

CITY OF LOS ANGELES
CALIFORNIA

BOARD OF PUBLIC WORKS
MEMBERS

—
KEVIN JAMES
PRESIDENT

CECILIA CABELLO
VICE PRESIDENT

DR. MICHAEL R. DAVIS
PRESIDENT PRO TEMPORE

JESSICA CALOZA
COMMISSIONER

AURA GARCIA
COMMISSIONER



ERIC GARCETTI
MAYOR

BUREAU OF SANITATION

—
ENRIQUE C. ZALDIVAR
DIRECTOR AND GENERAL MANAGER

TRACI J. MINAMIDE
CHIEF OPERATING OFFICER

LISA B. MOWERY
CHIEF FINANCIAL OFFICER

MAS DOJIRI
JOSE P. GARCIA
ALEXANDER E. HELOU
ASSISTANT DIRECTORS

TIMEYIN DAFETA
HYPERION EXECUTIVE PLANT MANAGER

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

August 1, 2019

ELECTRONIC MAIL

To: On-Call Contract Consultants of LA Sanitation

**LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT
ISSUANCE OF TOS SN-115 – ASSESMENT FOR REPAIR & IMPROVEMENT OF
S.A.F.E. CENTERS**

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

Date & Time: Monday, August 12, 2019, from 1:30 P.M. – 2:30 P.M.

Location: Public Works Building (PWB)
1149 South Broadway, Los Angeles, CA 90015
SB-9 SUB-BASEMENT

Please note that proposals will only be accepted from proposers, who physically attend the pre-proposal meeting.

All questions regarding this TOS must be submitted in writing via e-mail to Ms. Yasamin Lozano at Yasamin.Lozano@lacity.org by Friday, August 9, 2019, before 12:00 P.M.

For the security clearance at the PWB, please e-mail Ms. Yasamin Lozano, the names of your company and representatives, who will be attending the meeting, by Friday, August 9, 2019. (Please note that inviting your sub-consultants to the meeting is optional.)

The deadline for proposal submittal is **Friday, September 13, 2019, no later than 2:00 P.M.** If your firm is interested in this TOS, please submit an electronic copy of proposal via e-mail to the following LASAN's staff:

- John Park, john.park@lacity.org
- Thu-Van Ho, san.oncall@lacity.org

\\82MTCFS1\Div Files\On-Call Contracts\New Oncall 2014-19\TOS SN-115_Eval & Assmt for SAFE Centers\INITIATION

zero waste • one water

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

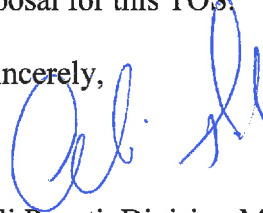
Recyclable and made from recycled waste



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

AP/TVH:tvh

Attachment: Copy of the scope of services

cc: Marisela Reyes, SRCRD
John Park, SRCRD
Yasamin Lozano, SRCRD
Lenise Marrero, WESD
Cyrus Gilani, WESD
Scott Hare, WESD
Thu-Van Ho, WESD

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

**On-call Consultant Services Contract Task Order Solicitation (TOS) SN-115
For
ASSESSMENT FOR REPAIR & IMPROVEMENT OF S.A.F.E CENTERS**

August 2019

1. Introduction

Department of Public Works, LA Sanitation and Environment (LASAN)'s Solvents/Automotives/Flammables/Electronics (S.A.F.E.) centers are permanent collection facilities for Household Hazardous Waste and other regulated wastes that are unacceptable at landfills. The S.A.F.E. centers are critical components of waste diversion and the protection of human health and the environment. The S.A.F.E. centers provide opportunities for over 200,000 City and County households to safely drop off household hazardous wastes throughout the year. (See Attachment A for location of S.A.F.E. centers)

Six S.A.F.E. centers are owned by the City of Los Angeles. The current facility operations would benefit from capital improvements and reconfiguration of the existing site layouts. All six centers need baseline site assessments. The locations need structural repair due to deferred maintenance. The Hyperion S.A.F.E. Center has experienced water damage to office, roof, and packaging supplies. Extra expenses have been incurred to clean up and dispose of contaminated runoff. The Gaffey and LAG S.A.F.E. Centers were established as semi-permanent collection facilities with no permanent structures. These facilities require a roof that covers working and collection areas and an office with utilities such as a water and sewer line. The sites are under strict regulation to prevent any contamination from washing into the groundwater. Leakage and absent roofs create a big liability in this regard. Furthermore, the Donald C. Tillman Water Reclamation Plant (DCT) has allocated land for the construction of a new permanent household hazardous waste collection facility.

Therefore, an on-call consultant is required to perform site assessments, pre-design and recommendations to upgrade S.A.F.E. Center locations.

NOTE: Proposals will only be accepted from proposers, who physically attend the pre-proposal meeting.

2. Scope of Services

LASAN is soliciting a qualified consulting firm to provide site assessment, structural design recommendations, cost estimates and construction timeline including but not limited to the following facility elements:

- a. Hyperion S.A.F.E. Center site repair and optimization
- b. Gaffey S.A.F.E. Center site reconfiguration and upgrade to a permanent facility. Upgrades to include installation of sewer connection and new waterline, clear span roof, and new office building with restroom following the 2008 Permanent Household Hazardous Waste Collection Facility Project Development Guide. (See Attachment B)
- c. LA-Glendale (LAG) S.A.F.E. Center site reconfiguration and upgrade to a permanent facility.
- d. Technical bid package - using Project Development Guide.

