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CALIFORNIA



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June 30, 2016

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

ELECTRONIC MAIL

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

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-65 – POST SPILL CLEAN-UP PILOT STUDY

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: Wednesday, July 13, 2016, from 10:00 A.M. to 11:00 A.M.
Location: 2714 Media Center Drive, Los Angeles, CA 90065
2nd Floor, Board Room

All questions regarding this TOS must be submitted in writing via e-mail to the LASAN Project Manager, Mr. John Park, before the meeting.

The deadline for proposal submittal is Wednesday, August 3, 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:

- John Park, John.Park@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: Ali Poosti, WESD
Abdul Danishwar, WESD
Scott Hare, WESD
Thu-Van Ho, WESD
Barry Berggren, WCSD
Carmelo Martinez, WCSD
John Park, WCSD

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

On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-65

For

Post Spill Clean-Up Services - Pilot Study

June 2016

1. Introduction

Annually, LA Sanitation (LASAN) has approximately twelve (12) Sanitary Sewer Overflows (SSOs) that spill into private property due to blockages in the City mainline that back up the sewage into the lateral and ultimately into a private or public property. Typically, City crews only remove any visible sewage, and the owner is responsible for the decontamination/reconstruction work, generally utilizing a contractor of their choice. To prevent legal claims against the City and significantly improve the public health, LASAN is proposing a post-spill clean-up pilot study. The results from this pilot study will determine whether this program should continue or not.

2. Scope of Services

LASAN is soliciting proposals from all primary consulting firms on the on-call consultant list. The selected primary consulting firm will establish a list of contractors, who shall be responsible for the post SSO clean up and disinfection of the affected property. The contractor(s) shall remove any waste-related materials from the property (with permission from the owner) and perform disinfection services to enable the property to be free from hazardous materials, following the Institute of Inspection, Cleaning and Restoration Certification (IICRC) Standards.

The services that the Contractor(s) shall perform include but are not limited to:

1. Begin mitigation efforts at the spill location after notification of a spill within two (2) hours. This includes the assessment and documentation of damages as well as securing permission from the customer.
2. Be solely responsible for the clean-up and disinfection. The contractor shall enter into a contract with the customer (resident). The City of Los Angeles will be responsible for payment based upon an agreed scope and price. The payment shall be made after the work is completed and inspected by LASAN. The Contractor(s) shall follow a method of decontamination that includes drying of belongings and removal of bacteria in the air.
3. Provide advice for reconstruction/restoration, if needed based on their analysis of the damage and judgment. It is the duty of the contractor(s) to document and keep an inventory of all damages to be restored. This will facilitate any claim process. The Contractor(s) shall reconstruct any losses and document the results after work is performed.

A. Reporting and Documentation

Recommendations, both at the initial site visit and with a Damage Assessment report shall be made available to the LASAN Project Manager. The Contractor shall submit the following documents for each incident.

1. Damage Assessment Report within 48 hours of incident.
2. Mitigation report, if needed, by a third party.
3. Any analysis and testing reports.
4. Final report after each clean-up is completed.

B. Managing the Clean-Up Contract

The responsibility of the Prime Consultant is as follows:

1. Establish a pre-qualified list of potential contractors eligible to perform the described work under the Scope of Services.
2. Provide an insurance adjuster on sub adjuster to review and recommend clean-up and mitigation work to the City.
3. Provide the following:
 - a. Cost-benefit analysis based on historical data.
 - b. Report on potential savings to the City of Los Angeles as a result of these services.
 - c. Report on the long term program benefit to the City of Los Angeles.

3. **Term of Engagement**

The term of engagement is eight (8) months from the issuance date of NTP. It is estimated that the cost ceiling for this TOS is approximately \$200,000.

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:

- John Park, john.park@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 Sanitary Sewer Overflow (SSO) Prevention Plan.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Expert knowledge and experience in Cleaning and Restoration Certification Standards in relation to wastewater, as well as City operations and practices.
- Proven capability in conducting cost analysis supporting water, wastewater, and stormwater facilities planning.
- Ability to effectively and rapidly response to meet on going needs for the related SSO clean-up.

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, especially MBE/WBE subconsultants.

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: John Park, Environmental Engineering Associate III, Wastewater Collection Systems Division, (323) 342-6037.

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		