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

February 24, 2014

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

Electronic Mail
File: TOS S71 INI

Issuance of Task Order Solicitation (TOS) S71 – City of Los Angeles Brownfields Program Assistance

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 is **Monday, March 17th, 2014**. If your firm is 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:

- Thu Van Ho, thu-van.ho@lacity.org
- Nuna Tersibashian, nuna.tersibashian@lacity.org

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

Sincerely,

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

AP:fl

c: Abdulsamad Danishwar
Nuna Tersibashian
Thu Van Ho



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

Pre-Qualified Sanitation On-call Consultant Services Contract

Task Order Solicitation for Oncall Brownfields Program Consultant 5-Year Update

January 2014

1. Introduction

The City's Brownfields Program (Program) is an interdepartmental effort working closely with Mayor's office, Council offices and other departments. The primary goal of the Program is to provide information, assistance, technical expertise and funding to enable the reuse or redevelopment of properties that may be contaminated by a prior use. Many of these properties in Los Angeles are located in disadvantaged communities. The Brownfields Program provides all or part of the assessment, investigation, cleanup of contamination and the return to beneficial use of these properties. The reuse of these properties is incorporated into the City's economic development, housing, and community revitalization programs.

2. Scope of Services

The selected contractor(s) may be asked to provide the Los Angeles City Brownfields Program with professional assistance in any or all of the following areas:

Task 1: Provide on-call technical consultation and research pertaining to various site-specific, regulatory, and programmatic brownfields issues such as:

- a. Identify strategies for sustainable design, best practices, beautification, or other environmentally-related improvements to brownfields sites and developments;
- b. Evaluate specific brownfields sites to estimate technical assessment or cleanup that might be needed to remedy potential or identified contamination;
- c. Provide information on ownership, land use, infrastructure, or other development planning information for brownfields properties; and/or
- d. Research legislative, regulatory, or policy issues related to brownfields development.

Task 2: Grant Writing

- a. Track and analyze brownfields grant program opportunities such as what grant and other support programs are available to the City and property owners, and the criteria for participating in these programs;
- b. Assist in the preparation of applications for US EPA Brownfields Assessment and Cleanup Grants; and/or

- c. Assist in the preparation of applications for brownfields-related grants from State of California agencies such as from the Department of Toxic Substances Control and the Water Resources Control Board.

Task 3: Provide project delivery services for potential or actual grant-funded brownfield sites within the City of Los Angeles such as:

- a. Follow up on requests for information from the public and government agencies about the City's Brownfields Program such as what funding programs are available to brownfields properties;
- b. Assist in identifying and communicating with property owners who may receive assessment or cleanup services from the City's Brownfields Program; and/or
- c. Research and track brownfields sites within the City of Los Angeles that are current or potential recipients of brownfield support services.

Task 4: Develop promotional materials for the City's Brownfields Program such as:

- a. Providing assistance in publicizing City's Brownfields Program and availability of services to City departments, non-profit organizations, redevelopment organizations and private property owners; and/or
- b. Provide assistance in recording and publicizing progress and successes of the City's Brownfields Program including writing and layout of short articles, brochures, flyers, and text for City's Brownfields Program website.

Task 5: Provide IT services including web development and computer mapping (GIS) services such as:

- a. Help migrating current site tracking information onto other established City Systems such as ZIMAS and Navigate LA;
- b. Upgrade appearance and content of Brownfields Program website; and/or
- c. Creating maps for public outreach materials, grant applications, outreach within the City or to other governmental agencies.

3. Term of Engagement

The term of engagement until June 30, 2015. It is estimated that the cost ceiling for this TOS is approximately \$40,000.

4. Solicitation Schedule

- Issue Task Order SolicitationDate 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 electronically submitted to the following Bureau staff no later than 2:00 pm of proposal due date to:

- Nuna Tersibashian, nuna.tersibashian@lacity.org.
- Thu-Van Ho, thu-van.ho@lacity.org

Solicitation Responses shall include:

- Resume(s) demonstrating that the candidate is capable of meeting the requirements of the Scope of Work. Resume(s) shall include work experience history with dates, and references from past employers, owners, and/or organizations;
- Provide a proposed individual cost breakdown by task;
- Provide a hourly rate 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/OBE subcontractors utilized and the percent utilization;
- Provide a valid MBE/WBE Certifications of MBE/WBE subcontractors utilized; and
- Statement pertaining to each candidate's availability.

6. Selection Criteria

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

Qualifications and Experience:

- Knowledge of brownfields challenges faced by the City of Los Angeles, such as where most brownfields are located and why they are difficult to redevelop.
- Familiarity with the responsibilities of Los Angeles City departments relevant to the City's Brownfields Program, including by not limited to, the Department of Recreation and Parks, Housing and Community Investment, Economic and Workforce Development Department, Department of Water and Power, Mayor's and City Council offices.
- Knowledge of the City's redevelopment programs in various City departments.
- Familiarity with State of California and Federal Brownfields grant programs.
- Familiarity with the regulatory roles of federal, state, county and City agencies related to brownfields assessment and cleanup. These include, but are not limited to the Los Angeles City Fire Department Underground Tank Program, California Department of Toxic Substances Control, California Regional Water Quality Control Board, US Environmental Protection Agency.
- Familiarity with the requirements of environmental assessment and cleanup documents such as the contents of Phase I and Phase II Environmental Assessments and Remedial Action Plan.

- Experience in writing successful applications for US EPA Brownfields Grants including familiarity with sources of background information required for such applications.

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: Nuna Tersibashian, Environmental Specialist, Solid Resources Citywide Recycling Division, (213) 485-3791.

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%