- e. Include recommendations on how to adapt to emerging waste streams to be collected at the facilities.
- f. Include recommendations to mitigate the impact of future regulatory requirements for the next 10 years on operating efficiency and space constraints.
- g. Include recommendations to construct a new permanent facility at DCT. Recommendations shall include, but not be limited to, a construction schedule and cost estimate (including all permit requirements). This facility will comply with current and future regulatory requirements as well as emerging waste streams.
- h. Provide findings on new technology applications available and ready for use to be implemented immediately into program operations.

The report for LAG, DCT and Gaffey S.A.F.E. Centers shall include the assessment findings and conceptual design as well as the construction cost estimate.

All interested proposers of this TOS must become thoroughly familiar with the existing plans and regulatory requirements of the Centers.

3. Term of Engagement

The term of the engagement will be 120 days.

4. Project Cost Estimate

The cost ceiling estimate will be provided by proposers not to exceed \$70,000. It will be finalized once proposals are received and negotiations are completed.

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 five (5) 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:

- John Park, John.Park@lacity.org
- Thu-Van Ho, 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 Hourly Billing Rate Summary for the proposed candidate with all respective direct and indirect costs, markups, expenses, overhead rates and profit. (See Attachment C)
- MBE/WBE/SBE/EBE/DVBE/OBE subcontractors utilized and the percent utilization.

Department of Public Works (DPW) 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);
- The Supplier Clearinghouse for the Utility Supplier Diversity Program of the California Public Utilities Commission (CPUC) (recognized by the DPW since June 1, 2016);
- Any member of California Unified Certification Program (CUCP)
- ❖ SBE/EBE/DVBE certifications certified by LABCA or State of California – Department of General Services (CA-DGS)
- 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.

Note: Women’s Business Enterprise National Council – West (This certified agency is no longer recognized by DPW since May 31, 2016)

7. Selection Criteria

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

- Ability to clearly and promptly communicate with the project team to work together, facilitate conflict resolutions and control project.
- Capability and experience in providing the Scope of Services as demonstrated by the proposal.
- Expert understanding of the importance of meeting the scope limitations and deadlines.
- Experience and proven track record with local similar constructions projects.
- Demonstrates knowledge of hazardous waste facilities and regulatory compliance.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Proven capability in resolving construction conflicts.
- Ability to effectively and rapidly meet on-going 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.

Note: Sub-consultants that are not listed on Schedule A in this contract cannot be added and/or utilized without the performance of the outreach and approval of the LASAN.

9. Task Order Manager

The LASAN’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: John Park, PE, Environmental Engineering Associate, LASAN / SRCRD, (213) 485-3970.

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

LOS ANGELES Permanent Household Hazardous Waste Collection Centers

S.A.F.E. CENTER NAME	SERVING COMMUNITIES	HOURS OF OPERATION (open to the public)	ADDRESS
Nicole Bernson (Balboa) S.A.F.E. Center	North Valley	Saturdays and Sundays 9:00am- 3:00pm	10241 N. Balboa Boulevard, Northridge, CA 91325
Gaffey Street S.A.F.E. Center	Harbor Area	Saturdays and Sundays 9:00am- 3:00pm	1400 N. Gaffey Street, San Pedro, CA 90731
Los Angeles-Glendale S.A.F.E. Center	Central Los Angeles	Saturdays and Sundays 9:00am- 3:00pm	4600 Colorado Boulevard, Los Angeles, CA 90039
Hyperion S.A.F.E. Center	Playa Del Rey	Saturdays and Sundays 9:00am- 3:00pm	7660 West Imperial Highway, Gate B Playa Del Rey, CA 90293
Randall Street S.A.F.E. Center	East Valley	Saturdays and Sundays 9:00am- 3:00pm	11025 Randall Street, Sun Valley, CA 91352
Washington Blvd. S.A.F.E. Center	East Los Angeles	Saturdays and Sundays 9:00am- 3:00pm	2649 E. Washington

ATTACHMENT B

PERMANENT HOUSEHOLD HAZARDOUS WASTE COLLECTION FACILITY
PROJECT DEVELOPMENT GUIDE

**Permanent Household Hazardous Waste Collection Facility
Project Development Guide**

URL: <https://www2.calrecycle.ca.gov/Publications/Download/898>

Publication # IWMB-2009-013

Copyright © 2008 by the California Integrated Waste Management Board. All rights reserved.
This publication, or parts thereof, reproduced with permission.

Disclaimer: This report to the Board was produced under contract by the **UCLA Engineering Extension, Department of Engineering, Information Systems, and Technical Management**. The statements and conclusions contained in this report are those of the contractor and not necessarily those of the California Integrated Waste Management Board, its employees, or the State of California and should not be cited or quoted as official Board policy or direction.

The State makes no warranty, expressed or implied, and assumes no liability for the information contained in the succeeding text. Any mention of commercial products or processes shall not be construed as an endorsement of such products or processes.

ATTACHMENT C

COST REIMBURSEMENT – BILLING SALARY RATE BASIS

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