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2714 MEDIA CENTER DRIVE
LOS ANGELES, CA 90065
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August 1, 2019

ELECTRONIC MAIL

To: On-Call Contract Consultants of LA Sanitation

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-112 – recycLA DIVERSION WASTE CHARACTERIZATION OVERSIGHT

LA Sanitation (LASAN) is soliciting responses from all Prime Consultants on the On-Call Consultant List. Attached are details of the Task Order Solicitation (TOS) required services. The pre-proposal meeting for this TOS will be held on:

Date & Time: Thursday, August 15, 2019, from 9:00 A.M. – 10:00 A.M.

Location: Public Works Building (PWB)
1149 South Broadway, Los Angeles, CA 90015
5th Floor, Executive Conference Room

All questions regarding this TOS must be submitted in writing via e-mail to Ms. Michelle Mikesell by Wednesday, August 14, 2019, before 12:00 P.M.

For the security clearance at the PWB, please e-mail Ms. Michelle Mikesell, the names of your company and representatives, who will be attending the meeting, by Wednesday, August 14, 2019. (Please note that inviting your sub-consultants to the meeting is optional.)

The deadline for proposal submittal is **Thursday, September 12, 2019, no later than 2:00 P.M.** If your firm is interested in this TOS, please submit an electronic copy of proposal via e-mail to the following LASAN's staff:

- Shufan Wei, shufan.wei@lacity.org
- Michelle Mikesell, michelle.mikesell@lacity.org
- Thu-Van Ho, san.oncall@lacity.org

\\82MTCFS1\Div Files\On-Call Contracts\New Oncall 2014-19\TOS SN-112_recycLA Waste Characterization\INITIATION

zero waste • one water

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

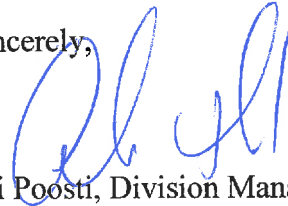
Recyclable and made from recycled waste



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

AP/TVH:tvh

Attachment: Copy of the scope of services

- c: Marisela Reyes, SRCRD
- Shufan Wei, SRCRD
- Michelle Mikesell, SRCRD
- Lenise Marrero, WESD
- Cyrous Gilani, WESD
- Scott Hare, WESD
- Thu-Van Ho, WESD

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

On-call Consultant Services Contract

**Task Order Solicitation (TOS) SN-112 for recycLA Exclusive Franchise
Waste Characterization Oversight**

August 2019

1. Introduction

In 2017, the City of Los Angeles launched an exciting new public-private partnership that, for the first time in the history of the City, offers customer-friendly and efficient waste and recycling services to all commercial and industrial businesses, institutions, and large multifamily buildings. This innovative program is part of the City's commitment to enhance the quality of life in Los Angeles by improving the air that we breathe, the roads that we travel and the overall cleanliness of Los Angeles. recycLA extends recycling opportunities to everyone in the City, and ensures stronger customer service, predictable and protected rates, much needed infrastructure and equipment improvements. It moves us closer to achieving "zero waste" through pioneering waste reduction, reuse, recycling, and recovery programs.

The recycLA Commercial Franchise Agreement (Agreement) contractually requires the recycLA Service Providers (RSPs) to track and report all solid waste tonnage that is being collected in their Zones. The Agreement also requires that each RSP provide Waste Characterizations (WCs) of representative samples of Black Bin, Blue Bin, and Green Bin material collected in each Franchise Zone. The RSPs must also take the solid waste material they are collecting to a LA Sanitation Certified Processing Facility (CPF). In order to receive LA Sanitation certification, facilities must also report their monthly tonnages for mass balance as well as provide Waste Characterizations of the incoming materials, per material type per processing line, and the outgoing residual materials in order to calculate an efficiency rate per material type, per processing line. This efficiency rate is calculated with the RSPs' diversion rates to give them a landfill reduction rate that is compared to their baseline tonnages to ensure the RSPs are meeting their contractual obligations or assessed Liquidated Damages.

