

CITY OF LOS ANGELES

CALIFORNIA



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March 24, 2020

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To: 24 Pre-Qualified On-Call Contract Consultants of LA Sanitation

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-120 – CIRCULAR ECONOMY - MATERIALS EXCHANGE FEASIBILITY STUDY

The deadline for submitting a proposal has been extended and this Task Order Solicitation (TOS) is being republished. The scope of services remains the same.

LA Sanitation (LASAN) is soliciting responses from 24 Prime Consultants on the Pre-Qualified On-Call List. Attached are details of required services for the TOS. A pre-proposal meeting for this TOS **was** held on:

Date and Time: Wednesday, March 11, 2020, from 9:00 A.M. to 10:00 A.M.
Location: 2714 Media Center Dr., Los Angeles, CA 90065
Board Room

All questions regarding this TOS must be submitted in writing via e-mail to:

- Mark Hsu, mark.hsu@lacity.org
- Wanda Epps, san.oncall@lacity.org

The **extended deadline for proposal submittal is Wednesday, May 6, 2020, before 2:00 P.M.** If your firm is interested in this TOS, please submit a proposal via e-mail by the indicated due date to the following LASAN staff:

- Mark Hsu, mark.hsu@lacity.org
- Wanda Epps, san.oncall@lacity.org

Thank you for your interest and we look forward to receiving your response to this TOS.

Sincerely,

Nancy Lantin, Sr. Management Analyst II
On-Call Contracts Representative
Administration Division
LA Sanitation and Environment

zero waste • zero wasted water

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

NL:wae

Attachment: Scope of Services

c: Michael Simpson, LASAN, IWMD
Lonnie Ayers, LASAN, IWMD
Jennifer Kong, LASAN, IWMD
Mark Hsu, LASAN, IWMD
Wanda Epps, LASAN

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

On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-120 for

Circular Economy – Materials Exchange Feasibility Study

February 2020

1. Introduction

LA Sanitation and Environment (LASAN) requests a feasibility study to evaluate the cost benefit of a Materials Exchange Program (MEP) for the City of Los Angeles. The MEP is a component of a Circular Economy, where materials are not discarded after a single use, but rather recovered for beneficial reuse and diverted from landfills. By operating in this manner, less virgin material will be needed, reducing transportation, energy, and greenhouse gas emissions. This study is being conducted with the aim of assisting Mayor Eric Garcetti's target to achieve zero waste by 2050. The successful creation of a MEP will bring the City one step closer to zero waste goals.

2. Scope of Services

LASAN is seeking a qualified consultant to provide support and guidance in the Materials Exchange feasibility study. The feasibility study shall include, but is not limited to: reports, pilots, studies, and planning sessions. This is to evaluate the economic and environmental benefits and cost effectiveness of having a MEP in the City.

The qualified consultant shall also provide support services for planning information sessions. Such support services shall be on an as-needed and as-directed basis.

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

Task 1: Materials Exchange Pilot Study

- a. Create a road map of the textile, food, and spent grain sectors
- b. Identify A's (producers), B's (processors), C's (end users)
- c. Find and implement successful strategies/methods to reuse pre-consumer waste*
- d. Establish relationships, monitor exchanges, analyze data, and develop dashboard
- e. Document process for cross train LASAN staff

*Pre-consumer waste shall not include solid waste, but may be a recyclable material that is source-separated from solid waste at a premise by an owner and/or operator of the premises from which the solid waste was generated. To qualify for an exchange, commodity streams

must either be donated to or compensated by the recipient of the materials with a net neutral or net positive cost to the generator. In other words, the generator of the recyclable material may sell, donate, or otherwise be compensated by a collector of the recyclable material in a manner resulting in a net payment to the owner and/or operator. Discounted cost or transport or other services to the generator of the recyclable material shall not be considered as a net payment to the owner/operator.

Deliverables:

- Road Map Report
- Dashboard

Task 2: Assessment and Recommendations

- a. Produce Environmental Impact Assessment Report (EIA)
- b. Assess the scalability of waste exchanges for the City
- c. Include physical, socioeconomic, and environmental impacts of the program
- d. Evaluate the effect on disadvantaged communities
- e. Create a concept design for an active online web portal for a local materials exchange platform

Deliverables:

- Environmental Impact Assessment Report
- Concept Design for a local materials exchange program

Task 3: Implement Circular Economy in Business

- a. Develop strategies to drive a cultural and behavioral change
- b. Host two educational sessions on circular economy
- c. Implement a communication plan amongst agencies working on circular economy

Deliverables:

- Outreach Blueprint
- Communication Plan

Task 4: Call for Innovation Challenge

- a. Create a “Call for Innovation Challenge” for an open solicitation of ideas and proposals for one challenging waste stream

Deliverables:

- Call for Innovation Challenge

Task 5: Develop Circular LA Framework

- a. Develop a framework towards a Circular LA, identifying current barriers to achieving circularity, systems change for circularity, and a short, medium, and long term strategy
- b. Provide LASAN and Industrial Users circular training

Deliverables:

- Circular LA Framework
- Circular Training Materials

3. Term of Engagement

The term of engagement is twenty-four months from the issuance date of the Notice to Proceed (NTP) with a six month extension if necessary. It is estimated that the cost ceiling for this TOS is approximately \$140,000.

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

- Mark Hsu, mark.hsu@lacity.org
- Wanda Epps, wanda.epps@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.

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 Materials Exchange Program Feasibility study.
- Knowledge and understanding of the LASAN's strategies and goals in planning related activities.
- Experience and proven track record with local stakeholders.
- Familiarity and understanding of a Circular Economy and how a Material Exchange Program operates.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Expert knowledge and experience in planning programs related to recycled materials and of City operations and practices.
- Proven capability in conducting scientific studies and analysis related to solid waste.
- Ability to effectively and rapidly meet on going needs for program 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 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.

8. Task Order Manager

The LASAN On-Call Contracts Representative is: Nancy Lantin, Sr. Management Analyst II, On-Call Contracts Representative, Administration Division, (213) 485-2158.

The Task Manager for this designated TOS is: Mark Hsu, Environmental Engineering Associate, Industrial Waste Management Division, (323) 342-6093.

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