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October 26, 2017

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

**LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT
ISSUANCE OF TOS SN-74, EXTENSION OF MULTI-AGENCY COLLABORATIVE (MAC)
PILOT STUDY**

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. All questions regarding this TOS must be submitted in writing via e-mail to Mr. Kosta Kaporis by Wednesday, November 1, 2017.

The deadline for proposal submittal is Thursday, November 30, 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:

- Wing Tam, wing.tam@lacity.org
- Kosta Kaporis, kosta.kaporis@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-74_MAC Pilot\INITIATION

zero waste • one water

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste



c: Abdul Danishwar, WESD
Scott Hare, WESD
Thu-Van Ho, WESD
Shahram Kharaghani, WPD
Wing Tam, WPD
Kosta Kaporis, WPD
Kevin Ho, WPD

City of Los Angeles
Department of Public Works
Bureau of Sanitation (LASAN)
On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-74

Extension of Multi-Agency Collaborative (MAC) Pilot Study

October 2017

1. Introduction

LASAN recently completed the installation of six pilot sites with stormwater capture systems including cisterns, rain gardens, real time control (RTC) technologies. LASAN and its contractors have completed a preliminary evaluation of these six pilot sites. This proposed scope of work extends technical and social monitoring for an additional rainy season and facilitates continued education and outreach.

2. Scope of Services

The Bureau is soliciting a qualified consultant firm to provide as-needed support and guidance on completing the work associated with this pilot study. The following is a description of the scope of work.

Task 1: Site and Social Monitoring and Analysis

One year of additional hydrologic monitoring will be performed at the six pilot sites and technical analysis of additional monitoring data should be performed. Data collection can be facilitated via an extension of the existing real-time monitoring and control services.

Site and social monitoring and analysis should build on project findings to date with the benefit of data generated through an additional rain season. Extended monitoring and analysis should assess system performance and upkeep 2018 calendar year, trends regarding residents' use of both captured and municipal water (and the interaction between the two), residents' changing perceptions and behaviors toward water and the watershed, effectiveness of project design as relates to residents' expectations and experience, and, notably, residents' performance of maintenance activities as prescribed by the provided maintenance manuals.

Monitoring would carry over data collection methods from the initial stage, including interviews with each resident (to be analyzed in tandem with previous interviews), first-hand site and system observations documented through photos and a standardized online form, and LADWP billing statements. Extended site and social monitoring and analysis should provide additional and critical information to guide decisions around effective and efficient rollout of residential rainwater capture at larger scales.

Water quality monitoring should be performed by collecting two grab samples from two different sites and be analyzed at a certified laboratory for metals (ICP), total coliform, fecal coliform (or E.Coli), and enterococci.

Deliverables:

- Monitoring and Analysis Report

Task 2: Public Outreach and Stakeholder Engagement

Impactful outreach and engagement is integral to both unlock the full benefits of collaborative governance and achieve widespread adoption of residential rainwater capture across the region. Reaching the partner agencies' shared objectives depends on support from both key stakeholders and the public at large, each of which can be galvanized through greater awareness of ongoing collaborative efforts centered on multi-benefit projects. Likewise, the success of residential rainwater capture at the regional scale is dependent on increased recognition of both its myriad benefits as well as the means to make it reality one parcel at a time.

Building on the project's past work, the selected contractor and participating agencies will continue outreach and engagement through several targeted approaches, including development of a public education report, production of web feature content, and facilitation of stakeholder tours and presentations. The team will also conduct stakeholder engagement, including facilitating three coordinated pilot site tours for key groups, such as policymakers, elected officials, agency representatives, and community leaders; developing a PowerPoint/Prezi presentation toolkit detailing pilot site specifics, scaling analysis results, and collaborative governance accomplishments; and leading presentations for stakeholder groups (up to six presentation requests will be accommodated).

Deliverables:

- Public education report detailing pilot site specifics, scaling analysis results, and collaborative governance achievements. Facilitate partners' input on report outline, draft, design, and final content. Promote public education report through media outreach campaign, including drafting co-branded press release, joint talking points, and op-ed.
- Web feature content, including dedicated pages covering pilot system specifics, resident participant experiences, scaling analysis results, collaborative governance successes, and public education materials supporting rainwater capture and water conservation efforts.

3. Term of Engagement

The term of engagement is twelve months from the issuance date of NTP. It is estimated that the cost ceiling for this TOS is approximately \$70,000.

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 twenty (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:

- Wing Tam, wing.tam@lacity.org
- Kosta Kaporis, Kosta.kaporis@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. (See 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.

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.
- Experience and expertise as relates to stormwater management especially stormwater capture systems.
- Familiarity and understanding of the Multi-Agency Collaborative, especially as it relates to the strategic partnerships, coordination, and operational synergy between the three MAC agencies.
- Experience with and ability to facilitate and manage the collaborative governance process at the leadership and staff levels across all three MAC agencies.
- Strong relationships with numerous residential communities throughout the Los Angeles area and the ability to leverage those relationships to find motivated candidates for installations.

- Experience with conceptualizing and performing analyses to project the specific benefits of upscaling residential green infrastructure programs in Los Angeles
- Expert knowledge and work experience associated with understanding of the issues, options, and approaches related to green infrastructure and stormwater management.
- Knowledge and understanding of the MAC participating agencies' strategies and goals in water augmentation, stormwater management and water quality.
- Experience and proven track record with local stakeholders.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Proven capability in BMP design, construction oversight, scientific studies and analysis, and oversight of start-up of stormwater or related facilities.
- 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 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.

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: Kosta Kaporis, Environmental Engineer, Watershed Protection Division, (213) 485-0586.

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