LA Sanitation and Environment (LASAN) Solid Resources Citywide Recycling Division's (SRCRD) recycLA Diversion/Outreach and Education (D/O&E) Team provides contractual compliance oversight for the recycLA Commercial Franchise Program. The D/O&E team ensures that the RSPs are meeting their contractual landfill reduction targets through data collection, analysis, and audits of the RSPs' and CPFs' tonnage collection records. The D/O&E team also provides contractually required oversight of the RSPs' and CPFs' WC sorts for all materials collected and/or processed in the Black, Blue, and Green Bins. The WC sorts are done seasonally twice a year. The first season is January 1 through June 30 and the second season is July 1 through December 3. The number of CFP WC sorts is based on the amount of input tonnage the facility receives and could be between 25 and 40 WC sorts per season. There are

currently 30 CPFs receiving recycLA solid waste materials. The D/O&E currently has 4 full time employees (FTEs) to oversee approximately 3,610 WCs per year. This number will increase as infrastructure is built and more facilities are certified to receive recycLA materials. To meet the WC oversight work load, SRCRD is requesting that the oversight of the CPFs be outsourced to a contractor.

2. Scope of Services

The Bureau is soliciting a qualified consultant firm to provide as-needed support and guidance on the oversight of the recycLA CPFs' seasonal WCs.

The qualified consultant shall also provide facilitation and support services for engaging and obtaining input from stakeholders in the review of new documents and other activities, related to the development, review, and analysis of recycLA Diversion policies including but not limited to special studies, team meetings, LASAN and facility staff training and other activities. Such support services shall be on an as-needed and as-directed basis.

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

1. Assist LASAN with review of submitted certified processing facility (CPF) sampling plans. Determine proper input feedstock and residue sampling plans for facilities with multiple line input and multiple residue output streams. This is a customized technical assistance task that involves reviewing their process flow diagrams and customizing/optimizing their sampling plan based on their specific process (estimate about 30 facilities)
2. Conduct site visits to assess facility process line Waste Characterizations (WC) studies to insure proper sampling, sample preparation and assessing the proper procedures for the residual analysis
3. Review raw data submitted from CPFs
4. Develop automated Quality Assurance/Quality Control (QA/QC) procedures and assist LASAN with QA/QC processes and provide training to LASAN staff on data QA/QC analysis for the development of standardized protocols needed for different types of CPFs and different process lines

3. Term of Engagement

The term of engagement is eighteen months from the issuance date of NTP. It is estimated that the cost ceiling for this TOS is approximately \$560,000.00.

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 Bureau's staff via e-mail, no later than 2:00 pm of proposal due date indicated in cover letter:

- Michelle Mikesell, michelle.mikesell@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 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);
 - The Supplier Clearinghouse for the Utility Supplier Diversity Program of the California Public Utilities Commission (CPUC) recognized since June 1, 2016; and
 - Any member of California Unified Certification Program (CUCP).
- 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.

Note: The certifying agency, Women's Business Enterprise National Council (WBENC)-WEST, is **no longer recognized** by the Department of Public Works since June 1, 2016.

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 recycLA Waste Characterization oversight.
- Knowledge and understanding of the Bureau's strategies and goals for the recycLA landfill reduction requirements of the recycLA Service Providers.
- Experience and proven track record with local stakeholders.
- Familiarity and understanding of the recycLA Diversion Calculation Tool, the Gap Analysis Tool and the interface with the Accela database.
- Familiarity and understanding of the recycLA Commercial Franchise Program's goals, mission, and objectives.
- 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 the facility's processing lines and the contractually required waste characterization studies, as well as City operations and practices.
- Proven capability in conducting scientific studies and analysis supporting solid waste processing.
- 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 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: Michelle Mikesell, Senior Management Analyst I, Solid Resources Citywide Recycling Division, (213) 485-3884.

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