

CITY OF LOS ANGELES

CALIFORNIA



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January 23, 2020

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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-113 LOS ANGELES GREEN BUSINESS PROGRAM (LAGBP)

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

Date and Time: Thursday, February 6, 2020, from 2:00 P.M. to 3:30 P.M.
Location: 1149 S. Broadway, Los Angeles, CA 90015
Sub-basement Conference Room 6

All **questions** regarding this TOS must be **submitted before the meeting in writing** via e-mail to the LASAN staff listed below. Additional follow-up questions may be submitted the day of the pre-bid meeting.

- Marivic Sabillo, san.greenbizla@lacity.org
- Wanda Epps, san.oncall@lacity.org

For security clearance at the Public Works Building, please email your company name, the names of your company representatives and any subcontractors who will be attending the meeting at san.greenbizla@lacity.org. (Please note that subcontractor attendance is optional, but highly recommended.) If you are an interested subcontractor and are not currently working with a prime contractor, please provide your company name and the names of the representatives who will be attending. **Please email this information by Friday, January 31, 2020 before 5:00PM.**

The deadline for submitting a proposal is Thursday, March 5, 2020, before 3:00 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:

- GreenBizLA, san.greenbizla@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

zero waste • one water

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER



TOS SN-113 ISSUANCE

1/23/2020

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NL:wae

Attachment: Scope of Services

c: Marisela Reyes, LASAN, SRCRD
Marivic Sabillo, LASAN, SRCRD
Wendy Renteria, LASAN, SRCRD
Nuna Tersibashian, LASAN, SRCRD
Wanda Epps, LASAN, ADMIN/CCU

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

On-call Consultant Services Contract

**Task Order Solicitation (TOS) for SN-113 for
the Los Angeles Green Business Program (LAGBP)**

December 2019

1. Introduction

The Los Angeles Green Business Program (LAGBP) recognizes businesses that voluntarily lower their environmental footprint by taking steps to conserve natural resources, prevent pollution, and reduce waste, thereby improving employee well-being and the livability of the City's communities. The LAGBP was previously administered under three contracts that focused on the following: 1) arts facilities, 2) hotels, and 3) other business sectors such as office/retail and restaurants. This new contract will include all three categories. The main business program is part of a larger statewide network administered by the California Green Business Network (CAGBN) and utilizes their checklist standards for certification. CAGBN's criteria focuses on waste minimization, reuse and recycling, energy efficiency and conservation, management of water resources and waste water, use of sustainable and low-toxicity products, and reduction and handling of hazardous substances. It also requires businesses to create an environmental policy that is shared with all staff. The LAGBP provides certified businesses with a certificate that is valid for 3 years. Certifications under this TOS will be based upon CAGBN checklists as published in their existing database. Certification is free for businesses and can lead to significant cost savings from reduced solid waste disposal and reduced water and electricity usage. Approximately 800 businesses have been certified through the LAGBP since it launched.

2. Scope of Services

LASAN is soliciting a qualified consultant firm to continue implementation of the LAGBP and certify green businesses using the CAGBN's checklist standards.

The following provides more details regarding the services from the qualified consultant, but are not limited to the following:

Task 1: Certification and recertification of Los Angeles based businesses utilizing the CAGBN established checklists. Utilize the CAGBN database, GreenBiz Tracker, to prepare businesses to fulfill the certification requirements. The qualified consultant will also be required to participate in monthly conference calls or in-person meetings at a minimum of once a month.

The qualified consultant will evaluate applications and audit business sectors based on the CAGBN checklist standards. Audits include compliance checks, data research on products used, in-person business site visit(s), photos of current practice and obtaining proof of adopted sustainability measures per audit recommendations. Assessors will be required to attend training sessions provided by the City of LA and program partners. LASAN is currently developing a GIS database

for the program using data directly from GreenBiz Tracker. Assessor will be expected to utilize this tool as part of the assessment. Outreach and certification packages shall include the following:

- a. Introduction to the LAGBP
- b. Instructions for applying for certification
- c. Summary of benefits to the business resulting from certification award
- d. Welcome kit with product samples during the initial site visit
- e. Email congratulating the business once certification is complete
- f. Invitation to each certified business to LAGBP events
- g. CAGBN electronic promotional toolkit

This task will be compensated based on the number of certifications completed. Compensation will be based on the size of the assessment site as indicated below. For every audit completed that does not result in certification, contractor will be compensated 10% of the full certification value.

