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CALIFORNIA



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

January 3, 2019

To: On-Call Contract Consultants of LA Sanitation

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-108, TECHNICAL SUPPORT FOR DATA MANAGEMENT AND ANALYSIS TOOLS

LA Sanitation (LASAN) is soliciting responses from all 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: Wednesday, January 9, 2019, from 10:00 A.M. to 11:00 A.M.
Location: 2714 Media Center Drive, 2nd floor, MTC Board Room
Los Angeles, CA 90065

All questions regarding this TOS must be submitted in writing via e-mail to Mr. Miller Zou (miller.zou@lacity.org) before the meeting.

Please e-mail Mr. Zou, the names of your company and representatives, who will be attending the meeting, by Tuesday, January 8, before 12:00 P.M. (Please note that inviting your subcontractors to the meeting is optional.)

The deadline for proposal submittal is Thursday, January 31, 2019, 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. Vivian Marquez, vivian.marquez@lacity.org;
- Mr. Miller Zou, miller.zou@lacity.org; and
- 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.

\\82MTCFS1\WESD\Div Files\On-Call Contracts\New OnCall 2014-19\TOS SN-108_Data Mgmt & Analysis Tools\INITIATION

zero waste • one water

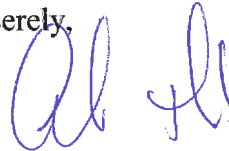
AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste



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: Shahram Kharaghani, WPD
- Vivian Marquez, WPD
- Jon Ball, WPD
- Taraneh Nik-Khah, WPD
- Cyrous Gilani, 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-108 for

Technical Support for Data Management and Analysis Tools

January 2019

1. Introduction

The Bureau of Sanitation, Watershed Protection Program (WPP) manages water quality data collected for various watershed and receiving water monitoring programs, including monitoring for NPDES Permits, Total Maximum Daily Loads (TMDL), and other water quality studies. To carry out the collection, management, and analysis of extensive datasets, WPD uses specialized tools such as a centralized water quality database, data analysis and reporting tools, and real-time monitoring systems. Technical support is required to develop and/or maintain these complex tools and systems as they continue to grow in scope and capacity.

Maintenance and enhancements to the Pollution Assessment Section database (PASdb), which manages data collected for receiving water monitoring programs, are necessary to meet ongoing and future reporting requirements for LA Sanitation. Support for data analysis and reporting tools is also needed to complete compliance analyses, integrate GIS functions, conduct trends analyses, and support integration for various standardized data formats. Additionally, technical support for real-time monitoring systems (including specialized equipment acquisition, expansion of existing systems, web-based data access, and maintenance Standard Operating Procedure development) will allow LA Sanitation to constantly monitor water quality and conditions at key locations throughout the City's watersheds instantaneously in real-time.

2. Scope of Services

LASAN is soliciting a qualified consultant firm to provide as-needed technical support to develop improvements and conduct maintenance on the PASdb, data analysis and reporting tools, and real-time monitoring systems in order to meet ongoing and future reporting requirements for City-led monitoring programs. 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:

Task 1: Provide technical support for developing, maintaining and troubleshooting the following components of the PAS database:

- a. Mobile (field) Application
- b. Desktop Application
- c. Data Servers and connectivity with external databases (e.g. LIMS and various electronic data transfer formats)
- d. Other miscellaneous components of the system, not limited to the following:

- i. Compatibility with standardized reporting templates such as the California Environmental Data Exchange Network (CEDEN);
 - ii. Integration of specialized GIS functions and ability to display data on interactive maps.
 - iii. Miscellaneous new features that will improve workflow and consistency with monitoring and reporting requirements.
- e. If necessary, facilitate a comprehensive system overhaul and/or the development of a new database system which can more efficiently incorporate the desired new features.

Deliverables:

- Meet with users and support staff to discuss issues and desired outcomes for the PASdb.
- Provide on-call technical support in a timely manner, maintaining the integrity of the data, continuity of user access to the data, and database functionality.
- Provide a test environment to test new features and other changes to the system.

Task 2: Provide technical support for expansion of data analysis and reporting tools, including but not limited to:

- a. Development of a comprehensive data analysis tool that assesses water quality monitoring data along with various water quality objectives to conduct exceedance and compliance analyses;
- b. Integrating historical data to conduct long-term trends analysis of water quality data

Deliverables:

- Meet with staff to discuss desired capabilities and new functions.
- Develop a comprehensive data analysis and reporting tool capable of the aforementioned functions that is user-friendly.

Task 3: Provide general technical support to maintain and improve the functionality and reliability of real-time monitoring systems in the ULAR and SMB watersheds. Tasks include but are not limited to:

- a. Calibrate, maintain, and operate sensors, flow meters and other equipment according to manufacturer's specifications, sometimes in confined spaces, and as directed by Watershed Protection Program staff.
- b. Repair and/or replace equipment as needed to ensure the acquisition of high quality data.
- c. Acquire and install equipment and parts that are needed to: maintain the systems in working order, expand the functionality of existing stations, and/or to establish new monitoring stations.
- d. Integrate data collection across different platforms with the ultimate goal of being able to display real time monitoring data on a web-based interface so that it is readily available to watershed managers.
- e. Develop an Operation & Maintenance (O&M) manual that includes concise Standard Operating Procedures (SOPs) for the proper operation, maintenance, and calibration of real-time monitoring systems. Perform Operation and Maintenance (O&M) as needed until LASAN Staff are adequately trained to assume responsibilities described in the O&M manual.

Deliverables:

- Ensure that the monitoring systems produce reliable, high quality monitoring data, which are accessible to watershed managers.
- Develop a web-based platform capable of displaying real-time data from LASAN monitoring systems.
- Provide feasible strategies for improving and expanding current monitoring systems.
- Provide Watershed Protection Program staff with regular updates (e.g. quarterly) as to the status of the monitoring systems and O&M tasks performed.
- Provide Watershed Protection Program staff with multiple copies of the O&M Manual in printed and digital forms. The O&M Manual must address each key component of the data acquisition systems, including but not limited to, water quality and weather sensors, flow meters, level sensors, automated samplers, dataloggers, telemetry systems, data servers and display systems.

3. Term of Engagement

The term of engagement is three years from the issuance date of NTP.

4. Cost Estimate

The cost estimate for this TOS is approximately \$700,000.

5. 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.

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

- Vivian Marquez, vivian.marquez@lacity.org;
- Miller Zou, miller.zou@lacity.org; and
- 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.
- 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 demonstrated by the proposal.
- Expert knowledge and work experience associated with understanding of the issues, options, and approaches related to water quality database management
- Knowledge and understanding of the Watershed Protection Program's strategies and existing data infrastructure.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Proven capability in providing technical support for database applications, especially with regard to water quality data.
- Ability to effectively and rapidly meet ongoing needs for technical support of the PASdb (or comparable database).

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 subconsultants wherever feasible, especially MBE/WBE subconsultants.

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: Miller Zou, Environmental Specialist III, Watershed Protection Program, (213) 485-2046.

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