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CALIFORNIA



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

February 1, 2018

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

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-90 – WASTEWATER PROGRAM OPERATIONAL AND MAINTENANCE SUPPORT DURING CONTROL SYSTEMS START-UP AND COMMISSIONING

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, February 9, 2018, from 1:00 P.M. to 2:00 P.M.
Location: 2714 Media Center Drive, 2nd Floor, Board Room
Los Angeles, CA, 90065

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

Please e-mail Ms. Thu-Van Ho the names of your representatives and subcontractors, who will be attending the meeting, and the company's name by Thursday February 8, 2018, before 12:00 P.M. (Please note that inviting your subcontractors to the meeting is optional.)

The deadline for proposal submittal is Thursday, February 22, 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. Sam Alavi, sam.alavi@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-90_WW O&M CS Start-up Cmg \INITIATION

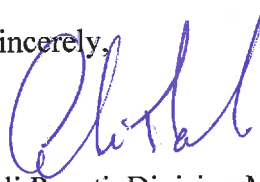
zero waste • one water

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

Attachment: Copy of the scope of services

c: Anita Fernandez, ICSD
Sam Alavi, WESD
Scott Hare, WESD
Thu-Van Ho, WESD

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

On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-90

For

Wastewater Program Operational and Maintenance Support during Control Systems Start-up and Commissioning

February 2018

1. Introduction

The City of Los Angeles' Bureau of Sanitation (LASAN) has a long-term contract under Los Angeles Wastewater Control System Replacement Program (LAWCSR) (aka LAWINS) awarded to Honeywell International Inc. (Contractor) to produce a fully connected, integrated, complete and operational enterprise-wide Distributed Control System (DCS) for the entire wastewater collection and treatment system.

The project consists of five Segments of Work: Hyperion Water Reclamation Plant (HWRP), Wastewater Collection System, Terminal Island Water Reclamation Plant (TIWRP), LA Glendale Water Reclamation Plant (LAGWRP), and D.C. Tillman Water Reclamation Plant (DCTWRP). Currently, construction activities are ongoing at four Segments (HWRP, TIWRP, DCTWRP, and LAGWRP) and the partial Notice to Proceed (NTP) for the Collection System was issued on January 17, 2018.

Currently, the design and engineering phases for the HWRP, TIWRP and DCTWRP segment are complete and the Contractor is in commissioning (cutover) phase. Likewise, the LAGWRP's design and engineering phase is expected to finish in March 2018 and is fast approaching its cutover phase. Further, there is a critical shortage and need for City resources to support the Contractor during the cutover activities. Specifically, there is an intensive demand for electricians and instrument technicians for the LAWINS that City's resources cannot support.

2. Scope of Services

The LASAN is soliciting a qualified consultant firm to provide expert electricians and instrument technicians who will support LASAN and its designated Project Management Team (PMT) who have oversight of the LAWINS contract. The proposed team will work at any or all five segments of LAWINS: HWRP, TIWRP, DCTWRP, LAGWRP and Collection System (CS).

At the City's sole discretion and depending on the type of work, these electricians and instrument technicians may be housed at LASAN's four (4) water reclamation plants (HWRP, TIWRP, DCTWRP, LAGWRP) or may be assigned to work at various collection system sites for commissioning activities of the five LAWINS segments.

The services include but are not limited to:

- Provide support in commissioning and delivering the Distributed Control System (DCS) system.
- Support control systems commissioning group of LAWINS, who are working closely with the City’s Operation and Maintenance groups at four water reclamation plants and collection system as mentioned above.
- Support City forces in the field and assist in delivering a large scale DCS and Supervisory Control and Data Acquisition (SCDA).
- Assist plants’ operation & maintenance in preparation of the system cutover for the upgrade by verifying input/output signals and equipment performances.
- Provide support to the City’s Program Management team in preparation of system cutovers and start-up.
- Provide wastewater treatment operational support in operating wastewater processes during the cutovers when systems are operated manually.
- At the discretion of the LASAN Project Manager, candidates must have knowledge of wastewater treatment and wastewater operator Grade-5 license.
- Provide specialized electricians and instrument technicians to support the hike in demand for those disciplines during the LAWINS’s cutover activities.
- Provide as-needed services at the sole discretion of the LASAN Project Manager.

3. Term of Engagement

The term of engagement is until December 31, 2019. It is estimated that the cost ceiling for this TOS is approximately \$5,000,000. These services may be extended for additional two years at City’s sole discretion.

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 (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 indicated in cover letter:

- Anita Fernandez, anita.fernandez@lacity.org
- Sam Alavi, sam.alavi@lacity.org
- Thu-Van Ho, thu-van.ho@lacity.org

Solicitation Responses shall include:

- Resumes demonstrating that the candidates 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 individual cost breakdown by tasks.
- Provide a breakdown of estimated time for completion of 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 the candidate's availability.

6. Qualifications

Interested and qualified firms should propose personnel that meet the following qualifications:

- Actual hands on experience in working in either disciplines of electricians or instrument technicians supporting DCS project(s) in the wastewater market within the past 10 years.
- Provide support in commissioning and delivering the actual DCS system on an active and daily basis.
- Familiarities with Honeywell PKS, Allan Bradley or Siemens PLCs to assist in integrating Honeywell's system into live wastewater treatment and pumping plants.
- Familiarities with the work environment in managing and the delivery of a metropolitan DCS that contains multiple wastewater treatment plants and collection system.
- Located in LA area or willing to relocate to LA area (at no additional costs to the City) and available to the City without travel expenses.
- Weekly/Bi-weekly/monthly/quarterly reporting.
- Knowledge of existing operational systems.
- Familiarities with the latest available tools and methods as electrician or instrument technician.
- Familiar with industry standards.
- Familiarities with municipal wastewater treatment processes and collection system.

- Ability to verify and redline loop diagrams and wiring schematics.
- Provide detailed daily field activity reports.

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.

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 LASAN's On-Call Contract Manager is: Ali Poosti, Division Manager, Wastewater Engineering Services Division, (323) 342-6228.

The Project Manager for this designated TOS is: Sam Alavi, Environmental Engineer, Wastewater Engineering Services Division, (310) 648-5733.

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