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September 24, 2018

## ELECTRONIC MAIL

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

### **LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT RE-ISSUANCE OF TOS SN-94 – HOLLENBECK PARK LAKE REHABILITATION AND STORMWATER MANAGEMENT PROJECT SERVICES**

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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: Tuesday, October 9, 2018, from 10:00 A.M. to 11:00 A.M.  
Location: Public Works Building (PWB), Sub-basement, Conference Room 7  
1149 South Broadway, Los Angeles, CA, 90015

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

For the security clearance at the building, please e-mail Mr. Kosta Kaporis ([kosta.kaporis@lacity.org](mailto:kosta.kaporis@lacity.org)), the names of your representatives and subcontractors, who will be attending the meeting, and the company's name by Friday, October 5, 2018, before 12:00 P.M. (Please note that inviting your subcontractors to the meeting is optional.)

The deadline for proposal submittal is Thursday, October 25, 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. Wing Tam, [wing.tam@lacity.org](mailto:wing.tam@lacity.org)
- Ms. Thu-Van Ho, [thu-van.ho@lacity.org](mailto: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.

Sincerely,



Ali Poosti, Division Manager  
Wastewater Engineering Services Division  
LA Sanitation and Environment

TVH/AP:tvh

Attachment: Copy of the scope of services

c: Cyrus Gilani, WESD  
Scott Hare, WESD  
Thu-Van Ho, WESD  
Shahram Kharaghani, WPD  
Wing Tam, WPD  
Kosta Kaporis, WPD

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

**On-call Consultant Services Contract**

**Task Order Solicitation (TOS) SN-94**

**For Design Services of  
Hollenbeck Park Lake Rehabilitation and Stormwater Management Project**

**September 2018**

**1. Introduction**

Hollenbeck Park is an urban park that provides aesthetic and recreational public uses for the community, located at 415 South Saint Louis Street in the Boyle Heights community, in Council District 14 of the City of Los Angeles. Hollenbeck Park is highly valued by the community as a recreational asset where green space is rare. The park is centered on Hollenbeck Park Lake (HPL), a 4.3-acre urban water body that serves as an attractive water feature for public enjoyment. The proposed project presents a holistic approach that integrates stormwater capture, water quality, and other improvements at HPL. The project proposes to implement water quality improvements, divert and treat Caltrans runoff, replace potable water deliveries at HPL with dry/wet weather flow diversion and recycled water, provide a long-term solution to erosion around the lake's edge, and restore Hollenbeck Park's appearance and function for aesthetic and recreational public uses for the community. The project intends to achieve the following objectives:

- Replace about 50 acre-feet per year of potable water supply at HPL and downstream facilities with an alternative, sustainable water source such as recycle water and stormwater;
- Improve water quality in the HPL to comply with the Regional Water Board stormwater mandates and control algae at HPL;
- Restore HPL's appearance and provide a long-term solution to erosion around the lake's edge;
- Provide treatment/management of dry/wet weather flow in the watershed;
- Harvest stormwater and reuse for irrigation and other water demands;
- The need for DWP recycled water and how that is integrated into the HPL rehabilitation project;
- Potential relocation of sewer line underneath HPL; and
- Impact of CALTRANS runoff discharge to the HPL from the FWY 5 Bridge and how it is mitigated.

HPL has a history of water quality concerns attributable to nutrient and sediment loading as well as site-specific factors. For the long-term control of lake nutrients and algae, as well as to improve the park visitor experience, the project can include floating wetland islands, an aeration

system, and an alum injection system. These improvements are anticipated to improve clarity and quality of HPL water. The rehabilitation of HPL can also include the use of alternative sources of water to eliminate the need for potable water use in lake make-up water, the construction of shoreline constructed wetlands to remove nutrients from the alternative water supply sources, and dredging to remove lake sediment, and liner renovation of HPL. Park landscaping enhancements are proposed to reduce site erosion. These improvements will position HPL to maintain good water quality and achieve long-term control of algae while conserving water supply.

## **2. Scope of Services**

The City of Los Angeles Bureau of Sanitation (LASAN), Watershed Protection Division (WPD) plans to utilize the services of a consultant engineering firm to perform required pre-design/environmental/design services associated with this Project with the goal of preparing documentations needed for the implementation of this Project. The pre-design/environmental/design services must be completed within two years from the Notice-to-Proceed date.

