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December 21, 2017

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

**LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT
ISSUANCE OF TOS SN-96, STORMWATER USE STANDARDS FOR PENMAR,
TEMESCAL AND MAR VISTA PROPOSITION O PROJECTS**

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 Friday, January 5, 2018.

The deadline for proposal submittal is Thursday, January 18, 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:

- 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

TVH/AP:tvh

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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

On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-96

for

Stormwater Use Standards for Penmar, Temescal and Mar Vista Proposition O Projects

December 2017

1. Introduction

Proposition O (Prop O), a \$500 Million General Obligation Bond, has been funding a number of water quality improvement projects in the City of Los Angeles since voters approved the measure in 2004. The projects are part of a bigger strategic plan identified in the Total Maximum Daily Loads (TMDL) Implementation Plans required by the Los Angeles Regional Water Quality Control Board (RWQCB) to meet water quality standards. The City's Stormwater Program is governed by an MS4 permit that is issued by the RWQCB with the assistance of the CA State Water Resources Control Board and the U.S. Environmental Protection Agency (USEPA). The MS4 permit and TMDL plans, among other requirements, require implementation of stormwater projects and programs to meet water quality regulations.

The City has embarked on the implementation of multi-benefit projects to assist in meeting stormwater regulations and also provide an alternative source of water. The City's Penmar, Temescal and Mar Vista Proposition O projects that have been implemented and are currently undergoing further enhancement and are also subject to LACDPH's strict permit and runoff use guidelines.

LA Sanitation (LASAN) will need the assistance of a consulting firm to provide technical services related to the City's Penmar, Temescal and Mar Vista Proposition O projects. The consultant will examine the treatment processes of these three Proposition O projects and prepare a technical concepts and memorandums. This document will analyze the anticipated water quality and propose modification and additional treatment processes to meet the Los Angeles County Department of Public Health (LACDPH) stormwater use guidelines and the related permit that is issued for these projects. This work will also prepare concept alternatives including cost estimates for the design, construction, and operation and maintenance services.

2. Scope of Services

Task 1 – Evaluate Requirements

Consultant shall review the LACDPH’s “Guidelines for Alternate Water Sources: Indoor and Outdoor Non-Potable Uses” document, dated February 2016.

Consultant shall review all applicable requirements with regards to Title 22, NSF/ANSI 350 and the California Maximum Contamination Levels, and California Toxic Rule Standards with regards to capturing, treating and using off-site dry- and wet-weather runoff.

Deliverable:

- Draft Memorandum stating the requirements for City to review and comment on. Comments received from the City will be incorporated into the Technical Memorandum as part of Task 2.
- Consultant shall be at one meeting to present the findings in regards to LACDPH requirements.

Task 2 – Development of Conceptual Improvements

Consultant shall review and fully understand Phase 1 and Phase 2 of the Temescal Canyon Park Stormwater BMP Project, Phase 1 and Phase 2 Penmar Water Quality Improvement Project, and the Mar Vista Recreation Center Stormwater BMP Project. The City will provide the necessary documents such as:

- Design and As-Bid Plans
- Specifications
- LACDPH applications and approvals
- Monitoring Plans
- Water demand calculations
- Conceptual and Predesign Reports

Consultant shall perform a minimum of one site investigation to each of the sites.

Consultant shall prepare a concept plan to address the requirements identified in Task 1. The concepts shall include an option to upgrade the current design to bring it in compliance with the requirements and an option for a packaged system. The consultant shall identify and describe all necessary components that should be included in the upgraded system in order to meet LACDPH requirements.

A minimum of two conceptual options shall be prepared.

Deliverable:

- Draft and Final Technical Concept and Memorandum addressing comments from the City from Task 1, the system components, and 10% plans to illustrate the layout of the

concept design and how it could be installed in the existing building or whether a new building would be required. The final submittal shall incorporate all comments from the City.

- Consultant shall be at one review meeting after the Draft Technical Concept and Memorandum is submitted.

Task 3 – Preliminary Engineer’s Estimate

Consultant shall prepare an Engineer Cost Estimate in accordance with City standards. The estimate shall provide all additional components for each of the options identified in Task 2. The construction costs shall be presented along with the following:

- Estimated Design Costs
- Operation and Maintenance Costs
- Additional Permitting Costs
- Other Necessary Costs

Deliverable:

The costs shall be submitted at the same time as the Draft and Final Technical Memorandum. A discussion of Task 3 shall be included within the Technical Memorandum.

3. Term of Engagement

The term of engagement is for a three months period for the cost ceiling not to exceed \$50,000.

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 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
- Kosta Kaporis, kosta.kaporis@lacity.org
- Thu-Van Ho, thu-van.ho@lacity.org

Solicitation Responses shall include:

- 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 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 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

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

- 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.
- 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, City of Los Angeles Recreation and Parks
- 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. The Prime Consultants are encouraged 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: Mr. Wing Tam, Assistant Division Manager, Watershed Protection Division, (213) 485-3985.

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.

