

# CITY OF LOS ANGELES

CALIFORNIA

## BOARD OF PUBLIC WORKS MEMBERS

KEVIN JAMES  
PRESIDENT

MONICA RODRIGUEZ  
VICE PRESIDENT

MATT SZABO  
PRESIDENT PRO TEMPORE

MICHAEL R. DAVIS  
COMMISSIONER

BARBARA ROMERO  
COMMISSIONER



ERIC GARCETTI  
MAYOR

## BUREAU OF SANITATION

ENRIQUE C. ZALDIVAR  
DIRECTOR

TRACI J. MINAMIDE  
CHIEF OPERATING OFFICER

VAROUJ S. ABKIAN  
ADEL H. HAGEKHALIL  
ALEXANDER E. HELOU  
ASSISTANT DIRECTORS

NEIL M. GUGLIEMO  
CHIEF FINANCIAL OFFICER

WASTEWATER ENGINEERING SERVICES DIVISION  
2714 MEDIA CENTER DRIVE  
LOS ANGELES, CA 90065  
FAX: (323) 342-6210 OR 6211

November 18, 2013

Electronic Mail  
File: TOS-S67-INI

To: Bureau of Sanitation Pre-Qualified On-call Contract Consultants

### **Re-issuance of Task Order Solicitation TOS S67 – Household Hazardous Waste (HHW) Destination Facility Audit**

The City is soliciting responses from the entire Pre-Qualified On-Call Consultant List. Attached are details of the Task Order Solicitation (TOS) required services.

The deadline for the proposal submittal has been extended to **Thursday, December 5, 2013**. If your firm is still interested in this TOS, please submit the proposal to the following Bureau of Sanitation's staff via e-mail no later than 2:00 p.m. on the indicated due date:

- Debbie Pham, [debbie.pham@lacity.org](mailto:debbie.pham@lacity.org)
- Brian Ahn, [brian.ahn@lacity.org](mailto:brian.ahn@lacity.org)

Thank you for your interest and we look forward to receiving your response to this TOS.

Sincerely,

*for* Ali Poosti, Division Manager  
Wastewater Engineering Services Division  
Bureau of Sanitation

AP:tvh

c: Abdulsamad Danishwar  
Debbie Pham  
Daniel Meyers  
Brian Ahn



**City of Los Angeles  
Department of Public Works  
Bureau of Sanitation**

**Pre-qualified Sanitation On-Call consultant Services**

**Task Order Solicitation (TOS) for Household Hazardous Waste (HHW) Destination  
Facility Audit – TOS S67**

**October 2013**

**1. Introduction**

The improper disposal of RSM (Residential Special Materials) such as paint, batteries, solvents, and other unwanted chemicals can contaminate groundwater and deplete natural resources. Therefore, California Resources Code 41500 and California State Regulation, Title 14, Section 18751.1 require all jurisdictions to operate programs to collect and recycle RSM.

As a result, the Bureau of Sanitation has created an elaborate infrastructure consisting of permanent Solvents, Automotives, Flammables, and Electronics (S.A.F.E.) Collection Centers, temporary mobile, community collection events, and universal waste collection points to provide residents with safe, convenient and legal means to properly recycle and/or dispose of their RSM.

The City's RSM program has significantly expanded over the years to meet the demand for safe and convenient RSM disposal options. The City now operates seven (7) S.A.F.E. Centers open every weekend to both City and County residents. In addition to permanent collection facilities, the City's program has expanded to include: collection of batteries at over two hundred (200) locations, including all City libraries; collection of sharps at thirty seven (37) locations, including twenty four (24) senior citizen facilities, and two (2) City facilities; construction and operation of fourteen (14) marina used oil collection sites; establishment and management of two hundred and ten (210) used oil Certified Collection Centers; twenty (20) annual used oil collection events, six (6) annual e-waste collection events; and two (2) annual mobile RSM collection events.

In the last ten (10) years alone the quantity of RSM waste collected annually has increased from 3.2 million pounds to 8.0 million pounds. The City needs to ensure that RSM collected under its program are recycled and disposed through facilities that are in compliance with local, state, and federal regulations as well as safety compliance per OSHA/Cal OSHA.

