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CALIFORNIA



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April 7, 2023

## ELECTRONIC MAIL

To: 24 Pre-Qualified On-Call Contract Consultants of LA Sanitation

### **LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-172 – SEWER SYSTEM MANAGEMENT PLAN (SSMP) AUDIT - RAMP OPPORTUNITY ID: 207153**

LA Sanitation (LASAN) is soliciting responses from 24 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 the following LASAN staff **by Wednesday, May 3, 2023, before 5:00 P.M.**

- Mr. Farsheed Farhang, [farsheed.farhang@lacity.org](mailto:farsheed.farhang@lacity.org)
- Ms. Wanda Epps, [san.oncall@lacity.org](mailto:san.oncall@lacity.org)

The **deadline for proposal submission is Wednesday, May 24, 2023, before 2:00 P.M.** If your firm is interested in this TOS, please submit a proposal via e-mail by the indicated due date to the following LASAN staff:

- Mr. Farsheed Farhang, [farsheed.farhang@lacity.org](mailto:farsheed.farhang@lacity.org)
- Ms. Wanda Epps, [san.oncall@lacity.org](mailto:san.oncall@lacity.org)

Thank you for your interest and we look forward to receiving your response to this TOS. Should you decide not to submit a proposal, a **negative response is requested** with a brief explanation of the reason. Your decision to not submit a proposal will not affect your eligibility for future work.

Sincerely,

Nancy Lantin, Sr. Management Analyst II  
On-Call Contracts Representative  
Administration Division  
LA Sanitation

NL:wae

Attachment: Copy of the scope of services

c: Master Files  
On-Call Consultants List  
Rowena Lau, LASAN

*zero waste • zero wasted water*

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste



Ryan Thiha, LASAN  
Spencer Yu, LASAN  
CCU Staff

**City of Los Angeles**  
**LA Sanitation and Environment (LASAN)**  
**On-call Consultant Services Contract**  
**Task Order Solicitation (TOS) SN-172 for**  
**Sewer System Management Plan (SSMP) Audit**  
**April 2023**

**1. Introduction**

The State Water Resources Control Board (SWRCB) re-issued the Sanitary Sewer Systems Waste Discharge Requirements (WDR) on December 6, 2022, adding extensive amount of new requirements to control and mitigate sewer spills. Pursuant to the reissued WDR, a sewer agency must audit its Sewer System Management Plan (SSMP), at a minimum frequency of once every three years, for compliance with the reissued WDR and for effectiveness in controlling and mitigating sewer spills. The City's SSMP was last audited for the audit period ending on May 2, 2021, based on the original (2006) WDR requirements. Therefore, the next audit of the City's SSMP will be due in 2024, covering the three-year period ending on no later than May 2, 2024. An audit report will be required within six months of the end date of the audit period.

This Task Order Solicitation (TOS) has been issued to solicit the services of a qualified consultant to assist Los Angeles Sanitation (LASAN) with a comprehensive and independent review of the City's SSMP.

**2. Scope of Services**

Provide a comprehensive and independent review of (and report on) the City's Sewer System Management Plan, in accordance to the WDR Section 5.4, Sewer System Management Plan Audits; and Attachment D, SEWER SYSTEM MANAGEMENT PLAN – REQUIRED ELEMENTS.

The following excerpt from the WDRs provides the overarching guide for this comprehensive and independent review.

*5.4. Sewer System Management Plan Audits: The Enrollee shall conduct an internal audit of its Sewer System Management Plan, and implementation of its Plan, at a minimum frequency of once every three years. The audit must be conducted for the period after the end of the Enrollee's last required audit period. Within six months after the end of the required 3-year audit period, the Legally Responsible Official shall submit an audit report into the online CIWQS Sanitary Sewer System Database per the requirements in section 3.10 (Sewer System Management Plan Audit Reporting Requirements) of Attachment E1 of this General Order. Audit reports*

*submitted to the CIWQS Sanitary Sewer System Database will be viewable only to Water Boards staff. The internal audit shall be appropriately scaled to the size of the system(s) and the number of spills. The Enrollee's sewer system operators must be involved in completing the audit. At minimum, the audit must:*

- Evaluate the implementation and effectiveness of the Enrollee's Sewer System Management Plan in preventing spills;*
- Evaluate the Enrollee's compliance with this General Order;*
- Identify Sewer System Management Plan deficiencies in addressing ongoing spills and discharges to waters of the State; and*
- Identify necessary modifications to the Sewer System Management Plan to correct deficiencies.*

*The Enrollee shall submit a complete audit report that includes:*

- Audit findings and recommended corrective actions;*
- A statement that sewer system operators' input on the audit findings has been considered; and*
- A proposed schedule for the Enrollee to address the identified deficiencies.*

The City's SSMPs are available on the web via the link below.

