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CALIFORNIA



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

December 3, 2018

To: On-Call Contract Consultants of LA Sanitation

### **LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-105, DYNAC SCADA SYSTEM MAINTENANCE AND SUPPORT**

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LA Sanitation (LASAN) is soliciting responses from 25 Prime Consultants on the On-Call Consultant List. Attached are details of Task Order Solicitation (TOS) required services. A pre-proposal meeting for this TOS will be held on:

Date and Time: Thursday, December 6, 2018, from 9:00 A.M. to 10:00 A.M.  
Location: Hyperion Treatment Plant, Pregerson Technical Support Facility, Room 327  
12000 Vista Del Mar, Playa del Rey, CA 90293  
Entrance at Gate C

All questions regarding this TOS must be submitted in writing via e-mail to Mr. Charles Lee ([Charles.Lee@lacity.org](mailto:Charles.Lee@lacity.org)) before the meeting.

Please e-mail Mr. Charles Lee, the names of your company and representatives, who will be attending the meeting, by Wednesday, December 5, 2018, before 12:00 P.M. (Please note that inviting your subcontractors to the meeting is optional.)

The deadline for proposal submittal is Friday, December 21, 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:

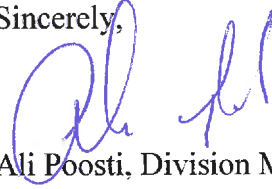
- Ms. Alexa Esparza, [alexa.esparza@lacity.org](mailto:alexa.esparza@lacity.org)
- Mr. Charles Lee, [Charles.Lee@lacity.org](mailto:Charles.Lee@lacity.org); and
- [san.oncall@lacity.org](mailto:san.oncall@lacity.org)

Should you decide not to submit a proposal, a negative response is requested with a brief explanation of the reason. Your decision not to submit a proposal will not affect your eligibility for future work.



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 and Environment

TVH/AP:tvh

c: Anita Fernandez, ICSD  
Charles Lee, ICSD  
Alexa Esparza, ICSD  
Scott Chow, ICSD  
Cyrus Gilani, WESD  
Scott Hare, WESD  
Thu-Van Ho, WESD

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

**Pre-Qualified Sanitation On-call Consultant Services Contracts**

**Task Order Solicitation (TOS) SN-105  
for  
Dynac SCADA System Maintenance and Support**

**December 2018**

**1. Introduction**

The Dynac supervisory control and data acquisition (SCADA) system requires ongoing maintenance and engineering support in the event of any technical issues or failures. The support from Kapsch is necessary for the current LAWINS project and other Capital Improvement Projects (CIP), along with any future Capital Improvement projects.

The Wastewater Collection Systems Division (WCSD), under LA Sanitation (LASAN), is responsible for operating one of the largest wastewater collection systems in the nation. The division maintains over 6,700 miles of sewer lines and 49 pumping plants in addition to 4 water reclamation plants. These plants include DC Tillman (DCT), Los Angeles Glendale (LAG), Hyperion Treatment Plant (HTP) and Terminal Island Water Reclamation Plant (TIWRP). In order for WCSD to monitor the vast wastewater collection system, the division utilizes the Dynac SCADA system.

The Dynac SCADA system is used to observe and control many sewage pumping plants, storm water plants and air treatment facilities throughout the city. Since these plants typically run 24 hours per day and 7 days a week, it is critical that support for the viewing and controlling software used, can be readily available at any given time.

**2. Scope of Services**

The successful proposer will provide Kapsch's Dynac SCADA experts to the Los Angeles Sanitation's Information and Control Systems Division (LASAN ICSD) to support, maintain and troubleshoot the Dynac SCADA system on an as needed basis. The examples of work required are:

- **Task 1:** Dynac SCADA 24 X 7 Telephone support: The contractor should respond immediately, with a 2-hour max response time, if the need for technical support should arise.
- **Task 2:** Dynac SCADA On-site service: Provide onsite visits for routine maintenance and inspection of the system by an engineer. Also, should the need arise from any system issues or failures, the contractor shall provide a knowledgeable Kapsch senior system engineer to be onsite to resolve the technical issues.
- **Task 3:** Professional and Support Services: Provide professional services from various support classifications, including managers, engineers, specialists, technicians, designers

and administrators to resolve any issues relating to the software. In addition, provide field services at any requested day and time outside of scheduled hours.

- **Task 4:** Have or obtain necessary parts for up keeping and maintaining normal system conditions.

### 3. **Term of Engagement**

The term of engagement is 24 months from the issuance of the NTP.

### 4. **Cost Estimate**

It is estimated that the cost ceiling for this TOS is approximately \$145,000.

### 5. **Solicitation Schedule**

- Issue Task Order Solicitation .....Date 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.

### 6. **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:

- Charles Lee, [charles.lee@lacity.org](mailto:charles.lee@lacity.org)
- Alexa Esparza, [alexa.esparza@lacity.org](mailto:alexa.esparza@lacity.org)
- [san.oncall@lacity.org](mailto:san.oncall@lacity.org)

Solicitation Responses shall meet the following experience requirements and will be engaged in some or all of the following activities:

- 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), 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.

## **7. Selection Criteria**

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

- Capability, and experience in providing the Scope of Services as shown in the proposal.
- Expert knowledge and work experience associated with understanding of the issues, options, and approaches related to Dynac SCADA system.
- Knowledge and understanding of the Bureau's strategies and goals in Dynac SCADA system and related activities
- 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.
- Expert knowledge and experience in facilities planning issues in relation to Dynac SCADA system, as well as City operations and practices
- Ability to effectively and rapidly meet ongoing needs for the related stakeholder activities.

## **8. 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 sub-consultants wherever feasible.

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.

## **9. 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: Charles Lee, Control Systems Engineer, Information and Control Systems Division, (310) 648-5450.

**10. 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		
<b>Total Direct Labor Cost of the Prime</b>			
<b>Total Subcontract Expenses</b>			
<b>5% Administrative Fee (markup)</b>			
<b>Other Direct Costs (with no markup)</b>			
<b>Total Task Order Amount</b>			

**Total Subconsultant Participation**

Pledged	MBE	WBE	SBE	EBE	DVBE	OBE
<b>% of Total Task Order</b>	%	%	%	%	%	%
<b>\$ Amount</b>	\$	\$	\$	\$	\$	\$