**2. Scope of Services**

A consulting firm is needed to provide technical services related to the audit of City's RSM/HHW Program destination facilities. The consultant will prepare an Audit Plan to inspect and audit the Primary RSM contractor facilities as well as its downstream vendors; assist with facility audits and preparation of audit reports. The audits are to focus on suitability of the facilities to process City's RSM/HHW including having all the required permits, compliance

with local, state, and federal regulations as well as safety compliance as per OSHA/Cal OSHA, history of any non-compliances, fines, and correcting of problems.

The following provides more details regarding the services of the qualified consultant:

### **First Stage**

**Task 1:** Development of Audit Manual including, but not limited to:

- a. Hazardous waste facility evaluation method
- b. Mitigation process when non –compliances and violations are encountered

Deliverables:

- Audit Manual

Deliverable Due

January 2014

### **Second Stage**

**Task 2:** Eight Hazardous Waste Facility Inspection and Preparation of Audit Reports

Deliverables:

- Inspection and Audit Reports

Deliverable Due

April 2014

## **3. Terms of Engagement**

The term of the engage is for 12 months from the issuance of the Notice to Proceed. The cost ceiling for the TOS shall not exceed \$140,000.

## **4. Solicitation Schedule**

- |                                    |                               |
|------------------------------------|-------------------------------|
| • 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 electronically to the following BOS staff:

- Brian Ahn at [Brian.Ahn@lacity.org](mailto:Brian.Ahn@lacity.org), and
- Debbie Pham at [Debbie.Pham@lacity.org](mailto:Debbie.Pham@lacity.org)

Solicitation Responses shall include:

- Resume demonstrating that the candidate is capable of meeting the requirements of the Scope of Work. Resumes shall include work experience history with dates, and reference from past employers, owners, and/or organizations.
- Proposed Hourly Billing Rate Summary (Sample attached).
- Provide proposed individual cost breakdown by tasks.
- Provide breakdown of estimated time for completion of work.
- MBE/WBE/OBE subcontractors utilized and the percent utilization.
- 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 proving the Scope of Services as demonstrated in the proposal.
- Expert knowledge and work experience associated with the understated issues, options, and approaches related to inspection and audit of hazardous waste facility.
- Familiarity and understanding of developing hazardous waste facility audit manual.
- The value offered to City considering cost in comparison to capabilities and experience of the candidates.
- Proven experience and capability in preparing quality reports.

## **7. Suggested MBE/WBE Participation Levels**

The City had set anticipated participation levels (APLs) of 18 percent and 4 percent for MBE/WBE participation, respectively, for TOS over \$100,000.

For proposal with cost ceiling of less than or equal to \$100,000, the MBE/WBE anticipated participation levels will not apply. However, the consultant is still encouraged to utilize MBE/WBE/OBE sub-consultants wherever feasible.

## **8. Task Order Manager**

The City'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: Brian Ahn, Environmental Engineer, Solid Resources Citywide Recycling Division, (213) 485-3827.

## **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.

**HOURLY BILLING RATES**  
(To be submitted for each Task Order Solicitation)

FIRM	Status	Last Name	First Name	Position	Rate (\$/hr)	Approved Overhead Rate	Approved Profit	Billing Rate (\$/hr)	Effective Date	Notes
PRIME FIRM	Prime	LastPrime	FirstPrime	Task Manager						
PRIME FIRM	Prime	LastPrime	FirstPrime	Sr Engineer						
PRIME FIRM	Prime	LastPrime	FirstPrime	Associate Engineer						
PRIME FIRM	Prime	LastPrime	FirstPrime	Technician						
OBE FIRM NAME1	OBE	Last	First	Position						
OBE FIRM NAME2	OBE	Last	First	Position						
MBE FIRM NAME1	MBE	Last	First	Position						
MBE FIRM NAME2	MBE	Last	First	Position						
WBE FIRM NAME	WBE	Last	First	Position						

Firm Name	Status	Fee	% Fee
OBE FIRM NAME1	OBE		
OBE FIRM NAME2	OBE		
MBE FIRM NAME1	MBE		
MBE FIRM NAME2	MBE		
WBE FIRM NAME	WBE		

Summary	Total Fee (\$)	% Fee
Total OBE		
Total MBE		
Total WBE		
Prime		
Total		100%