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May 4, 2022

ELECTRONIC MAIL

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

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-154 – HONEYWELL DCS ALARM RATIONALIZATION FIELD SUPPORT - BAVN OPPORTUNITY ID: 202760

LA Sanitation (LASAN) is soliciting responses from 24 Prime Consultants on Pre-Qualified On-Call List. Attached are details of the Task Order Solicitation (TOS) required services.

There is **no pre-proposal meeting** for this TOS. All **questions** regarding this TOS **must be submitted** in writing via e-mail to the LASAN staff listed below **by Thursday, June 2, 2022, before 5:00 P.M.**

The **deadline for proposal submission is Thursday, June 16, 2022, 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:

- Mr. Charles Lee, charles.lee@lacity.org
- Ms. Wanda Epps, san.oncall@lacity.org

Thank you for your interest and we look forward to receiving your response to this TOS. Should you decide not to submit a proposal, a **negative response is requested** with a brief explanation of the reason. Your decision to not submit a proposal will not affect your eligibility for future work.

Sincerely,

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

NL:wae

Attachment: Copy of the scope of services

c: Master Files Consultants
Nicholas Tran, LASAN Charles Lee, LASAN Vincent Kwok, LASAN David Santos, LASAN

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**City of Los Angeles
LA Sanitation and Environment (LASAN)**

On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-154 for

Honeywell DCS Alarm Rationalization Field Support

May 2022

1. Introduction

The Hyperion Water Reclamation Plant (HWRP) Control Room received a total of 608,348 alarms & events on July 11, 2021 during a flood incident. The LASAN Information & Control Systems Division (ICSD) is taking precautions to correct these issues to make the alarm screen manageable for Plant Operations. The efforts underway include identifying repetitive alarms and making corrections to reduce the number of active alarms reported to the Distributed Control System (DCS). The high volume of repetitive alarms is caused by instrument failure, process variable out of range, out-of-service equipment, loose wiring connections, instrument calibration issue and other issues related to instruments and equipment in the field.

LASAN seeks to hire experienced and knowledgeable experts who are familiar with DCS operations and/or instrumentation, troubleshooting, and maintenance. LASAN will request the services on an as-needed basis. The consultant is expected to provide on-site service for support of alarm troubleshooting, checking instruments in the field, reporting equipment conditions and making recommendations to correct problems.

2. Scope of Services

LASAN is soliciting for a qualified consultant firm to provide as-needed basis to troubleshoot instruments and equipment identified to cause repetitive alarms. The examples of work are:

- **Task 1:** Troubleshoot equipment and Instrumentation identified by the ICSD team for causing repetitive and excessive alarms.
- **Task 2:** Perform loop check with ICSD on instrument loops to check connection between the field instruments and DCS.

Task 3: Coordinate with Operations and the Instrument Shop to work on identified issues.

- **Task 4:** Ability to use the history trends provided in the Honeywell DCS to track and analyze instrument data.
- **Task 5:** Evaluate equipment conditions and propose solutions to ICSD for solving the identified issues.

3. COVID VACCINATION REQUIREMENT FOR CONSULTANTS/CONTRACTORS

For the purposes of this section the terms contractor and consultant are interchangeable and deemed to have the same meaning; and the terms subcontractor and subconsultant are interchangeable and deemed to have the same meaning.

Employees of Contractor and/or persons working on its behalf, including, but not limited to, subcontractors (collectively, “Contractor Personnel”), while performing services under this Agreement and prior to interacting in person with City employees, contractors, volunteers, or members of the public (collectively, “In-Person Services”) must be fully vaccinated against the novel coronavirus 2019 (“COVID-19”). “Fully vaccinated” means that 14 or more days have passed since Contractor Personnel have received the final dose of a two-dose COVID-19 vaccine series (Moderna or Pfizer-BioNTech) or a single dose of a one-dose COVID-19 vaccine (Johnson & Johnson/Janssen) and all booster doses recommended by the Centers for Disease Control and Prevention. Prior to assigning Contractor Personnel to perform In-Person Services, Contractor shall obtain proof that such Contractor Personnel have been fully vaccinated. Contractor shall retain such proof for the document retention period set forth in this Agreement. Contractor shall grant medical or religious exemptions (“Exemptions”) to Contractor Personnel as required by law. If Contractor wishes to assign Contractor Personnel with Exemptions to perform In-Person Services, Contractor shall require such Contractor Personnel to undergo weekly COVID-19 testing, with the full cost of testing to be borne by Contractor. If Contractor Personnel test positive, they shall not be assigned to perform In-Person Services or, to the extent they have already been performing In-Person Services, shall be immediately removed from those assignments. Furthermore, Contractor shall immediately notify City if Contractor Personnel performing In-Person Services (1) have tested positive for or have been diagnosed with COVID-19, (2) have been informed by a medical professional that they are likely to have COVID-19, or (3) meet the criteria for isolation under applicable government orders.

