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February 8, 2023

ELECTRONIC MAIL

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

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-171 – COMPLIANCE STRATEGY DEVELOPMENT FOR STORMWATER PROGRAM - RAMP OPPORTUNITY ID: 206011

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 **Wednesday, March 8, 2023**, before 5:00 P.M.

- Mr. Alfredo Magallanes, alfredo.magallanes@lacity.org
- Ms. Wanda Epps, san.oncall@lacity.org

The **deadline for proposal submission is Wednesday, March 22, 2023, 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. Alfredo Magallanes, alfredo.magallanes@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 On-Call Consultants List Alfredo Magallanes, LASAN CCU Staff

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-171 for

Compliance Strategy Development for the Stormwater Program

February 2023

1. Introduction

LASAN is responsible for the implementation of the MS4 Permit (Stormwater Permit) for the entire City of Los Angeles. By 2026 the City is responsible to have met the final TMDL compliance milestone for wet weather bacteria in Santa Monica Bay and Ballona Creek or face mandatory and discretionary financial penalties from the Regional Water Control Board (RWCB). LASAN management is moving forward with a realistic and implementable stormwater quality capital program but not to the level of meeting the final compliance milestones.

2. Scope of Services

Task 1

LASAN is soliciting for a qualified consultant firm to assist staff in the developing of regulatory compliance strategies that could be presented to the RWCB as alternatives in satisfying the permit requirements and possibly minimize financial liabilities. This work shall include, but is not limited to: performing expert analyses and reviews of current stormwater regulatory management strategies at the local, state, and federal levels, draft and final report preparation of proposed stormwater compliance strategies, draft and final implementation plan for selected stormwater compliance strategy, as well as providing support for meetings.

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

Deliverables:

- Draft and Final Stormwater Compliance Strategies Report
- Draft and Final Stormwater Compliance Implementation Strategy Plan
- Meeting Support (presentations, handouts, etc.)

Task 2: As needed technical stormwater support

The qualified consultant may be tasked with other regulatory support services. Such support services shall be on an as-needed/as-directed basis.

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 issuance date of the Notice to Proceed (NTP) through July 22, 2024. It is estimated that the cost ceiling for this TOS is approximately \$140,000.

5. Solicitation Schedule (Tentative)

- Issue Task Order Solicitation Date of Cover Letter.
- Receive Solicitation Responses.....As indicated in Cover Letter.
- Conduct Interviews if necessary 5 weeks after issuance of TOS.
- Select and Negotiate..... 6 weeks after issuance of TOS.
- Issue Task Work Order 6 weeks after issuance of TOS.

- **Estimated Project Start Date:** April 2, 2023.

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:

- Alfredo Magallanes, alfredo.magallanes@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 below**).
- MBE/WBE/SBE/EBE/DVBE/OBE subcontractors utilized and the percent utilization. (See **Attachment A below**)

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 RAMP (Regional Alliance Marketplace for Procurement) for this TOS.
- Statement pertaining to the candidate's availability.

7. Selection Criteria

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

- A. Consultant Qualifications, Experience, and Expertise
 - Capability and experience to provide the Scope of Services as demonstrated by the proposal.
 - Expert knowledge, and work experience associated with understanding of the issues, compliance requirements, and approaches related to TMDLs in Southern California.
 - Expert knowledge and experience in TMDL and water quality issues in relation to storm water and wastewater, and City facilities, operations, and practices.
- B. Personnel Qualifications, Experience, and Expertise
 - Expert knowledge and work experience associated with understanding of the issues, options, and approaches related to the MS4 Permit.
 - 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

- Knowledge and understanding of the Bureau's strategies and goals in TMDL development, implementation and compliance, and other water quality related activities.
- Proven capability in TMDL Implementation Plans, the use of innovative approaches to watershed management planning, and the use of computer modeling and watershed models to identify BMPs and quantify water quality benefits.

D. Project Management Approach

- Ability to effectively and rapidly meet on going needs for the related stakeholder activities.
- Knowledge of the City facilities and other environmental media, procedures and practices.

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 Regional Alliance Marketplace for Procurement (RAMP). When a CONSULTANT receives from LASAN an approved Request to Add Sub(s), approved sub(s) then may be included in the proposal. **Exception:** If Request to Add Sub(s) is in the process of being approved by LASAN, CONSULTANT may submit a proposal that includes the yet to be approved sub. The Request to Add Sub(s) must have been submitted prior to the proposal due date deadline.

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: Alfredo Magallanes, Principal Environmental Engineer, Watershed Protection Division, (213) 485-3958,

alfredo.magallanes@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	\$	\$	\$	\$	\$	\$