Consultant staff will provide the following services for this Project as outlined in Tasks 1 to 3.

### **2.1 Task 1 – Pre-design**

The Pre-design services include validating the concepts presented in the 2016 Concept Report and the preparation of a pre-design report that will be used as the basis for design.

Engineering consultant Pre-design work activities include:

- Provide Project Work Plan, Project Management Plan, and Project Risk Plan for all tasks;
- Extensively review and validate the Concept Report;
- Develop project scope within construction budget;
- Develop project scope that includes input and that is satisfactory to LASAN, LA Department of Recreation and Parks (LARAP), Council District 14, other City Departments, Caltrans, Los Angeles County Flood Control District, and other agencies.
- Conduct site investigations, including soil testing for hazardous materials and infiltration rates, and land survey, including detailed existing culture and topography for design purposes, computer modeling, etc. Include a survey of the existing stormdrain infrastructure and easements that connect HPL to the proposed 6<sup>th</sup> Street PARC Improvement Project.
- Conduct water quality monitoring, hydraulic and hydrologic studies, water balance analysis, and pollution loading analysis including the watershed and CALTRANS bridge discharges;
- Prepare geotechnical data report and geotechnical baseline report;
- Conduct a Regulatory Assessment: Assess source water qualities and retention/release strategies in relation to existing and pending regulations for recycled water and surface waters. Evaluate necessary permit modifications water use designations for receiving recycled water from the Los Angeles Glendale Water Reclamation Plant (LAGWRP).
- Conduct a Water Quality Assessment: Perform a limnological assessment to identify potential of eutrophication and other potential water quality impacts from receiving recycled water from LAGWRP. Identify and evaluate impact of lake water quality parameters (such as

oxygen, phosphorus, nitrogen, etc.) on maintaining HPL as an aesthetic resource for the community.

- Conduct a Lake Modification Assessment: Assess physical improvements and operational strategies (such as retention times, mixing, aeration, etc.) for HPL to accept recycled water from LAGWRP. Assess onsite advanced treatment options for recycled water from LAGWRP at HPL to increase the feasibility of LAGWRP recycled water for HPL.
- Conduct a Reservoir Release Assessment: Assess release strategies, infrastructure /conveyance requirements, and regulatory implications of periodic releases of HPL water as may be needed to maintain water quality in HPL. Include an assessment of using the existing stormdrain system to convey overflows from HPL to the proposed PARC Improvements Project at 6<sup>th</sup> Street for the purpose of providing an alternative source of water for park irrigation.
- Conduct Alternatives Analyses and Costs Assessments: Conduct detailed assessments of project alternatives including feasibility, capital costs, operations and maintenance costs. Include an assessment of conveyance of recycled water from LAGWRP to HPL, as well as a connection of the HPL overflow to the 6<sup>th</sup> Street PARC Improvements Project via existing easements and pumping and filtering equipment to water quality requirements for park irrigation.
- Coordinate pre-design activities with the LASAN staff (i.e. meeting schedule, topics for discussion, required attending personnel, proposed site visits, etc.);
- Provide and implement a Quality Assurance (QA) / Quality Control (QC) Plan;
- Prepare and update a pre-design schedule with activities and milestones, including, but not limited to, progress meetings, workshops, draft Pre-design Report reviews/workshop and Final Pre-design Report workshop;
- At a minimum, 3 Project Progress Meetings/Workshops (with LASAN, RAP & other City staff, and others). Engineering consultant shall prepare agendas and meeting minutes;
- Develop a public outreach program, identifying stakeholders, preparing project information sheets (handouts), preparing sketches and artists renderings large enough for display purposes (at least six (6) renderings from different angles of the HPL), organizing neighborhood council and community meetings in coordination with the Department of Public Works Public Affairs Office, the Mayor's Office, and City Council District 14 Office. At a minimum, 4 public outreach meetings. All meeting materials and public documents should be provided in the English and Spanish languages. Translation services should be provided at all public meetings.
- Develop and maintain a website for the project.
- When necessary, assist in obtaining conceptual approval from governing commissions such as but not limited to the Cultural Affairs Commission and RAP Board;
- Prepare the Pre-design Report that shall include:
  - Executive Summary;
  - Evaluation of alternatives to satisfy objectives of the Concept Report;
  - Recommendation of best alternative to satisfy objectives of the Concept Report;
  - Description of proposed facilities, including a stormwater flow and recycle water schematic;
  - Description of proposed control logic for stormwater and recycle water facilities;
  - Site Plans showing basin and storm drain improvements, wastewater sewer line relocation under the lake, vegetation and habitat improvements, park structural BMP's, and other Project scope features;

