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

June 17, 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-66 – EVALUATION AND STRUCTURAL DESIGN OF CLARTS FACILITY

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

There is no pre-proposal meeting for this TOS. Interested firms must attend a mandatory tour of the CLARTS facility scheduled on Wednesday, June 22, 2016, at 10:00 A.M. The address of the facility is 2201 East Washington Blvd., Los Angeles, CA 90021.

RSVP by e-mailing the names of your company's representatives to the LASAN Project Manager, Mr. Antranik Saiyan, by Tuesday, June 21, 2016.

All questions regarding this TOS must be submitted in writing via e-mail to Mr. Antranik Saiyan by Thursday, June 23, 2016.

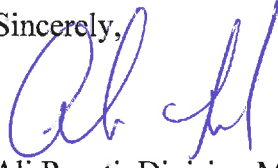
The deadline for proposal submittal is Monday, July 11, 2016, before 2:00 P.M. If your firm is interested in this TOS, please submit proposal via e-mail on the indicated due date to the following LASAN's staff:

- Antranik Saiyan, antranik.saiyan@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
Antranik Saiyan, SRPCD

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

On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-66

For

EVALUATION AND STRUCTURAL DESIGN OF CLARTS FACILITIES

June 2016

1. Introduction

CLARTS is the only large quantity refuse transfer station owned and operated by the City. CLARTS transfers 3,000 tpd of refuse, mostly collected by LASAN forces, and as such, it is considered a critical facility necessary to provide cost effective waste management services to the City and surrounding areas.

CLARTS is comprised of two buildings, the solid waste transfer building (SWTB), built in 1989 and the Green waste Transfer Building (GWTB), built in 1974. Both of those building have deteriorated metal roof panels, where sunlight is visible from below through hundreds of openings.

This TOS is for the design of a solar panel roof system for the SWTB. The new roof system will include repaneling of the roof with materials that will resist corrosion and weathering. In addition, several modifications to the existing SWTB internal structures are requested.

2. Scope of Services

The LASAN is soliciting a qualified consulting firm to provide evaluation and structural design on the following facility elements (see attached proposed plan):

- a. Design of SWTB solar roof system, design and replacement
- b. Design a connecting bridge between the transfer station administration office building A and dispatch & supervisor's office building B.
- c. Design a large conference and training room
- d. Design a utility and storage room.
- e. Technical bid package support.

The design shall include bid ready plans and specifications (including General Conditions and General Requirements), calculations and an engineer's construction cost estimate.

All interested proposers of this TOS must become thoroughly familiar with the existing plans of the solid waste transfer building.

3. Term of Engagement

The term of the engagement will be SIX (6) MONTHS with an optional six month extension.

4. Project Cost Estimate

The cost ceiling estimate will be provided by proposers. It will be finalized once proposals are received and negotiations are completed.

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 five (5) 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:

- Antranik Saiyan, antranik.saiyan@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:

- Ability to clearly and promptly communicate with the project team to work together, facilitate conflict resolutions and control project.
- Capability and experience in providing the Scope of Services as demonstrated by the proposal.
- Expert understanding of the importance of meeting the scope limitations and deadlines.
- Experience and proven track record with local similar constructions projects.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Proven capability in resolving construction conflicts.
- Ability to effectively and rapidly meet on going needs for the related stakeholder activities.

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.

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 LASAN'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: Antranik Saiyan, PE, Environmental Engineering Associate, LASAN / SRPCD, (213) 485-2799.

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		