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February 17, 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-164 – HWRP RESILIENCY AND VULNERABILITY MITIGATION PROJECT

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:	Thursday, February 23, 2023, from 12:00 P.M. to 1:00 P.M.
Location:	Virtual: https://meet.google.com/roc-ciur-vfp
By Phone:	(US) +1 267-819-1621 PIN: 554 275 012#
RAMP ID:	**See RAMP Opportunity ID: 206220**

Please note that inviting your subcontractors to the meeting is optional.

All **questions** before the meeting regarding this TOS **must be submitted in writing via e-mail to the staff listed below**.

The **deadline for proposal submission** is **Thursday, March 30, 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. Hyginus Mmeje, hyginus.mmeje@lacity.org
- Ms. Margarita Cruz, margarita.cruz@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,

Wanda Epps for

Nancy Lantin, Sr. Management Analyst II
On-Call Contracts Representative
Administration Division
LA Sanitation and Environment

NL:wae

Attachment: Scope of Services

c: Master Files
On-Call Consultants List
Timeyin Dafeta, LASAN
Hyginus Mmeje, LASAN
Margarita Cruz, LASAN
CCU Staff

City of Los Angeles
LA Sanitation and Environment (LASAN)

On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-164 for

HWRP Resiliency and Vulnerability Mitigation Project

February 2023

1. Introduction

The Hyperion Water Reclamation Plant (HWRP) Resiliency and Vulnerability Assessment and Mitigation Program is needed to ensure that HWRP operations, facilities, infrastructures, and equipment continue to meet all requirements while transforming into a 100% recycled facility by 2035, a key goal of the LA Mayor's Green New Deal. Also, the LA Mayor's New Deal calls for local sourcing of 70% of the Los Angeles water supply and a reliable and resilient HWRP is needed to achieve the Mayor's goals because a significant amount of approximately 40% of the City's future water supply will be supplied from HWRP. The purpose of the HWRP-wide resiliency and vulnerability assessment being proposed in this task order solicitation (TOS) is to ensure HWRP has reliable and resilient processes, equipment, facilities, and assets for achieving these important goals of the Mayor and the City.

HWRP has been in operation since 1925 and is the oldest and largest of the City of Los Angeles (City) four water reclamation plants, operated by LA Sanitation and Environment (LASAN). The aging HWRP facilities are in need of upgrade in order for the plant to continue to meet the National Pollutant Discharge Elimination Systems (NPDES) permit requirements, other regulatory standards, and climate change impacts of potential flooding and persistent statewide drought conditions that have caused water landscape changes in the City. There is a need to implement a holistic approach to managing HWRP, to ensure that wastewater is safely and efficiently treated to provide recycled water for supplementing City's water supply while protecting public health and the environment.

To ensure public safety, the City cannot afford any disruption to the planned transformation of HWRP to a 100% water recycling facility. So now is the time to begin to identify, plan, and implement an orderly and timely rehabilitation and replacement of the aging HWRP facilities to prevent catastrophes and achieve a less vulnerable HWRP operation throughout the transition. HWRP facilities need to be re-envisioned, re-imagined, and re-positioned to handle challenges due to climate change and keep the plant on the leading edge of environmental protection as part of an overall HWRP Resiliency and Vulnerability Mitigation Project. Major Hyperion Full Secondary facilities improvements of the late 1980s and early 1990s are now over 30 years old and at the end of their useful life. These HWRP facilities need urgent repairs and/or upgrades to mitigate HWRP vulnerabilities to regulatory compliance and reduce the potential for major facility failures.

2. Scope of Services

LASAN is seeking the services of a qualified consultant firm to:

- Develop concept report for the predesign, design, and construction of resilient and effective Capital Improvement Projects (CIPs) to address HWRP vulnerability risks, uncertainties, and challenges from aging and deteriorating HWRP infrastructure, increasing community and stakeholder expectations, and increasingly stringent regulatory agency requirements, while ensuring long term reliability and safety. The proposed CIPs should be cost-effective, state-of-the-art technology, sustainable, regulatory and permit compliant, and reflect best operational and maintenance practices that will prevent 'run till failure' and other catastrophic outcomes.

