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

December 18, 2018

Revised Date: 12/24/2018

To: On-Call Contract Consultants of LA Sanitation

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-97 – SAN FERNANDO VALLEY GREEN STREET NETWORK EVALUATION ALONG AGNES AVENUE (BETWEEN VANOWEN STREET AND KITTRIDGE STREET)

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. A pre-proposal meeting for this TOS will be held on:

Date and Time: ~~Tuesday, January 8, 2019~~, **Thursday, January 10, 2019**, from 10:00 A.M. to 11:00 A.M.
Location: Public Works Building, **5th Floor, Executive Conference Room**
1149 South Broadway, Los Angeles, CA, 90015

All questions regarding this TOS must be submitted in writing via e-mail to Mr. Ryan Thiha (Ryan.Thiha@lacity.org) before or at the meeting.

For the security clearance at the building, please e-mail Ms. Esther Woo (Esther.Woo@lacity.org), the names of your company and representatives, who will be attending the meeting, by Monday, January 7, 2019. (Please note that inviting your subcontractors to the meeting is optional.)

The deadline for proposal submittal is **Thursday, January 24, 2019, no later than 2:00 P.M.** If your firm is interested in this TOS, please submit five (5) hard copies of the proposal, on the indicated due date, to:

Watershed Protection Division
City of Los Angeles / Bureau of Sanitation
1149 South Broadway, 10th Floor, Los Angeles, CA 90015
Attention: Ms. Esther Woo

In addition, an electronic copy of proposal must be e-mailed to the following LASAN's staff:

\\82MTCFS1\Div Files\On-Call Contracts\New Oncall 2014-19\TOS SN-97_SFV_Green_St_Eval_Agnes \INITIATION

zero waste • one water

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste

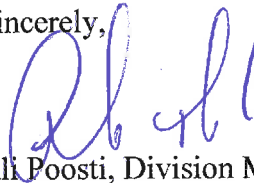


- Mr. Wing Tam, Wing.Tam@lacity.org
- Mr. Ryan Thiha, Ryan.Thiha@lacity.org
- Ms. Esther Woo, Esther.Woo@lacity.org
- san.oncall@lacity.org

Should you decide not to submit a proposal, a negative response is requested with a brief explanation of the reason. Your decision 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
Ryan Thiha, WPD
Jane Parathara, WPD
Esther Woo, WPD

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

On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-97

For

San Fernando Valley Green Street Network Evaluation along Agnes Avenue

(Between Vanowen Street and Kittridge Street)

December 2018

1. Introduction

The City of Los Angeles Sanitation (LASAN) in partnership with Los Angeles Department of Water and Power (LADWP) and California State Coastal Conservancy (SCC) plans to capture and infiltrate stormwater to increase groundwater replenishment of the San Fernando Valley Basin and to improve water quality downstream in the Los Angeles River. Los Angeles River has known pollutants-of-concern with Total Maximum Daily Loads (TMDLs) for bacteria and metals. From the City's experience with Green Streets, the City envisions a networked holistic stormwater approach to manage stormwater within the LA River Watershed. The Green Stormwater Infrastructure (GSIs) consists of integrated system of Green Street elements (i.e., rain gardens and drywells, other combinations, etc.) will be evaluated and installed primarily along Agnes Avenue between Vanowen Street and Kittridge Street. Adjacent sub-drainage areas shall also be evaluated for installation of GSIs in order to meet the targeted stormwater capture volume with the approximate project boundary shown in Figure 1.

Based on preliminary investigation, the completed project is anticipated to reduce local flooding, increase stormwater capture (approximately 60 acre-feet per year), recharge groundwater, reduce first flush impacts on water quality, enhance pedestrian access, and improve air quality and the aesthetics of the existing right-of-way.

The deadline for completing the implementation phase is December 31, 2019. One year of monitoring and optimization period shall follow the implementation phase.

