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February 1, 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-147 CENTRAL LOS ANGELES RECYCLING AND TRANSFER STATION (CLARTS) ROOF REPLACEMENT, SOLAR PANEL INSTALLATION & REHABILITATION – LABAVN OPPORTUNITY ID: 201907

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 following LASAN staff by **Tuesday, March 1, 2022, before 5:00 P.M.**

- Mr. Raymond Olivares, raymond.olivares@lacity.org
- Ms. Wanda Epps, san.oncall@lacity.org

The **deadline for proposal** submission is **Thursday, March 10, 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. Raymond Olivares, raymond.olivares@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 Khalil Gharios, LASAN Raymond Olivares, LASAN
Miguel Zermeno, LASAN Timmie.Deramos, LASAN David Santos, LASAN

zero waste • zero wasted water

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste



City of Los Angeles
LA Sanitation and Environment (LASAN)
On-call Consultant Services Contract
Task Order Solicitation (TOS) SN-147 for
DESIGN AND ENGINEERING SERVICES FOR THE CENTRAL LOS ANGELES
RECYCLING AND TRANSFER STATION (CLARTS) ROOF REPLACEMENT AND SOLAR
PANEL INSTALLATION CONSTRUCTION PROJECT

February 2022

1. Introduction

During the construction of Central Los Angeles Recycling and Transfer Station (CLARTS) roof replacement and installation of solar panels on the new roof of the tipping floor building, LASAN will need **design and engineering support** to ensure that the project is delivered based on the project schedule and allocated budget. CLARTS is a solid waste facility owned by the City of Los Angeles.

The engineering firm shall have experience and expertise in construction projects to provide these services to LASAN and ensure that the work is performed properly, accurately, and that the contractor follows the design plans and construction specifications for this project.

2. Scope of Services

LASAN is soliciting for a qualified consultant engineering firm (Consultant) to **provide support with design and engineering services** related to the construction of the CLARTS Roof Replacement and Solar Panel Installation (Project). The engineering and design support to LASAN include but are not limited to: requests for information (RFI) review and response, review and approve submittals, revise original plans, additions to original plans and complete permit approval process with the Los Angeles Department of Building and Safety (LADBS) to make plans Ready to Issue (RTI), engineer's cost estimate for materials and service, project scheduling, and other technical support as needed.

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

Task 1: Project Coordination

The Consultant shall participate in the following meetings with LASAN:

- Pre-construction meetings, mandatory Contractor job walk meeting, meeting(s) to review the planned construction phase (i.e., schedule and cost). In addition, the Consultant shall attend meetings with LASAN and the selected contractor after the award of the construction work.

Task 2: Design Services

- The Consultant shall revise design documents for the CLARTS facility improvements as necessary to complete the LADBS plan check process. The consultant will include design and specifications for upgrades to the existing blower system to include an activated carbon air filtration system and update related electrical systems accordingly.
- The Consultant will provide a final submittal at the 100% design level with a single review of the revised drawings.
- The Consultant will develop the engineer's cost estimate for the construction based on the final design using the City of Los Angeles, Bureau of Engineering estimating guidelines as the basis of the engineering estimate.
- The Consultant to support LASAN staff in accessing and utilization of the City's E2020 construction management program. E2020 sub-consultant will provide on-site training and coordination for document upload and support on the E2020 system and will support/facilitate LASAN staff enrollment for system access.

Task 4: Permitting

- The Consultant will support the permit application process and coordination with LADBS. As part of this task, the consultant will cover associated permit fees as well as those permit fees incurred to date.

Task 5: Construction Support Services

Since this project is for rehabilitation of critical electrical infrastructure while maintaining operation of the facility, significant coordination efforts will be required. During the construction phase, the consultant shall provide the following services including permit application support and construction scheduling support, RFI support/review as follows:

- Attend the pre-bid meeting and respond to bid questions.
- Provide bid phase support to respond to bidder questions.
- Provide scheduling support services. Consultant to provide a dedicated scheduler during the construction phase to track as-built schedule, delays, modifications, etc.
- Attend bi-weekly progress meetings
- Review Shop Drawing Submittals
- Provide responses to RFIs
- Develop draft and final as-built contract plans.
- Provide support to potential change orders related to the design and contractor's cost estimate
- Provide CM support services. Consultant to provide a dedicated construction manager during the construction phase who is proficient in the E2020 software.

Task 6: Additional As Needed Services

- If needed the Consultant shall conduct a site investigation as part of a detailed data gathering effort which includes but is not limited to:
- Addressing poor documentation for panel board load schedules, and lack of spare breakers.
- Collecting data for fault current, protective device selective coordination, and arc flash studies. Data collection will also be needed from LADWP, as-built drawings, and from site investigations, to document data for studies (e.g. impedances for transformer, feeder cables, emergency generator, etc.).
- If needed the Consultant shall assist with development/refinement of the project scope such as overall project schedule and the need for potential transformer and upgrading LADWP service as part of future electrical load demands
- Any miscellaneous, as-needed services shall be assigned and solely directed by LASAN Project Manager. Scope of work, costs, deliverables, and schedules for these as-needed tasks shall be negotiated and mutually agreed upon by LASAN and the consultant.

In addition, all interested proposers of this TOS must be thoroughly familiar with Attachment B: Permit Set Plans_Dated 06 22 2017 and Attachment C: Specifications Issued for Permit_Dated 06 22 2017.

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") must be fully vaccinated against the novel coronavirus 2019 ("COVID-19") prior to (1) interacting in person with City employees, contractors, or volunteers, (2) working on City property while performing services under this Agreement, and/or (3) coming into contact with the public while performing services under this Agreement (collectively, "In-Person Services"). "Fully vaccinated" means that 14 or more days have passed since Contractor Personnel has 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 has been fully vaccinated. The contractor shall retain such proof for the document retention period set forth in this Agreement. The contractor shall grant medical or religious 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 date that LASAN issues the Notice to Proceed (NTP) through July 22, 2024, the TOS expiration date. It is estimated that the cost ceiling for this TOS is \$99,000.

5. Solicitation Schedule (Tentative)

- Issue Task Order Solicitation Date of Cover Letter.
- Receive Solicitation Responses.....As indicated in Cover Letter.
- Conduct Interviews if necessary.....3 weeks after issuance of TOS.
- Select and negotiate.....4 weeks after issuance of TOS.
- Execute Task Agreement Form.....6 weeks after issuance of TOS.

- **Estimated Project Start Date:**

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:

- Raymond Olivares, Raymond.olivares@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.
- Ability to clearly and promptly communicate with the project team to work together, facilitate conflict resolutions and control the project.
- Expert in understanding the importance of meeting the scope limitations and deadlines.
- Familiarity and understanding of the Engineering and Design Services for CLARTS Roof Replacement, Solar Panel Installation & Rehabilitation project, and the associate tasks.
- Experience and proven track record with local similar constructions projects.
- Proficient with using the E2020 program for construction management projects.

B. Technical Approach

- Familiarity and understanding structural and electrical design and codes.

C. Project Management Approach

- Ability to effectively and rapidly meet ongoing needs for the related design, construction, and management of various contractors and City departments (BCA, BOE, LASAN, LADWP, LADBS)
- Proven capability in resolving construction conflicts.

D. 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 the 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: Raymond Olivares, Environmental Engineering Associate, Solid Resources Processing and Construction Division (SRPCD), (213) 485-2320, raymond.olivares@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	\$	\$	\$	\$	\$	\$				