- Illustrative elevations;
- Preliminary control loop descriptions for the storm drain and BMP improvements;
- Preliminary Flow Sheet(s) and Piping & Instrumentation Drawings/Diagrams;
- List of major equipment;
- Design requirements and calculations;
- Description of construction sequence with minimal disruption to park use and flood control operations. Identify construction constraints;
- Identify all required permits, identify the agencies, and identify the schedule to obtain each permit;
- Identify utility conflicts;
- Quantify pollutant loads and removals, flows, and water consumption;
- Identify operations and maintenance requirement;
- Construction cost estimate (class C estimate), in City Prop O Program format and supporting documentation;
- Total Project cost estimate going forward (within the total project budget);
- Project implementation schedule going forward;
- Preliminary specification table of contents;
- Preliminary list of drawings;
- List of comments to Draft Pre-Design Report and their resolution;
- Draft Pre-design Report (20 Copies);
- Draft Final Pre-design Report (20 Copies);
- Final Pre-design Report (20 Copies), with client approval sign-off sheet.
- Provide electronic files in MS Word and other editable file and PDF formats of Final Pre-Design report (5 CD copies);
- Provide Project Management support;
- Submit Biweekly Progress Reports (actual vs. planned work progress);
- Submit Monthly Progress Reports (actual vs. planned work progress, updated project schedule, MBE/WBE/OBE Utilization Profile and expenditure report);

If the DIRECTOR of LASAN determines that pre-design report does not meet its needs, the consultant services may be suspended. At which time, consultant will be paid the agreed upon amount for pre-design services and termination procedures will commence.

City Pre-design work activities are:

- Provide Concept Report;
- Provide reasonable Project site access;
- Provide suitably representative staff at meetings and workshops;
- Provide a City PM and City PE;
- Provide website information to download record drawings;
- Provide necessary electronic files, record drawings, etc. not found on City website;
- Provide timely reviews;
- Lead CEQA process and prepare CEQA documentation.

## **2.2 Task 2 – Environmental Documents**

- Coordinate activities with City PM and PE (i.e., meeting schedule, topics for discussion, required attending personnel, proposed site visits, etc.);

- Prepare schedule with all pertinent activities (i.e., meetings, workshops, engineering, site visits, etc.) and milestones;
- Participate in project meetings with LASAN, RAP & other City staff. Engineering consultant shall prepare agendas and meeting minutes;
- Conduct site investigations;
- Provide intermediate progress documents;
- At a minimum, 3 review workshops (with LASAN, RAP & other City staff, and others) at City location. Consultant shall prepare agendas and meeting minutes. During the progress of review workshops, prepare reviewer resolution reports with reviewer comments and responses;
- Develop a public outreach program to satisfy NEPA requirements, identifying stakeholders, preparing project information sheets (handouts), preparing sketches and artists renderings large enough for display purposes, organizing neighborhood council and community meetings in coordination with the Department of Public Works Public Affairs Office, the Mayor's Office, and City Council District 14 Office. All meeting materials and public documents should be provided in the English and Spanish languages. Translation services should be provided at all public meetings.
- Create, process, and pay requisite fees for all project documents that require filing
- Preparation and coordination of NEPA documentations to meet CALTRANS needs, and Environmental Permit acquisition applications. Support information includes but is not limited to:
  - Archaeological surveys;
  - Cultural Resources studies;
  - Biological Resources studies;
  - Hazardous Waste and Materials;
  - Historical designation and impacts;
  - Hydrology and Water Quality studies;
  - Noise Studies (if warranted);
  - Traffic Memo for Haul Route;
  - Agency permits application reviews;
  - NEPA reviews;
  - Mitigation monitoring plan.
- Coordinate with and provide supporting information to LASAN in its preparation of CEQA documentation, and Environmental Permit (Regional Water Quality Control Board) acquisition applications. Support information includes but is not limited to:
  - Archaeological surveys;
  - Cultural Resources studies;
  - Biological Resources studies;
  - Hydrology and Water Quality studies;
  - Noise Studies (if warranted);
  - Traffic Memo for Haul Route;
  - Agency permits application reviews;
  - CEQA reviews;
  - Mitigation monitoring plan.
- Provide electronic files in MS Word and other editable file and PDF formats of Final report (5 CD copies);
- Provide Project Management support;