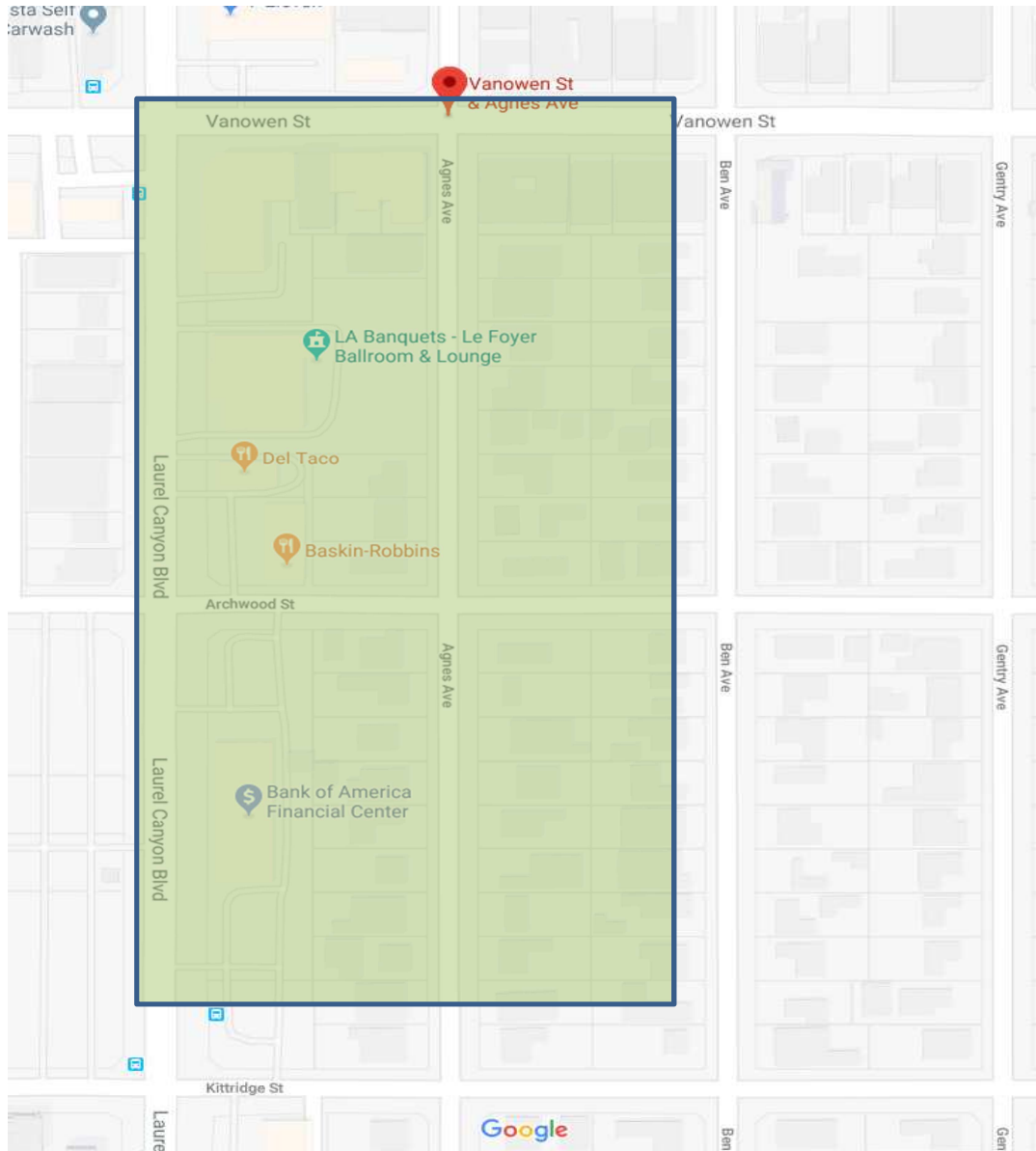


Figure 1. Approximate project boundary (not to scale).

2. Scope of Services

LASAN is soliciting a qualified consulting firm to provide services to evaluate innovative distributed GSIs as feasible to improve water quality and augment water supply. The GSIs can include but not limited to dry wells, rain gardens, and/or infiltration galleries, and permeable gutters on existing public right of way in the project area. The qualified consultant shall also provide facilitation and support services that may include, but not be limited to, engaging and obtaining input from stakeholders, developing maintenance agreements, providing training on sustainability, conducting monitoring to assess project performance, participating in team meetings, and performing related activities. Such support services shall be on an as-needed and as-directed basis.

The following provides more details regarding the services to be provided by the qualified consultant:

Task 1: Provide brief descriptions of the work performed and updated project schedules and budget status on a monthly basis. Coordinate/confer with LASAN, other City staff/offices, and various agencies/experts as may be needed. Conduct activities associated with project management, coordination such as participating and providing input at meetings, workshops, etc.

Deliverables:

- Monthly progress reports
- Final project report
- Meeting notes from all the meetings and workshops
- Project Management Plan
- Risk Registry and Risk Management Plan
- Final Project Report

Task 2: Develop preliminary design concepts, implementation scopes, and performance/monitoring requirements for GISs in the project area. Conduct site survey and geotechnical, utility, and other investigations as needed for design. Develop an open book cost model to manage implementation, installation, and optimization efforts. Refine concept as necessary to maximize scope and deliver TOS under cost ceiling. LASAN will authorize Task 3-4 upon approval of Task 2 Deliverables.

