

CITY OF LOS ANGELES
CALIFORNIA



ERIC GARCETTI
MAYOR

BOARD OF PUBLIC WORKS
MEMBERS

—
KEVIN JAMES
PRESIDENT

HEATHER MARIE REPENNING
VICE PRESIDENT

MICHAEL R. DAVIS
PRESIDENT PRO TEMPORE

JOEL F. JACINTO
COMMISSIONER

LUZ M. RIVAS
COMMISSIONER

BUREAU OF SANITATION

—
ENRIQUE C. ZALDIVAR
DIRECTOR

TRACI J. MINAMIDE
CHIEF OPERATING OFFICER

LISA B. MOWERY
CHIEF FINANCIAL OFFICER

ADEL H. HAGEKHALIL
ALEXANDER E. HELOU
LEO N. MARTINEZ
MAS DOJIRI
ASSISTANT DIRECTORS

—
TIMEYIN DAFETA
HYPERION EXECUTIVE PLANT MANAGER

—
WASTEWATER ENGINEERING SERVICES DIVISION
2714 MEDIA CENTER DRIVE
LOS ANGELES, CA 90065
FAX: (323) 342-6210
WWW.LACITYSAN.ORG

October 4, 2017

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

**LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT
ISSUANCE OF TOS SN-87 – BROWNFIELDS PROGRAM SUPPORT SERVICES**

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

There is no pre-proposal meeting for this TOS. However, all questions regarding this TOS must be submitted in writing via e-mail to Ms. Colette Monell by October 6, 2017, before 5:00 P.M.

The deadline for proposal submittal is Thursday, October 26, 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:

- Nuna Tersibashian, nuna.tersibashian@lacity.org
- Colette Monell, colette.monell@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

\\82MTCFS1\WESD\Div Files\On-Call Contracts\New Oncall 2014-19\TOS SN-87_Brownfield Prgm Assistance

zero waste • one water

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste



Attachment: TOS Scope of Services

c: Abdul Danishwar, WESD
Scott Hare, WESD
Thu-Van Ho, WESD
Karen Coca, SRCRD
Nuna Tersibashian, SRCRD
Colette Monell, SRCRD

City of Los Angeles
Department of Public Works
Bureau of Sanitation

On-Call Consultant Services Contract

**Task Order Solicitation (TOS) SN-87
For
*Brownfields Program Support Services***

October 2017

1. Introduction

The City's Brownfields Program (Program) is an interdepartmental effort working closely with Mayor's office, Council offices and other departments. The primary goal of the Program is to provide information, assistance, technical expertise and funding to enable the reuse or redevelopment of properties that may be contaminated by a prior use. Many of these properties in Los Angeles are located in disadvantaged communities. The Brownfields Program provides all or part of the assessment, investigation, cleanup of contamination and the return to beneficial use of these properties. The reuse of these properties is incorporated into the City's economic development, housing, and community revitalization programs.

2. Scope of Services

The selected contractor(s) may be asked to provide the Los Angeles City Brownfields Program with professional assistance in any or all of the following areas:

Task 1: Provide on-call technical consultation and research pertaining to various site-specific, regulatory, and programmatic brownfields issues such as:

- a. Identify strategies for sustainable design, best practices, beautification, or other environmentally-related improvements to brownfields sites and developments;
- b. Evaluate specific brownfields sites to estimate technical assessment or cleanup that might be needed to remedy potential or identified contamination;
- c. Provide information on ownership, land use, infrastructure, or other development planning information for brownfields properties; and/or
- d. Research legislative, regulatory, or policy issues related to brownfields development.

Task 2: Grant Writing

- a. Track and analyze brownfields grant program opportunities such as what grant and other support programs are available to the City and property owners, and the criteria for participating in these programs;

- b. Assist in the preparation of applications for US EPA Brownfields Assessment and Cleanup Grants; and/or
- c. Assist in the preparation of applications for brownfields-related grants from State of California agencies such as from the Department of Toxic Substances Control and the Water Resources Control Board.

Task 3: Provide project delivery services for potential or actual grant-funded brownfield sites within the City of Los Angeles such as:

- a. Follow up on requests for information from the public and government agencies about the City’s Brownfields Program such as what funding programs are available to brownfields properties;
- b. Assist in identifying and communicating with property owners who may receive assessment or cleanup services from the City’s Brownfields Program; and/or
- c. Research and track brownfields sites within the City of Los Angeles that are current or potential recipients of brownfield support services.

Task 4: Develop promotional materials for the City’s Brownfields Program such as:

- a. Providing assistance in publicizing City’s Brownfields Program and availability of services to City departments, non-profit organizations, redevelopment organizations and private property owners; and/or
- b. Provide assistance in recording and publicizing progress and successes of the City’s Brownfields Program including writing and layout of short articles, brochures, flyers, and text for City’s Brownfields Program website.

3. Term of Engagement

The term of engagement is until August 31, 2020. It is estimated that the cost ceiling for this TOS is approximately \$75,000.

4. Solicitation Schedule

- 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 twenty (20) pages, exclusive of cover, dividers and resumes. Solicitation Responses shall be electronically submitted to the following Bureau staff no later than 2:00 pm of proposal due date to:

- Nuna Tersibashian, nuna.tersibashian@lacity.org.
- Colette Monell, Colette.monell@lacity.org
- Thu-Van Ho, thu-van.ho@lacity.org

Solicitation Responses shall include:

- Resume(s) demonstrating that the candidate is capable of meeting the requirements of the Scope of Work. Resume(s) shall include work experience history with dates, and references from past employers, owners, and/or organizations;
- Provide a proposed individual cost breakdown by 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)
- 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.
- Statement pertaining to each candidate's availability.

6. Selection Criteria

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

Qualifications and Experience:

- Knowledge of brownfields challenges faced by the City of Los Angeles, such as where most brownfields are located and why they are difficult to redevelop.
- Familiarity with the responsibilities of Los Angeles City departments relevant to the City's Brownfields Program, including but not limited to, the Department of

Recreation and Parks, Housing and Community Investment, Economic and Workforce Development Department, Department of Water and Power, Mayor's and City Council offices.

- Knowledge of the City's redevelopment programs in various City departments.
- Familiarity with State of California and Federal Brownfields grant programs.
- Familiarity with the regulatory roles of federal, state, county and City agencies related to brownfields assessment and cleanup. These include, but are not limited to the Los Angeles City Fire Department Underground Tank Program, California Department of Toxic Substances Control, California Regional Water Quality Control Board, and U.S. Environmental Protection Agency.
- Familiarity with the requirements of environmental assessment and cleanup documents such as the contents of Phase I and Phase II Environmental Assessments and Remedial Action Plan.
- Experience in writing successful applications for US EPA Brownfields Grants including familiarity with sources of background information required for such applications.

7. Suggested MBE/WBE/SBE/EBE/DVBE 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 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: Nuna Tersibashian, Environmental Supervisor I, Solid Resources Citywide Recycling Division, (213) 485-3791.

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.

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	\$	\$	\$	\$	\$	\$