

# CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI  
MAYOR

March 1, 2022

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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-135 – TECHNICAL SUPPORT FOR URBAN LAKES REAL-TIME MONITORING SYSTEMS

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). To be considered responsive, Prime Consultants must attend a **mandatory** virtual pre-proposal meeting to be held on:

Date and Time:	Tuesday, March 15, 2022, from 10:00 A.M. to 11:00 A.M.
Location:	Virtual: <a href="https://meet.google.com/sry-mudp-xxn">meet.google.com/sry-mudp-xxn</a>
By Phone:	(US) +1 617-675-4444 (PIN: 438 580 497 3188#)
BAVN ID:	See RAMP Opportunity ID: <b>202152</b>

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

- Mr. Clifford Shum, [clifford.shum@lacity.org](mailto:clifford.shum@lacity.org)
- Mr. Bryan Truong, [bryan.truong@lacity.org](mailto:bryan.truong@lacity.org)
- Ms. 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 submission** is **Wednesday, April 20, 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. Clifford Shum, [clifford.shum@lacity.org](mailto:clifford.shum@lacity.org)
- Mr. Bryan Truong, [bryan.truong@lacity.org](mailto:bryan.truong@lacity.org)
- Ms. 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. 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 and Environment

*zero waste • zero wasted water*

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste



NL:wae

Attachment: Scope of Services

c: Master Files  
Alfredo Magallanes, LASAN  
Jon Ball, LASAN  
Clifford Shum, LASAN  
Bryan Truong, LASAN  
Taraneh Nik-Khah, LASAN

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

**On-call Consultant Services Contract**

**Task Order Solicitation (TOS) SN-135 for**

**Technical Support for Urban Lakes Real-Time Monitoring Systems**

**March 2022**

**1. Introduction**

LASAN, Watershed Protection Division (WPD) currently utilizes real-time monitoring systems to monitor water quality, weather, and other conditions at urban lakes across Los Angeles, including Echo Park Lake, Lincoln Park, Lake, MacArthur Park Lake, and Machado Lake. These systems are comprised of *in-situ* water quality sensors, weather stations, and other instruments that measure:

Water Quality

- pH
- Dissolved Oxygen
- Temperature
- Conductivity
- Turbidity
- Dissolved Organic Material
- Chlorophyll-a
- Blue Green Algae

Weather

- Air Temperature
- Solar Intensity
- Rainfall
- Barometric Pressure
- Wind Speed/Direction

Flow/Level

- Water Level
- Water Velocity
- Flow (Q)

These real-time monitoring systems are an essential tool used by Lake Managers for active assessment of water quality in the City's urban lakes and allow for early detection of hazardous or suboptimal lake conditions (e.g., harmful algal blooms, oxygen depletion, highly turbid runoff, etc.), thus enabling Lake Managers to mitigate public health risks, prevent fish kills, or lessen the deterioration of rehabilitated lake ecosystems. In addition, the real-time monitoring system is an important component of maintaining the City's compliance with water quality objectives, such as Nutrient TMDL compliance targets and other receiving water limitations in the MS4 NPDES permit. These systems also collect other useful data on seasonal trends and how weather patterns (e.g., rainfall) can affect water quality parameters. Proper operations and maintenance (O&M) and development of the real-time monitoring systems will ensure continuity and availability of this useful resource, and will help inform future management actions taken to protect the investment in these lakes.

The current real-time monitoring system used at Echo Park Lake, Lincoln Park Lake, and Machado Lake requires extensive knowledge of data loggers (and programming language), internet/network protocols, and various water quality and weather instrumentation to properly

operate and maintain the data collection and storage systems. Given the highly technical and time-intensive nature of this work, LASAN staff are not able to adequately perform all of the necessary functions to keep this equipment running at its optimal level, especially since these monitoring systems are likely to be expanded to new lake and wetland projects in the near future. This TOS seeks to fulfill provisions of the Los Angeles Flood Control District (LACFCD) Safe Clean Water Municipal Program (SCWP), which funds this TOS.

## **2. Scope of Services**

The scope of work includes technical support and services to properly operate and maintain this real-time monitoring system. In addition, depending on operational need, the consultant firm may be required to develop and implement strategies to improve how the systems store and display data, and to expand the functionality of existing monitoring stations.