- The concept reports shall identify all phases and milestones in a project life-cycle, including project initiation and planning (identification, scheduling, cost estimating/cash flow projections, budgeting/funding, initial approvals), design and permits, specifications/bid/award (project delivery method, e.g., design-build, design-build-operate/maintain or turn-key), construction, commissioning/implementation (start-up, placing in service, operation plan, and maintenance roadmap/plan, standard operation and maintenance procedures, staffing, and training), and closeout at the end of service life (salvage, renewal, rehabilitation, overhaul, replacement, re-envisioning, or reimagining, as necessary); and make recommendations on implementation strategies for each milestone.

- To ensure coordinated implementation and avoid failures and catastrophes in light of the aging HWRP facilities, this scope shall also include the qualified consultant firm's assistance in developing a program structure document or a program management document for the implementation of the overall HWRP Resiliency and Vulnerability Mitigation Program (RVPMP) that will include: resources needed, scope, schedules, program components, staffing requirements, overall budget, etc.

- Provide technical expertise, support, and project management in the identification, planning, assessment, evaluation, and study of HWRP vulnerability issues, challenges, areas, and scenarios, and submit recommendations for improvement.

The qualified consultant firm shall perform all tasks and activities necessary to achieve the objective of the scope of services. The following tasks and subtasks provide more details regarding the scope of services:

Task 0 Project Management: Consultant will maintain proactive management across all project activities, facilitate tasks success by meeting the schedule, objectives, and LASAN's expectations for results, and provide an avenue for communication between Consultant team, LASAN and all stakeholders for this TOS. Project Direction and Management includes managing project, staffing, budget, schedule, quality assurance, and deliverable review. This task also includes but is not limited to:

- Project Direction and Management includes managing project, staffing, budget, schedule, quality assurance, and deliverable review.
- Project Initiation and Kickoff Meeting to discuss related topic items, health and safety, work breakdown structure, quality management, near-term deliverables, and communication protocols.

- Meetings include coordination meetings and conference calls with LASAN to discuss project status, progress, and resolution of any potential project issues. Consultant shall prepare draft agendas in advance of project meetings for review by LASAN and prepare meeting minutes within 48 hours of meetings completion and distribute to the team.

Provide LASAN with at least monthly cost control plot of planned versus actual expenditure, including a summary of known or anticipated schedule delays and recovery plan to bring back schedule and cost in line, so that project will be completed on time and on budget.

Task 1 Development of Concept Reports for CIPs: To start, the qualified consultants shall assist, coordinate and work with LASAN in identifying CIPs and developing their corresponding concept reports in the following three vulnerable areas of HWRP, below, and other areas may be added as necessary:

1. The Digester Gas Handling Systems
2. The Gas Desulfurization Facilities
3. The Chemical Supply and Storage Facilities

To identify CIPs, and develop concept reports for them, the qualified consultant will provide technical support and conduct the resiliency assessment and vulnerability evaluation of the facilities and process areas, as well as perform all work that would be necessary. The qualified consultant will provide expertise and project direction and management including managing project, staffing, budget, schedule, quality assurance, and deliverable review. Development should consider permitting, environment and community safety, and legal compliance (i.e., NPDES, AQMD, NEPA, CEQA, etc.) as necessary.

Details of each of the three vulnerable areas and some of their resiliency and vulnerability challenges or previous work that should be considered are provided below to aid the qualified consultants in developing effective solutions, CIPs, Concept reports, and other recommendations.

A. Digester Gas Handling Systems Resiliency Improvement CIPs:

- Assess, evaluate and identify CIPs for the vulnerabilities and resiliency of the Gas Handling System, especially, if the Flares Systems were to be relocated and if the piping were to be shortened.
- Prepare concept reports for each CIP, and make recommendations for the modification of the system to improve efficiency and safety that address the vulnerability concerns of the facilities.
- Identify deficiencies and the need for rehabilitation in the Gas Handling System and the potential impact of a massive release of digester gas from the digesters, especially if DGUP shuts down and the Flares System fails, incorporating results of previous hazardous assessment studies.
- Identify work that is not already included in the ongoing TOS related to digester gas production, conveyance, and storage system.
- Assess and develop projects to rehabilitate gas handling piping and equipment.
- Develop and recommend implementation strategies or projects for a Risk Management Plan for the digester gas handling systems.
- Perform offsite consequence analysis related to digester gas release and recommend strategies and projects to mitigate.

- Develop strategies for rehabilitating Low Pressure Gas Holders every 5 years.
- Inspect stainless steel cables for cracks and make recommendations.
- Perform certification of pressure safety valves or plan for it.
- Address problems in switchover from one gas holder to the other.

