

# CITY OF LOS ANGELES

CALIFORNIA



**ERIC GARCETTI**  
MAYOR

April 13, 2021

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## ELECTRONIC MAIL

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

## **LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-129 – LARGE DIAMETER SEWER PIPE STRUCTURAL ASSESSMENT**

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 Task Order Solicitation (TOS). A **mandatory virtual pre-proposal meeting** for this TOS will be held on:

Date and Time: Tuesday, April 27, 2021, from 9:00 A.M. to 10:00 A.M.  
Location: See BAVN Opportunity #42050 for link to the online meeting.

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

- Ms. Regidia Voong, [regidia.voong@lacity.org](mailto:regidia.voong@lacity.org)
- Wanda Epps, [san.oncall@lacity.org](mailto:san.oncall@lacity.org)

Please note that inviting your subcontractors to the meeting is optional.

The deadline for proposal submittal is Tuesday, May 11, 2021, 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:

- Ms. Regidia Voong, [regidia.voong@lacity.org](mailto:regidia.voong@lacity.org)
- Wanda Epps, [san.oncall@lacity.org](mailto: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

NL:wae

Attachment: Scope of Services

c: Ali Poosti, LASAN      Lenise Marrero, LASAN      Regidia Voong, LASAN  
Emilio Lopez, LASAN      Alfredo Zaldivar, LASAN      Wanda Epps, LASAN

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AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

**LA Sanitation and Environment (LASAN)**  
**On-call Consultant Services Contract**  
**Task Order Solicitation (TOS) SN-129 for**  
**Large Diameter Sewer Structural Assessment**

**April 2021**

**1. Introduction**

LASAN has been implementing an aggressive sewer renewal program to reduce or eliminate sewage spills and upgrade the aging public sewer system in order to protect public health, safety, and the environment. This program requires Closed-Circuit Television (CCTV) in order to conduct critical inspections and condition assessments of the large diameter sewers. This TOS will allow for the continuation of the assessment of critical large diameter sewer assets: critical uninspected sewers or those with an expired (inspected more than 15 years ago) inspection. In addition, it will include the monitoring of the North Outfall Sewer system of pipes.

**2. Scope of Services**

LASAN is soliciting for a qualified consultant firm(s) to provide National Association of Sewer Service Companies (NASSCO) inspections and structural condition assessments of outfall pipes composed of approximately 7.6 miles of sewers in diameter range from 15- to 126-inches. The inspection of the outfall pipes shall be conducted primarily with CCTV. In some circumstances, sonar and/or laser profiling technologies may be utilized as requested by the CITY. Findings from the inspection shall be used to evaluate and assess the structural integrity and condition of the existing outfall pipes.

In addition, the scope includes inspecting approximately 23 miles of primary sewers ranging from 16- to 54- inches in diameter via CCTV. In some circumstances, sonar and/or laser profiling technologies may be utilized as requested by the CITY. Based on inspection logs and videos provided by a consultant, LASAN will conduct the structural condition assessment for the primary sewers.

The consultant shall possess specialized equipment with the ability to televise the interior of the pipe where there may be: sediment build-up, high flow level, and long pipe reaches of more than 2,000 linear feet between access points. Mobilization in compact and highly populated spaces may be necessary in order to obtain access in areas such as sewer easements, alleys, and private properties.

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

## **Task 1: Project Management**

- a. Project Controls;
  - i. Coordination;
  - ii. Development of a master project schedule and deliver to LASAN once per month;
  - iii. Delivery of a look ahead schedule to LASAN by Monday of each week;
- b. Communication;
  - i. Weekly progress updates via email to LASAN;
  - ii. Participation in bi-weekly progress meetings or conference calls; and
  - iii. Attendance at monthly progress meetings at LASAN offices, as needed.

### Deliverables:

- Master Project Schedule;
- Look ahead schedules;
- Weekly progress updates via email; and
- Progress meetings and conference calls.

## **Task 2: Inspection Planning and Coordination**

Would require the following subtasks:

- a. Obtain and review available background information and record documents;
- b. Obtain and review GIS data, hydraulic model, flow monitoring data;
- c. Obtain and review other LASAN provided information and data;
- d. Develop Field Work Health & Safety Plan;
- e. Prepare Inspection Plan;
- f. Coordinate with Traffic Control sub-consultant, identify permitting requirements; and
- g. Coordinate with inspection service providers.

### Deliverables:

- Field Work Health & Safety Plan; and
- Inspection Plan

## **Task 3: Execute NASSCO Field Inspection Operations**

- a. Solicit cost quotations from traffic control sub-consultant and inspection service providers.
- b. Contract with traffic control sub-consultant.
- c. Contract with CCTV, sonar, and laser inspection service provider(s).
- d. Develop Field Work Safety Plans for inspection activities.
- e. Coordinate with Traffic Control sub-consultant, identify permitting requirements.
- f. Perform inspection services for assigned pipe inventory using a combination of CCTV, sonar and laser equipment.
- g. Perform sonar and laser inspections for pipes 36-inches and larger.
- h. Provide project site supervision during all inspection efforts.

- i. Obtain traffic control permit(s), coordinate with LASAN to obtain encroachment permit(s), noise variance(s), etc., as required; CONSULTANT shall secure permits and shall be reimbursed for costs of permits with prior approval of LASAN.
- j. Notify LASAN if “red alert” conditions are found during inspections.

Deliverables:

- Notifications of “red alert” conditions and delivery of raw inspection footage within 48 hours of identified “red alert”.
- Execution of field inspection operations.
- Optional Services, if approved by LASAN.
- CCTV Inspection Results sent to LASAN prior to invoicing.

**Task 4: Inspection Findings**

- a. Perform QA/QC check of inspection service provider findings.
- b. Provide comments and request changes, if necessary.
- c. Revisions by inspection service provider, as necessary

Deliverables:

- Deliver inspection results in IT Pipes software-compatible format consistent with NASSCO defect coding format and criteria as provided by LASAN.

**3. Term of Engagement**

The term of engagement is twelve months from the issuance date of the Notice to Proceed (NTP) with a twelve month extension if necessary. It is estimated that the cost ceiling for this TOS is \$1,000,000.

**4. Solicitation Schedule (Tentative)**

- 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.

**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 email, no later than 2:00 pm on the proposal due date indicated in the cover letter:

- Lenise Marrero, lenise.marrero@lacity.org
- Regidia Voong, regidia.voong@lacity.org
- Emilio Lopez, emilio.lopez@lacity.org

- Wanda Epps, 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.

## **6. Selection Criteria**

The selection team will evaluate the proposals using the following criteria:

- Capability, and experience in providing the Scope of Services as demonstrated by the proposal.
- Expert knowledge and work experience associated with NASSCO CCTV inspection of sewers, and identifying and documenting the sewer condition.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Ability to effectively and rapidly meet on going needs for the related LASAN activities.

## **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. 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: Regidia Voong, Environmental Engineer, Wastewater Engineering Services Division, 323-342-6256.

**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		
<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>	\$	\$	\$	\$	\$	\$