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CALIFORNIA



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May 1, 2018

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WASTEWATER ENGINEERING SERVICES DIVISION
2714 MEDIA CENTER DRIVE
LOS ANGELES, CA 90065
FAX: (323) 342-6210
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To: 25 Pre-Qualified On-Call Contract Consultants of LA Sanitation

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-82 – THE DEVELOPMENT OF EAST WEST VALLEY INTERCEPTOR SEWER ENVIRONMENTAL IMPACT REPORT

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

Date and Time: Wednesday, May 9, 2018, from 10:00 A.M. to 11:00 A.M.
Location: 2714 Media Center Drive, 2nd Floor, Board Room
Los Angeles, CA, 90065

All questions regarding this TOS must be submitted in writing via e-mail to Mr. Eduardo Perez before or at the meeting.

For the security clearance at the building, please e-mail Mr. Spencer Yu (spencer.yu@lacity.org), the names of your representatives and subcontractors, who will be attending the meeting, and the company's name by May 8, 2018, before 12:00 P.M. (Please note that inviting your subcontractors to the meeting is optional.)

The deadline for proposal submittal is Thursday, June 7, 2018, 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 staff:

- Mr. Eduardo Perez, eduardo.perez@lacity.org
- Mr. Spencer Yu, spencer.yu@lacity.org
- Ms. Thu-Van Ho, thu-van.ho@lacity.org

In addition, three (3) hard copies shall be submitted to:

LA Sanitation/Wastewater Engineering Services Division
2714 Media Center Drive, Los Angeles CA, 90065
Attention: Mr. Eduardo Perez

\\82MTCFS1\Div Files\On-Call Contracts\New Oncall 2014-19\New Oncall 2014-19\TOS SN-82_EWVIS-EIR

zero waste • one water

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

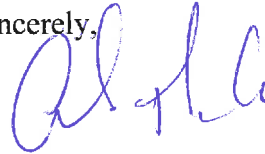
Recyclable and made from recycled waste



Should you decide not to submit a proposal, a negative response is requested with a brief explanation of the reason. Your decision for not to submit a proposal will not affect your eligibility for future work.

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

Sincerely,



Ali Poosti, Division Manager
Wastewater Engineering Services Division
LA Sanitation

TVH/AP:tvh

Attachment: Copy of the scope of services

c: Scott Hare, WESD
Eduardo Perez, WESD
Thu-Van Ho, WESD
Spencer Yu, WESD

City of Los Angeles / Department of Public Works / Bureau of Sanitation

On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-82

For

The Development of East West Valley Interceptor Sewer (EWVIS) Environmental Impact Report (EIR)

May 2018

1. Introduction

The City of Los Angeles Bureau of Sanitation (LASAN) owns, operates and maintains one of the largest wastewater collection systems in the nation. The collection system conveys approximately 350 MGD of sewage through a network of 6,700 miles of sewer pipes to one of the City's four (4) water reclamation plants. In order to increase the production of recycled water, The City of Los Angeles Bureau of Sanitation (LASAN) is looking to convey additional wastewater from the North Hollywood area to one of its owned and operated water reclamation plants, Donald C. Tillman Reclamation Plant. The additional wastewater will be conveyed to DCTWRP by the proposed East West Valley Interceptor Sewer (EWVIS).

Both a planning study and a concept report have been completed for EWVIS, which include a selected sewer alignment, plan and profile of selected alignment, number and location of pump, diversion, and electrical layout/station sites, phasing plan for construction, implementation schedule, and other miscellaneous work. LASAN plans to utilize consultant services to prepare an Environmental Impact Report (EIR) for this newly proposed sewer line.

2. Scope of Services

LASAN is soliciting a qualified consultant to develop an Environmental Impact Report (EIR) for the proposed EWVIS. The consultant shall have very strong technical skills and a demonstrated knowledge in the California Environmental Quality Act (CEQA) and the preparation of an Environmental Impact Report (EIR). The consultant shall also have expert knowledge and work experience on designing and constructing large diameter wastewater pipelines, pumping stations and associated structures. The scope of services includes:

Task 1: Project Management

The purpose of this task is to coordinate with LASAN and the project team, monitor budgets and schedule, prepare monthly status report and invoices, and perform technical reviews. The consultant shall perform project management necessary to maintain and track the progress of the

work. Project management activities shall incorporate but are by no means limited to the following:

- 1.1 Conduct meetings and workshops (kick-off meeting, progress meetings and workshops) to discuss any alternatives to be described in the environmental documents, document format, any public involvement needs, and site reconnaissance.
- 1.2 Coordination with City staff
- 1.3 Monthly schedule and budget status reports and invoices
- 1.4 QA/QC Reviews

Task 2: Technical Studies

The consultant shall perform the following technical studies relevant to the preparation of EIR but not limited to: Traffic/Transportation, Cultural Resources, Paleontological Resources, Noise, Air Quality, and Hazardous Waste. A Technical Report or Memoranda to document the technical studies, which may be appended to the EIR, should be prepared.

Task 3: EIR Preparation

The consultant shall prepare all documentations relevant to the preparation of EIR as required by the California Environmental Quality Act. The consultant shall also provide specialized services to assist the City in the following tasks but not limited to:

- 3.1 Develop a Project Description needed to support the EIR
- 3.2 Prepare a Notice of Preparation (NOP)
- 3.3 Prepare an Administrative Draft EIR
- 3.4 Prepare a Public Draft EIR, Notice of Availability, and Notice of Completion
- 3.5 Conduct Public Meeting and Public Outreach
- 3.6 Prepare Final EIR and Response to Comments
- 3.7 Prepare Findings, Statement of Overriding Considerations, and Notice of Determination
- 3.8 Prepare Mitigation Monitoring and Report Program

3. Term of Engagement

The term of engagement will be fourteen (14) months from the issuance date of Notice to Proceed (NTP).

4. Cost Estimate

The cost estimate for this TOS is approximately \$320,000.

5. 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

6. 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 LASAN’s staff via e-mail on the date indicated on the cover letter:

- Eduardo Perez, eduardo.perez@lacity.org
- Spencer Yu, spencer.yu@lacity.org
- Thu-Van Ho, thu-van.ho@lacity.org

In addition, three (3) hard copies shall be submitted to the LASAN Project Manager to:

LA Sanitation/Wastewater Engineering Services Division
2714 Media Center Drive, Los Angeles CA, 90065
Attention: Mr. Eduardo Perez

Solicitation Responses shall include:

- Resumes of proposed staff demonstrating that the staff are 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. (Attachment A).
- 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

7. Selection Criteria

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

- The value offered to the City considering cost in comparison to capabilities and experience of the candidates,
- 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 preparation of the EIR
- Proposals overall responsiveness to the requests of this TOS
- Past work experiences with the City and knowledge of the City facilities, procedures and practices
- Sub-consultants MBE/WBE/SBE/EBE/DVBE/OBE participation levels

8. 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 Prime Consultant to utilize these sub-consultants whenever possible.

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.

9. 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: Eduardo Perez, Environmental Engineer, Wastewater Engineering Services Division, (323) 342-6206.

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.

