consultant Services Contract

**Task Order Solicitation (TOS) SN-63
for
*Los Angeles Green Lodging Program***

May 2016

1. Introduction

LA Sanitation (LASAN) has an existing Memorandum of Understanding (MOU) with Green Seal and the Los Angeles Tourism and Convention Board (LA Tourism Board) for the implementation of the Los Angeles Green Lodging Program (LAGLP), a component of the City of Los Angeles Green Business Certification Program. The current MOU will expire on June 27, 2016, and the City of Los Angeles would like to continue the program as well as increase the number of lodging properties certified in Los Angeles. The LAGLP recognizes and promotes green lodging properties that volunteer to operate in a more environmentally friendly and sustainable manner.

The LAGLP uses Green Seal's Standard for Lodging Properties, GS-33, for certification which focuses on waste minimization, reuse and recycling, energy efficiency and conservation, management of fresh water resources and waste water, and reduction and handling of hazardous substances. It also requires creation of an environmentally preferable purchasing policy. The LAGLP / Green Seal certification program has three tiers: gold, silver, and bronze levels. Certification fees include an initial evaluation fee as well as an annual compliance monitoring fee which are based on the certification level and the number of rooms in the hotel. Certification can lead to significant cost savings from reduced water and electricity use and reduced solid waste. Over 5000 rooms have been certified through Green Seal since the program launched, the largest number certified of any other major U.S. city.

Certified green hotels will have use of the nationally recognized Green Seal logo as well as a Certified LA Green Business decal, which can be posted on their door or window. An electronic logo can also be used for promotional materials and website, and links to the hotel will be added to the LASAN, Green Seal, LA Tourism and Board, and California Green Business Network websites. Consumers will be able to easily find which hotels are certified "green" when planning their trips to Los Angeles.

2. Scope of Services

LASAN is soliciting a qualified consulting firm to continue implementation of the Los Angeles Green Lodging Program and certify green lodging properties using Green Seal's Environmental Standard for Properties (GS-33). The scopes of services include, but are not limited to:

1. The qualified consultant will prepare a LAGLP / Green Seal certification package to include:

- Introduction to the LAGLP certification program
 - Checklist for outlining the certification requirements
 - Instructions for applying for certification
 - Summary of benefits to the hotel/motel resulting from the certification award
2. The qualified consultant will evaluate applications and audit lodging properties to the GS-33 Standard for Certification.
 3. The qualified consultant will submit a bi-monthly status report to the LASAN Project Manager no later than the last Friday of every other month. The report will include at a minimum the number of hotels and motels (lodgings) being certified, status, type of certification, challenges.
 4. The qualified consultant will be required to participate in conference calls at a minimum of once a month. Unexcused non-participation of more than once will cause a negative rating and will cause delay in release of grant money.

3. Term of Engagement

The term of engagement is three (3) years from the issuance date of NTP. It is estimated that the cost ceiling for this TOS is approximately \$150,000.

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 ten (10) 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:

- Julie Jacobe, julie.ann.jacobe@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 a minimum of three (3) 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 certification of lodging properties.
- Knowledge and understanding of the City of Los Angeles Green Business Certification Program.
- Familiarity and understanding of hotels and lodging sector.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Expert knowledge and experience in environmental sustainability measures.
- Ability to effectively seek out and reach out to potential lodging properties for certification.

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 subconsultants 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: Julie Jacobs, Management Analyst II, Solid Resources Citywide Recycling Division, (213) 485-2968.

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		