- | | | |
|-----------------------------------------------------|------------------------------------------------------|-----------------------------------------------------------|
| <input type="radio"/> Less than 500 ft ² | <input type="radio"/> 1,000 - 5,000 ft ² | <input type="radio"/> 10,000 - 20,000 ft ² |
| <input type="radio"/> 500 - 1,000 ft ² | <input type="radio"/> 5,000 - 10,000 ft ² | <input type="radio"/> Greater than 20,000 ft ² |

Deliverables:

- Perform an on-site sustainability audit of each business and provide back-up documentation including notes, photos, etc. and enter associated information into the CAGBN database
- Documentation that provides proof of adopted sustainability measures, including receipts of purchases and photos of changes to toilets, faucets, lighting fixtures, etc. uploaded onto the CAGBN database or sent to LASAN staff
- For each year of the contract, certify a minimum of 75 new businesses and recertify a minimum of 25 businesses (arts facilities will be considered a business in this TOS)
- Within the 3-year contract period, certify a minimum of 2 new hotels and recertify a minimum of 1 hotel
- Minimum of one meeting per month regarding progress of goals with updates and status reports
- Log of business outreach/leads
- Flyers to promote the program
- Quarterly or monthly invoice that includes list of certified businesses, date of certification, summary of activities, database metrics, and website analytics

Task 2: Monitor and participate in CAGBN activities including online discussions, committees, and meetings.

Deliverables:

- Participation in CAGBN's online discussion, asking and answering questions where feasible
- Participation in CAGBN bi-annual meetings

Task 3: The qualified consultant will plan and coordinate events for certified and potential new businesses. The events will showcase green businesses already certified by the program to provide peer experience to interested businesses, encouraging business to business collaboration. Consultant will be required to procure venue, food, and other needed items for the events.

Deliverables:

- Planning and coordination of green business events
- Hold regular planning meetings
- Facilitation of discussion during the events
- Catering for each event
- Flyers to promote the events
- Event follow up

Task 4: Procurement of items needed for assessments and outreach.

- Welcome kit product samples
- Promotional items needed for outreach
- Tablets for each assessor
- Certificates

Task 5: Keep businesses engaged in the LAGBP and sustainability practices during and after certification.

- Delivery of certificates
- Develop a post-certification plan to keep businesses engaged and involved in sustainability efforts
- Share all documentation or communication via a customer relationship management (CRM) platform or other data management software
- Visit businesses after 1 year of certification

3. Term of Engagement

The term of engagement is three (3) years from the issuance date of NTP. It is estimated that the cost ceiling for this TOS is approximately \$1,300,000.00.

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 Bureau’s staff via email, no later than 3:00 pm of proposal due date indicated in cover letter:

- Wanda Epps, wanda.epps@lacity.org
- Marivic Sabillo, marivic.sabillo@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 a minimum of three (3) 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. (Sample Attached).
- 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)
- 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 certification areas of energy saving, water conservation, waste reduction, pollution prevention, green purchasing, transportation and sustainable business opportunities.
- Knowledge and understanding of the City of Los Angeles Green Business Program.
- Familiarity and understanding of different business sectors including office retail, auto mechanics, restaurants, breweries, food manufacturers, hotels, arts facilities, etc.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Expert knowledge and experience in environmental sustainability measures.
- Expert knowledge in conducting site assessments and audits of commercial properties.
- Ability to effectively seek out and reach potential businesses for certification.
- Knowledge and experience in using GIS applications.

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.

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 City's On-Call Contract Representative is: Nancy Lantin, Senior Management Analyst II, Administration Division, (310) 648-5186.

The Task Manager for this designated TOS is: Marivic Sabillo, Senior Management Analyst, Solid Resources Citywide Recycling Division, (213) 485-5252.

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.

