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CALIFORNIA



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October 16, 2017

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

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-93 – CONCEPT REPORT REVISIONS FOR THREE DOWNTOWN AND TWO HIGHLAND PARK LOW FLOW DIVERSION PROJECTS

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: Friday, October 20, 2017, from 3:00 P.M. to 4:00 P.M.
Location: Public Works Building (PWB), 10th Floor, Conference Room C
1149 South Broadway, Los Angeles, CA, 90015

All questions regarding this TOS must be submitted in writing via e-mail to Mr. Seth Carr before the meeting.

For the security clearance at the building, please e-mail Mr. Seth Carr the names of your representatives and subcontractors, who will be attending the meeting, and the company's name by Thursday, October 19, 2017, before 12:00 P.M. (Please note that inviting your subcontractors to the meeting is optional.)

The deadline for proposal submittal is Friday, November 10, 2017, 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. Alfredo Magallanes, alfredo.magallanes@lacity.org
- Mr. Seth Carr, seth.carr@lacity.org
- Ms. Thu-Van Ho, thu-van.ho@lacity.org

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.

\\82MTCFS1\Div Files\On-Call Contracts\New Oncall 2014-19\TOS SN-93_Concept Rpt LFD\INITIATION

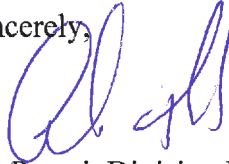
zero waste • one water

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste



Sincerely,



Ali Poosti, Division Manager
Wastewater Engineering Services Division
LA Sanitation

TVH/AP:tvh

c: Abdul Danishwar, WESD
Scott Hare, WESD
Thu-Van Ho, WESD
Shahram Kharaghani, WPD
Alfredo Magallanes, WPD
Seth Carr, WPD

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

On-call Consultant Services Contract

**Task Order Solicitation (TOS) SN-93 for
*Concept Report Revisions for Three Downtown and Two Highland Park Low Flow Diversion
Projects***

October 2017

1. Introduction

The Bureau of Sanitation, Watershed Protection Division (WPD) is responsible for the City's compliance with stormwater regulations. The City lies within five watersheds, including the Upper Los Angeles River (ULAR) watershed. The City is required by the Los Angeles County Municipal Separate Storm Sewer System (MS4) permit to meet water quality limits for the bacteria Total Maximum Daily Limits (TMDL) regulations in ULAR watershed. An Enhanced Watershed Management Plan (EWMP) for bacteria and other water quality limits has been formulated to meet the specified targets on a compliance schedule. For the ULAR watershed, the bacteria TMDL compliance is specified in the Load Reduction Strategy (LRS) of the EWMP. The LRS is focused on high priority outfalls, those with significant dry weather flows and/or high bacteria counts from historical monitoring efforts. Outfalls to the LA River drain delineated watersheds, so high priority outfalls necessarily drain high priority watersheds.

In the LA River Bacteria TMDL, the river has been broken into segments identified from A to E. Each segment defines a stretch of river and an associated sub-watershed. Segment B runs from Rosecrans Ave. to Figueroa St along the river. WPD has taken extensive efforts to identify the highest-impact stormwater discharges to the Los Angeles River and prioritize them based on cost-effectiveness. In 2007, the City conducted one of the most sophisticated bacteria studies conducted to date (in California, the United States, or elsewhere), called the Bacteria Source Identification (BSI) Study, sampling over 110 outfalls in the watershed. Of the 110 outfalls, several outfalls that drain downtown Los Angeles were highlighted as having some of the largest water quality impacts. The top two priority outfalls R2-A and R2-K have already been remediated with the completion of the Ed Reyes Riverway and the 7th Street Low Flow Diversion projects, respectively, in 2013.

The next three priority-ranked outfalls in the LRS for Segment B are R2-02, R2-J and R2-G. Concept project reports for these outfalls have been completed. These projects are located at 2nd Street and Vignes Street, Palmetto Street and Santa Fe Avenue, and Mission Road and the El Monte Busway, respectively (see Attachments 1 and 2). The concepts consist of low flow diversion (LFD) projects for dry weather compliance and a reuse and removal urban flow system (R²UFS) for wet weather compliance. The R²UFS component consists of a green street element with subsurface irrigation with excess flow being returned to the sanitary sewer. The deadline for implementation of these projects is March 2019 and the final water quality compliance deadline is March 2022.

A separate LRS plan was devised for the Segment B tributary that is within the City's boundaries, the Arroyo Seco. There were 4 highly ranked priority outfalls that had historical high bacteria levels: AS-15, AS-21, AS41, and AS-234. Only AS-15 and AS-21 are within the City boundaries. Concept reports for these two outfalls (AS-15 and AS-21 (also the adjacent outfall AS-22), respectively) have been completed. Similarly, LFDs were identified as the proposed projects adjacent to Sycamore Grove Park and Herman Dog Park, with the option of using diverted flow as subsurface irrigation in the parks. The deadline for implementation of these projects is March 2020 and the final water quality compliance deadline is March 2022.