The services to be provided include:

- Task 1:** Development of Standard Operating Procedures (SOP) for the proper operation, maintenance, and calibration of the real-time monitoring systems. Specific tasks include but are not limited to:
- a) Conducting site visits with LASAN staff to become familiar with existing monitoring system.
  - b) Compiling information for SOP to properly operate and maintain the real-time monitoring system.
- Task 2:** Quality Assurance/Quality Control (QA/QC) review of water quality data to ensure data reliability, accuracy, and completeness. Specific tasks include but are not limited to:
- a) Conducting quarterly instrument calibrations and quality control checks (water quality monitoring stations and weather station).
  - b) Weekly QA/QC checks for instrument errors, sensor drift, numerical anomalies, and datalogging accuracy.
- Task 3:** Operations and Maintenance (O&M) of real-time monitoring systems to ensure proper function and consistent system uptime. Specific tasks include but are not limited to:
- a) Troubleshooting and repairs (as-needed) for instrument errors, networking issues, or programming modifications.
  - b) Acquisition of miscellaneous hardware, accessories, and consumables necessary (or as directed by WPD) to keep the system running in proper order.
- Task 4:** As-needed support. Specific tasks include but are not limited to:
- a) Water sampling activities to troubleshoot or calibrate sensors.
  - b) Development of comprehensive data display for use by LASAN staff.
  - c) Expansion of system to include additional parameters or other urban lake projects.

Deliverables:

- Monthly meetings (approximately) and/or conference calls with WPD staff to discuss assignments, deadlines, findings, or coordination of monitoring activities.
- Monthly status report including data summary and discussion of existing or potential water quality impairments. WPD may request more frequent updates in the event of severe water quality impairments.
- Quarterly validated water quality datasets for each urban lake real-time system.
- Comprehensive SOP manual for optimal management of the real-time monitoring system.
- Provide as-needed technical support in a timely manner, so that LASAN can meet TMDL monitoring and reporting deadlines.

### **3. Safe Clean Water Municipal and Regional Requirements**

The selected consultant(s) will be required to meet the Los Angeles County Flood Control District (LACFCD) Safe Clean Water Municipal Agreement No. 2020MP47 (Attachment B, incorporated herein by reference) provisions for this TOS, as outlined below, which is being fully funded with Safe Clean Water Funds. Consultants seeking additional information regarding the requirements of the Municipal Transfer Agreements may visit the LAFCD website at <https://safecleanwaterla.org/>.

Specific SCWP provisions of the Municipal Agreement between LACFCD and City of Los Angeles that apply to this TOS include:

1. EXHIBIT A – ANNUAL PLAN CONTENTS: Sections A-3; A-4; A-7.
2. EXHIBIT B – GENERAL TERMS AND CONDITIONS: Section B-10. Compliance with SCW Program ([Chapters 16 and 18 of the Los Angeles County “Flood Control District Code”](#)); Section B-11. Compliance with Law, Regulations, etc.; Section B-26 Reporting.
3. EXHIBIT D – OPERATIONS AND MAINTENANCE GUIDANCE DOCUMENT: Section 7. Ongoing Monitoring Activities.

### **4. 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.

## **5. 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 \$780,000.

## **6. Solicitation Schedule** (Tentative)

- Issue Task Order Solicitation .....Date 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 From.....16 - 24 weeks after issuance of TOS.
  
- **Estimated Project Start Date: November 1, 2022.**

## **7. 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 e-mail, no later than 2:00 pm of proposal due date indicated in cover letter:

- Bryan Truong, bryan.truong@lacity.org
- Clifford Shum, clifford.shum@lacity.org
- Wanda Epps, wanda.epps@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.
- 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.

## **8. Selection Criteria**

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

- A. Consultant Qualifications, Experience, and Expertise
  - Expert knowledge and experience related to real-time remote monitoring systems.
  - Expert knowledge and understanding of water quality objectives that apply to Los Angeles urban lakes.
  - Experience in Campbell Scientific data logger set-up and integration of various sensors (i.e., EXO sondes, telemetry system, flowmeter and ISCO autosampler).
- B. Personnel Qualifications, Experience, and Expertise
  - Expert knowledge and experience related to real-time remote monitoring systems.
  - Expert knowledge and understanding of water quality objectives that apply to urban lakes.
- C. Technical Approach
  - Familiarity and understanding of Quality Assurance/Quality Control fundamentals in relation to water quality data.
  - Familiarity and understanding of principles of data quality and validation.
- D. Project Management Approach
  - Ability to effectively meet deadlines and to respond quickly to LASAN's needs.
- E. Competitive Fees and Costs

- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.

## **9. 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. 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.**

## **10. Task Order Manager**

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

The Task Managers for this designated TOS are: Clifford Shum, Acting Water Biologist III, Watershed Protection Division, (323) 342-1554, [clifford.shum@lacity.org](mailto:clifford.shum@lacity.org).

Bryan Truong, Senior Chemist, Watershed Protection Division, (323) 342-1502, [bryan.truong@lacity.org](mailto:bryan.truong@lacity.org).

## **11. 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	\$	\$	\$	\$	\$	\$				