[https://www.lacitysan.org/san/faces/home/portal/s-lsh-wwd/s-lsh-wwd-cw/s-lsh-wwd-cw-s?\\_adf.ctrl-state=axbdp0pd8\\_177&\\_afLoop=8377735837078297#!](https://www.lacitysan.org/san/faces/home/portal/s-lsh-wwd/s-lsh-wwd-cw/s-lsh-wwd-cw-s?_adf.ctrl-state=axbdp0pd8_177&_afLoop=8377735837078297#!)

### **3. COVID VACCINATION REQUIREMENT FOR CONSULTANTS/CONTRACTORS**

For the purposes of this section the terms contractor and consultant are interchangeable and deemed to have the same meaning; and the terms subcontractor and subconsultant are interchangeable and deemed to have the same meaning.

Employees of Contractor and/or persons working on its behalf, including, but not limited to, subcontractors (collectively, "Contractor Personnel"), while performing services under this Agreement and prior to interacting in person with City employees, contractors, volunteers, or members of the public (collectively, "In-Person Services") must be fully vaccinated against the novel coronavirus 2019 ("COVID-19"). "Fully vaccinated" means that 14 or more days have passed since Contractor Personnel have received the final dose of a two-dose COVID-19 vaccine series (Moderna or Pfizer-BioNTech) or a single dose of a one-dose COVID-19 vaccine (Johnson & Johnson/Janssen) and all booster doses recommended by the Centers for Disease Control and Prevention. Prior to assigning Contractor Personnel to perform In-Person Services, Contractor shall obtain proof that such Contractor Personnel have been fully vaccinated. Contractor shall retain such proof for the document retention period set forth in this

Agreement. Contractor shall grant medical or religious exemptions (“Exemptions”) to Contractor Personnel as required by law. If Contractor wishes to assign Contractor Personnel with Exemptions to perform In-Person Services, Contractor shall require such Contractor Personnel to undergo weekly COVID-19 testing, with the full cost of testing to be borne by Contractor. If Contractor Personnel test positive, they shall not be assigned to perform In-Person Services or, to the extent they have already been performing In-Person Services, shall be immediately removed from those assignments. Furthermore, Contractor shall immediately notify City if Contractor Personnel performing In-Person Services (1) have tested positive for or have been diagnosed with COVID-19, (2) have been informed by a medical professional that they are likely to have COVID-19, or (3) meet the criteria for isolation under applicable government orders.

#### **4. Term of Engagement and Cost Estimate**

The term of engagement is from the issuance date of the Notice to Proceed (NTP) through July 22, 2024. It is estimated that the cost ceiling for this TOS is \$134,000.

#### **5. Solicitation Schedule (Tentative)**

- Issue Task Order Solicitation .....Date of Cover Letter.
- Receive Solicitation Responses.....As indicated in Cover Letter.
- Select and Negotiate.....14 weeks after issuance of TOS.
- Execute Task Agreement Form.....17 weeks after issuance of TOS.
  
- **Estimated Project Start Date: November 2023**

#### **6. 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 LASAN staff via email, no later than 2:00 pm on the proposal due date indicated in the cover letter:

- Farsheed Farhang, farsheed.farhang@lacity.org
- Wanda Epps, san.oncall@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 Billing Salary Rate Summary for the proposed candidate with all respective direct and indirect costs, markups, expenses, overhead rates and profit. (See Attachment A).
- MBE/WBE/SBE/EBE/DVBE/OBE subcontractors utilized and the percent utilization. (See Attachment A)

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)
- A firm can only be a MBE or WBE (not both) for a pledged amount
- A firm with multiple certifications is acceptable (i.e., a MBE/SBE/EBE/DVBE firm will fulfill 4 of 6 required categories)
- Provide a copy of valid MBE/WBE/SBE/EBE/DVBE Certifications of MBE/WBE/SBE/EBE/DVBE subcontractors utilized.
- If a subconsultant needs to be added to Schedule A, use Mini Outreach Subconsultant Phone Log template uploaded to RAMP (Regional Alliance Marketplace for Procurement) for this TOS.
- Statement pertaining to the candidate's availability.