The Bureau of Sanitation has been allocated funding through the City's budgetary process to move forward with these projects and has the need to bring-to-date/revise all five (5) concept reports which were completed in 2013. As a result, it is necessary for WPD to hire an outside consultant to revise the existing concept reports to reflect current conditions.

2. Scope of Services

The Bureau is soliciting a qualified consultant firm to provide, as deliverables for this TOS, revisions as addendums to the 5 completed concept reports as well as prepare instructions to the Bureau of Engineering for the development of a pre-design reports, design plans, construction, and post-construction processes.

The following provides more details regarding the services from the qualified consultant:

Concept Report Revision Addendums

The engineering and professional consultant firm shall perform the following tasks for the delivery of the addendums for the 5 completed concept reports as well as the subsequent instructions to the Bureau of Engineering:

1. Assemble a comprehensive team of expert professionals for the execution of this TOS. Suggested team includes the following disciplines: civil engineer, landscape architect and other relevant specialists.
2. Provide a Consultant Project Manager to manage the consultant team, and coordinate with the BOS Project Manager.
3. Perform a review and become familiar with the following reference documents, which are either attached to this TOS, or available on the provided websites:
 - a. Upper Los Angeles River Enhanced Watershed Management Plan (with particular emphasis on the LRS for Segment B shown in Appendix 7.D):
http://www.waterboards.ca.gov/losangeles/water_issues/programs/stormwater/municipal/watershed_management/los_angeles/upper_losangeles/index.shtml
 - b. Conceptual Plans to Address Dry- and Wet-Weather Urban Runoff for Downtown Los Angeles for the R2-G Subwatershed (Attachment 1), BOS/Tetra Tech/Black and Veatch, August 30, 2013
 - c. Conceptual Plans to Address Dry- and Wet-Weather Urban Runoff for Downtown Los Angeles (Attachment 2), BOS/TetraTech October 25, 2012.
 - d. Arroyo Seco Load Reduction Strategy BOS/Paradigm Environmental, March 2016 (Attachment 3).
 - e. Arroyo Seco Dry Weather Urban Runoff Projects-Conceptual Design Report, BOS/Black & Veatch, June5, 2015 (Attachment 4).

- f. Concept Report for the Arroyo Seco Urban Runoff Projects, BOS/MWH, June 2015 (Attachment 5)
- 4. Develop a work plan that describes the tasks to be performed to complete the required addendums and subsequent instructions.
- 5. Prepare and maintain a work schedule (Microsoft Project) that consists of tasks to be performed, time durations, start and end dates, and task relationships. All significant tasks, such as reviews, preparation of draft addendums and instructions, completion of the final addendums and instructions shall be included in the work schedule.
- 6. Coordinate activities with the BOS Project Manager. This includes, but is not limited to, coordination of meetings, preparation of meetings minutes, organization of deliverables, identification of issues, providing solutions, providing sufficient consultant resources, management of sub-consultants, following the BOS Project Manager’s direction, providing feedback, and coordination of all other matters relating to development of the addendums and instructions.
- 7. Attend coordination meetings with the BOS Project Management team, as needed.
- 8. Conduct site investigations and studies as needed for comprehensive development of the addendums, including the sewer capacity availability near the projects locations to minimize the necessity of building sewer pipe to implement these projects.
- 9. When necessary, assist in obtaining conceptual approval from City agencies, and Federal and State regulatory agencies.
- 10. Conduct one (1) workshop to discuss the revise concept reports and instructions to Bureau of Sanitation and Engineering management staff.
- 11. Complete an operations, maintenance, and monitoring plan the proposed projects.
- 12. Consultant will be expected to provide, for each project, presentation boards that display three-dimensional (3-D) renderings of the project site and animated walkthrough of the project.
- 13. Provide to the BOS five (5) hard copies of the draft addendums and instructions, and one (1) electronic copy in the native file format.
- 14. Provide to the BOS five (5) hard of the final addendums and instructions, and one (1) electronic copy in the native file format.
- 15. Provide to the BOS 24” x 36” boards of all projects with images of the proposed BMPs and flow route and profile for the City to use for public presentations.
- 16. Provide to the BOS a separate digital copy of all visual material produced as part of this TOS, for the City to use for public presentations.

3. Term of Engagement

The term of engagement is four (4) months from the issuance date of NTP. It is estimated that the cost ceiling for this TOS is approximately \$149,600.

4. Solicitation Schedule (Tentative)

- Issue Task Order Solicitation..... Date of Cover Letter.
- Receive Solicitation Responses As indicated in Cover Letter.
- Conduct Interviews if necessary5 weeks after issuance of TOS.
- Select and Negotiate7 weeks after issuance of TOS.
- Issue Task Work Order9 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 submitted to the following Bureau's staff via e-mail, no later than 2:00 pm of proposal due date indicated in cover letter:

- Alfredo Magallanes, alfredo.magallanes@lacity.org
- Seth Carr, seth.carr@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 implementation of EWMP project concepts.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Expert knowledge and experience in facilities planning issues in relation to stormwater, as well as City operations and practices.
- 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. 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: Seth Carr, P.E. Environmental Engineering Associate, Watershed Protection Division, seth.carr@lacity.org, (213) 847-5181.

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