Deliverables:

- Site survey
- Geotechnical report
- Design concept alternatives
- Drainage hydrology analysis memo
- Minimum of 2 community outreach workshops
- Preliminary plans (30% design)
- Implementation scopes
- Performance/monitoring requirements
- Cost Model

Task 3: Manage the installation of GSIs in the project area using integrated delivery. Obtain all necessary permits to (i.e., B-permit, Peak Hour Exemptions) and approvals (i.e., traffic control plans) to implement the projects. Develop operation and maintenance guidelines. Billing and reimbursement for works related to implementation and installation under Tasks 3 may be submitted in lump sum with prior approval by the LASAN Task Manager and the Public Works Inspector.

Deliverables:

- Final detailed plans for Director's approval
- Permits and agency approvals
- Pre- installation, installation, and post- installation photos
- As-built plans and record drawings
- Operation and maintenance guidelines

Task 4: Work with LASAN and possibly with experts as may be needed to develop a plant palette and landscaping plan. Maintain landscaping for one year after construction/installation is finished.

Deliverables:

- Plant palette and landscaping plan
- Monthly reports on establishment of landscaping, including photo documentation

Task 5: Work with LASAN and possibly with experts as may be needed to develop a monitoring and optimization plan to assess project performance. Procure all necessary plans and appurtenance documents to ensure that the appropriate data are generated at each of the monitoring sites. Provide all labor, services, and ancillary items to ensure all monitoring data is obtained and performance effectiveness is measured. Once project is optimized, develop standard operating procedure for long-term operation of the facility. Provide, on an as-needed basis, time to meet with LASAN staff to address any questions or issues with respect to performance or effectiveness at the monitoring sites.

Deliverables:

- Water quality monitoring plan
- Monitoring data and report
- Performance report
- Optimization report
- Standard operating procedure

PROJECT SCHEDULE:

The key phases of the Project and the corresponding required dates of completion are:

1. Preliminary Design Plans – April 2019
2. Final Detailed Plans – June 2019
3. Implementation – December 2019
4. Monitoring – December 2020

3. Term of Engagement

The engagement will terminate on December 31, 2020. The TOS will have a not-to-exceed cost ceiling of \$2,020,000.

4. Solicitation Schedule

- Issue Task Order SolicitationDate of Cover Letter.
- Pre Proposal MeetingAs indicated in Cover Letter.
- Receive Solicitation Responses.....As indicated in Cover Letter.
- Conduct Interviews if necessary.....Date to be determined.
- Select and Negotiate..... 8 weeks after issuance of TOS.
- Award Task Work Order..... .14 weeks after issuance of TOS.

5. Solicitation Response Requirements

Solicitation Responses shall not exceed forty (40) 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:

- Wing Tam, Wing.Tam@lacity.org
- Esther Woo, Esther.Woo@lacity.org
- Ryan Thiha, Ryan.Thiha@lacity.org
- san.oncall@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 with a total TOS not-to-exceed budget of exactly \$2,020,000, including contingencies and allowances.
- Tasks 3-5 cost shall be budget allotments for proposal. Final budget for Tasks 3-5 will be established in Task 2. Provide a breakdown of estimated time for completion of task.
- Proposed Billing Rate Summary for the proposed candidate with all respective direct and indirect costs, markups, expenses, overhead rates and profit. Implementation, installation, and maintenance efforts may be performed lump sum. (See Attachment A).
- MBE/WBE/SBE/EBE/DVBE/OBE subcontractors utilized and the percent utilization.

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. Selection Criteria

Based on the number and quality of responses received for this solicitation, the City may select up to three firms to interview. The City staff responsible for managing and administering this contract will conduct 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 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 GSIs, especially infiltration techniques and natural pretreatment systems utilizing drought tolerant plants and vegetation.
- Experience and proven track record with local stakeholders, City operations and practices.
- Expert knowledge and experience in stormwater management, local hydrology, groundwater hydraulics, urban greening initiatives.
- Expert knowledge and experience implementing integrated delivery and managing to a cost model.
- Proven capability in implementing innovative GSIs.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.

7. Suggested MBE/WBE/SBE/EBE/DVBE/OBE Participation Levels

The City has 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 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 Project Manager for this designated TOS is: 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.

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