- Submit Biweekly Progress Reports (actual vs. planned work progress);
- Submit Monthly Progress Reports (actual vs. planned work progress, updated project schedule, MBE/WBE/OBE Utilization Profile and expenditure report);

In parallel to this effort, LASAN is leading the CEQA preparation process. The selected consultant will work this team to coordinate both CEQA and NEPA needs.

### **2.3 Task 3 – Design Documents**

Engineering consultant Design work activities include:

- Provide a 30% Project design and specifications with a construction cost within the construction budget of about \$22,000,000;
- Coordinate design activities with City PM and PE (i.e., meeting schedule, topics for discussion, required attending personnel, proposed site visits, etc.);
- Provide and implement a QA/QC Plan;
- Prepare 30% design schedule with all pertinent activities (i.e., meetings, workshops, engineering, site visits, etc.) and milestones;
- Participate in project meetings with LASAN, RAP & other City staff. Engineering consultant shall prepare agendas and meeting minutes;
- Conduct site investigations (inclusive of survey and geotechnical);
- Provide intermediate progress drawings;
- At a minimum, 3 design review workshops (with LASAN, RAP & other City staff) at City location. Consultant shall prepare agendas and meeting minutes. During the progress of design review workshops, prepare reviewer resolution reports with reviewer comments and design engineer responses;
- Identify utility conflicts and provide resolution of conflict. Utility conflicts are to be discussed with utility owner to determine feasibility of required relocations and prepare plans as needed;
- Provide 30% design submittals (drawings per City CADD standards and on City drawing borders using AutoCAD for City staff review. All submittals shall be AutoCAD, PDF and three (3) full size hard copy sets, one (1) 24” x 36” hard copy set, twenty (20) 11” x 17” hard copy sets, and electronic files;
- Provide preliminary Specifications based on City format using City Standard Specifications. Twenty (20) binded hard copies should be provided in addition to the electronic submission;
- Provide technical specifications for special materials, products and procedures not covered under the City standard specifications;
- Provide 30% design plans/specifications based on input from City staff;
- Provide a construction cost estimate and supporting documentation based on the 30% design plans;
- Acquire, prepare or develop applications and documents to obtain for all necessary permits and approvals. These may include, but are not limited to: Planning, Zoning, Cultural Affairs, Building & Safety, Street Use, Los Angeles County Department of Public Works, Army Corps of Engineers, Regional Water Quality Control Board, Department of Fish and Wildlife, Caltrans;
- Create, process, and pay requisite fees for all project documents that require filing with the Los Angeles Public Recorder;



- Conduct constructability and maintainability review workshops at 30% design. Prepare constructability and maintainability review comment and response matrix that evaluates and addresses all constructability and maintainability review comments, and contains meaningful engineer responses to comments.
- Provide electronic files in MS Word and other editable file and PDF formats of Final Design report (5 CD copies);
- Provide Project Management support;
- Submit Biweekly Progress Reports (actual vs. planned work progress);
- Submit Monthly Progress Reports (actual vs. planned work progress, updated project schedule, MBE/WBE/OBE Utilization Profile and expenditure report);

In parallel to this effort, LASAN is leading the CEQA preparation process. The selected consultant will support this team by providing preliminary design plans and other project-specific information.

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

The term of engagement is up to two-year period. The cost estimate is not to exceed \$2,000,000.