4. Term of Engagement and Cost Estimate

The term of engagement is from the issuance date of the Notice to Proceed (NTP) through July 22, 2024. It is estimated that the cost ceiling for this TOS is approximately \$149,000.

5. Solicitation Schedule (Tentative)

- Issue Task Order SolicitationDate of Cover Letter.
- Receive Solicitation Responses.....As indicated in Cover Letter.
- Conduct Interviews if necessary.....12 weeks after issuance of TOS.
- Select and Negotiate.....14 weeks after issuance of TOS.
- Execute Task Agreement Form.....16 - 24 weeks after issuance of TOS.

- **Estimated Project Start Date: July 1, 2022**

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

- Charles Lee, Charles.Lee@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) for a pledged amount
- 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.
- If a subconsultant needs to be added to Schedule A, use Mini Outreach Subconsultant Phone Log template uploaded to LABAVN for this TOS.
- Statement pertaining to the candidate's availability.

7. Selection Criteria

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

- A. Consultant Qualifications, Experience, and Expertise
 - 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 for solving problems.
 - Knowledge and understanding of the Bureau's strategies and goals in alarm rationalization and related activities.
 - Expert knowledge and experience in relation to Instrumentation and Controls as well as City operations and practices.
 - Ability to effectively and rapidly meet on going needs for the stakeholder activities.

- B. Personnel Qualifications, Experience, and Expertise
 - Expert knowledge and work experience associated with understanding of the issues, options, and approaches related to the water Integrated Resources Plan.
 - Expert knowledge and experience in facilities planning issues in relation to stormwater, wastewater, recycled water, as well as City operations and practices.
- C. Technical Approach
 - Familiarity and understanding of IRP activities, studies, and projects.
 - Familiarity and understanding of IRP goals, mission, and objectives.
- D. Project Management Approach
 - Ability to effectively and rapidly meet on going needs for the related stakeholder activities.
 - Experience and proven track record with local stakeholders.
- E. Competitive Fees and Costs
 - The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
 - Direct and indirect costs, markups, expenses, overhead rates and profit will be considered.

8. 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. Minority, women, small, emerging, disabled veteran owned and controlled businesses must be considered along with other business enterprises whenever possible as sources of subconsulting services.

Note: Sub-consultants that are not listed on Consultant's current Schedule A - LIST OF POTENTIAL MBE/WBE/SBE/EBE/DVBE/OBE SUBCONSULTANTS (which includes any previously approved mini outreach) cannot be included in a proposal and/or utilized without the performance of a mini outreach and approval of said outreach by LASAN. A Request to Add Sub(s) should be made at least 10 business days prior to proposal due date. If a consultant needs to add a sub to their Schedule A, please see the Mini Outreach Phone Log and Instructions to Add Sub document associated with this TOS and available for download within the Los Angeles Business Assistance Virtual Network (LABAVN). When a CONSULTANT receives from LASAN an approved Request to Add Sub(s), approved sub(s) then may be included in the proposal.

9. Task Order Manager

LASAN On-Call Contracts Representative: Nancy Lantin, Sr. Management Analyst II, On-Call Contracts Representative, Administration Division, (213) 440-8237, nancy.lantin@lacity.org.

Designated Task Manager for this TOS: Charles Lee, Control Systems Engineer, Information & Control Systems Division, (310) 648-5450, charles.lee@lacity.org.

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