## **7. Selection Criteria**

The selection team will evaluate the proposals using the following criteria:

### **A. Consultant Qualifications, Experience, and Expertise**

- Proven capability in conducting scientific studies and analysis supporting sanitary sewer and stormwater systems planning.
- Capability and experience in providing the Scope of Services as demonstrated by the proposal.

### **B. Personnel Qualifications, Experience, and Expertise**

- Expert knowledge and work experience associated with understanding of the issues, options, and approaches related to the City's sanitary sewer system.

### **C. Technical Approach**

### **D. Project Management Approach**

- Ability to effectively and rapidly meet ongoing needs for the related stakeholder activities.

### **E. Competitive Fees and Costs**

- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Direct and indirect costs, markups, expenses, overhead rates and profit will be considered.

## 8. Suggested MBE/WBE/SBE/EBE/DVBE/OBE Participation Levels

The City has set anticipated participation levels (APLs) for sub-consultants as follows: 18% MBE, 4% WBE, 25% SBE, 8% EBE, and 3% DVBE. Minority, women, small, emerging, disabled veteran owned and controlled businesses must be considered along with other business enterprises whenever possible as sources of subconsulting services.

**Note:** Sub-consultants that are not listed on Consultant's current Schedule A - LIST OF POTENTIAL MBE/WBE/SBE/EBE/DVBE/OBE SUBCONSULTANTS (which includes any previously approved mini outreach) cannot be included in a proposal and/or utilized without the performance of a mini outreach and approval of said outreach by LASAN. A Request to Add Sub(s) should be made at least 10 business days prior to proposal due date. If a consultant needs to add a sub to their Schedule A, please see the Mini Outreach Phone Log and Instructions to Add Sub document associated with this TOS and available for download within the Regional Alliance Marketplace for Procurement (RAMP). When a CONSULTANT receives from LASAN an approved Request to Add Sub(s), approved sub(s) then may be included in the proposal. **Exception:** If Request to Add Sub(s) is in the process of being approved by LASAN, CONSULTANT may submit a proposal that includes the yet to be approved sub. The Request to Add Sub(s) must have been submitted prior to the proposal due date deadline.

## 9. Task Order Manager

LASAN On-Call Contracts Representative: Nancy Lantin, Sr. Management Analyst II, On-Call Contracts Representative, Administration Division, (213) 440-8237, [nancy.lantin@lacity.org](mailto:nancy.lantin@lacity.org).

Designated Task Manager for this TOS: Farsheed Farhang, Environmental Engineer, Wastewater Engineering Services Division, (323) 342-6223, [farsheed.farhang@lacity.org](mailto:farsheed.farhang@lacity.org)

## 10. 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.

# ATTACHMENT A

COST REIMBURSEMENT - BILLING SALARY RATE BASIS										
Firm Name	Status	Last Name	First Name	Position	Raw Rate (\$/hr)	Approved Overhead Rate	Profit	Billing Rate (\$/hr)	Effective Date	Note
Prime Firm	Prime									
Prime Firm	Prime									
Prime Firm	Prime									
Subcontracting Firm Name 1	MBE/SBE/EBE									
Subcontracting Firm Name 2	WBE/SBE/EBE									
Subcontracting Firm Name 3	MBE/SBE									
Subcontracting Firm Name 4	WBE/SBE									
Subcontracting Firm Name 4	SBE/EBE/DVBE									
Subcontracting Firm Name 5	SBE/EBE									
Subcontracting Firm Name 6	OBE									

  

SUMMARY			
Firm Name	Status	Fee	%Fee
Prime			
Subcontracting Firm Name 1	MBE/SBE/EBE		
Subcontracting Firm Name 2	WBE/SBE/EBE		
Subcontracting Firm Name 3	MBE/SBE		
Subcontracting Firm Name 4	WBE/SBE		
Subcontracting Firm Name 4	SBE/EBE/DVBE		
Subcontracting Firm Name 5	SBE/EBE		
Subcontracting Firm Name 6	OBE		
Total Direct Labor Cost of the Prime			
Total Subcontract Expenses			
5% Administrative Fee (markup)			
Other Direct Costs (with no markup)			
Total Task Order Amount			

  

Total Subconsultant Participation						
Pledged	MBE	WBE	SBE	EBE	DVBE	OBE
% of Total Task Order	%	%	%	%	%	%
\$ Amount	\$	\$	\$	\$	\$	\$