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

- Issue Task Order Solicitation .....Date of Cover Letter.
- Receive Solicitation Responses.....As indicated in Cover Letter.
- Conduct Interviews if necessary.....10 weeks after issuance of TOS.
- Select and Negotiate.....12 weeks after issuance of TOS.
- Issue Task Work Order.....14 weeks after issuance of TOS.

### **5. Solicitation Response Requirements**

Solicitation Responses shall be bound and not exceed twenty (20) pages, exclusive of cover, dividers and resumes. Solicitation Responses shall be submitted to the following LASAN’s staff via e-mail, no later than 2:00 pm of proposal due date to:

- Wing Tam, [wing.tam@lacity.org](mailto:wing.tam@lacity.org)
- Thu-Van Ho, [thu-van.ho@lacity.org](mailto:thu-van.ho@lacity.org)

Solicitation Responses shall provide to include:

- Section 1 - Project understanding: Explain your firm’s overall approach to the work;
- Section 2 - Related Experience: Describe similar recent assignments with government agencies in which firm provided staff augmentation;
- Section 3 - Project Team: Provide project team organization chart, describe background, roles and responsibilities, and provide resumes of the team members. Provide information on MBE/WBE involvement;
- Section 4 - Detailed Scope of Work & Schedule: Expand the City’s Scope of Work and schedule contained herein. Upon field investigation and review of the provided scope, the consultant should expand on the project scope and provide detailed schedule to

- demonstrate an understanding of the project requirements;
- Appendix: Include resumes.

The Responses shall include but not limited to the following:

- Resumes demonstrating that the proposed project team members are capable of meeting the requirements of the Scope of Work. Resumes shall include work experience history with dates, and references from past employers, owners, and/or organizations.
- Provide a proposed cost breakdown by tasks and project team members.
- Provide a breakdown of estimated time for completion of each task.
- Proposed Salary Billing Rate Summary for the proposed team members 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 (Attachment A).
- Provide copies 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**

Based on the number and quality of responses received to this solicitation, the City may select up to three firms to interview. The City staff responsible for managing and administering this contract will be conducting the interviews.

The selection criteria will include the following:

- Capability of the Project Team to provide the Scope of Services as demonstrated by the solicitation response and interview. A key element will be the individual member's experience as it relates to the scope of services (30%).
- Capability and qualifications of the firm to demonstrate a detailed familiarity and understanding of the project and to provide the Scope of Services as demonstrated by the solicitation response and interview (20%).
- Project Team's knowledge of the City requirements, procedures, and practices (20%).
- History of the firm in successful budget and schedule compliance (20%).
- Value Offered - The value offered to the City considering cost in comparison to capabilities and experience of the project team (10%).

The evaluation will include but not limited to the following:

- Capability and experience to provide the Scope of Services as demonstrated by the proposal.
- Detailed knowledge of the Bureau's Prop O Program.
- Familiarity and understanding of the stormwater regulatory requirements, recycled water regulations, and permitting requirements for using recycled water in lakes.
- Ability to manage large complex projects and using holistic approaches to lake management, recycled water use for lake make-up, and lake overflows for irrigation use.

- Familiarity with the project life cycle recognized by the Bureau.
- Knowledge and understanding of the Bureau’s strategies and goals in integrated water facilities planning and related activities.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidate firms.
- Knowledge and experience in wastewater, storm water and solid waste operations and practices.
- Knowledge and experience with urban storm water BMPs, existing and proposed City of Los Angeles LID ordinances, and related low impact water quality and water conservation practices.
- Knowledge and experience in Southern California native and drought-tolerant landscaping, strategies, methods and resources for control and removal of invasive and nuisance weeds, as well as knowledge and experience of ecological structure and function of riparian and coastal sage scrub habitats and soil conditions.
- Familiarity with Los Angeles County Department of Public Health Guidelines for Alternative Water Sources permits, LA Regional Water Control Board permits, and City of Los Angeles Recreation and Parks permits.
- Knowledge and understanding of the City facilities, procedures, and practices.

**7. Suggested MBE/WBE/SBE/EBE/DVBE/PBE Participation Levels**

The City had set anticipated participation levels (APLs) of 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: Mr. Wing Tam, Assistant Division Manager, Watershed Protection Division, (213) 485-3985. Please contact Wing Tam regarding any technical questions on this TOS.

**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.