B. Gas Desulfurization Facility Resiliency Improvement CIPs:

- Evaluate alternative methods of Hydrogen Sulfide Oxidation Process System (Gas Desulfurization Facility, also called LO-CAT Scrubber) on how to improve the sustainability and resiliency of the Gas Desulfurization Facility, including consideration of possible implementation of a new desulfurization facility in order to comply with the South Coast Air Quality Management District (AQMD) requirements and community needs.
- The consultant will make recommendations above and beyond the ongoing efforts, CIPs, and TOSs to improve reliability and safety of the system, and develop plans of action to address resiliency and mitigate vulnerability.
- Perform offsite consequence analysis related to digester gas release and recommend strategies and projects to mitigate.

C. Chemical Supply and Storage Facility Resiliency CIPs

- Assess, evaluate, and develop CIPs addressing the vulnerabilities and resilience of HWRP's Chemical Storage Facility, such as chemical storage capacity, valves, level meters, flowmeters, potential flood impacts, disruption in chemical delivery, the need for secondary containment around polymer tanks, and other emergency response and/or other uncertainties that may impact reliability and safety for decades to come.
    a. Review and make recommendations above and beyond the ongoing efforts and CIPs to improve reliability and safety of the system, and develop plans of action to prevent potential flooding, spills, and wash down of chemicals (e.g, polymer, NaOCl, NaOH, Ferric and Ferrous Chloride, etc.) into storm drains.
    b. Determine the 7-day storage capacity for each chemical at HWRP, in addition to considering the need for adequate secondary containment, and evaluate for flood impacts. Establish strategies to operate for one week without chemical supplies. This must be included in the recommendations.
    c. Evaluate and develop CIPs for new polymer systems, chemical storage of NaOCl at the Service Water Facility and NaOCl and NaOH supplies for odor pollution control facilities while evaluating flooding impact and CIP to prevent polymer system controls from flood damage.
        i. Development should consider permitting, environment and community safety, and legal compliance (i.e., NPDES, AQMD, NEPA, CEQA, etc.) as necessary.
    d. Establish a strategy to operate for one week without chemicals.
- Perform offsite consequence analysis related to chemical storage and usage at HWRP and recommend strategies and projects to mitigate.

Task 1 Deliverables:

- Provide a plan for chemical delivery, use, and storage.
- Provide a prioritized list of CIP alternatives for each of the identified 3 vulnerable areas, above, including other recommended solutions as necessary. All the CIPs shall be

prioritized based on risks and needs, in addition to the immediate, short-term, medium-term, and long-term strategies to mitigate those risks.
- Provide concept reports for each of the CIP alternatives.
- Provide other relevant capital projects or operation and maintenance solutions that can be applicable.
- Provide reports of Benchmark studies with other facilities, assess best technologies, study best governmental agencies, and industry practices, standards, protocols, requirements, and recommendations for improvements leading to additional CIPs and their effective delivery, operations and maintenance.

Task 2 Development of Overall HWRP Resiliency and Vulnerability Program Management Plan: Assist with developing an overall plan for the HWRP Resiliency and Vulnerability Mitigation Program (RVPMP) and its program implementation plan. The overall RVPMP will provide a comprehensive list and detailed description of the vulnerable areas, facilities, processes, equipment, procedures, contracts, policies, and practices of HWRP, in a prioritized order of importance based on HWRP needs, vulnerability risks, and provide recommendations for improvement and mitigation, as well as a plan for regular updates or renewals. The Overall HWRP Resiliency Plan that will be the program management approach that will:

- Ensure Facilities and Processes Are Designed To Latest Seismic Codes
- Install Perimeter Wall Around Facility
- Ensure Equipment Redundancy for Major Equipment
- Ensure Critical Equipment Are Installed In Areas Not Prone To Flooding
- Ensure Containment For Chemical Storage Tanks
- Ensure Chemical Lines Are Installed In Trenches
- Conduct Annual Integrity Inspection of Discharge Outfalls
- Implement a Diversified Biosolids Reuse Plan
- Participate in Earthquake Drills
- Establish Line Of Communication With First Responders
- Implement Emergency Preparedness Plans
- Conduct HWRP Vulnerability Assessment
- Develop Individual Resiliency Action Plans, for the HWRP vulnerable areas, as necessary or needed.

For the items above:

- The consultant will make recommendations above and beyond the ongoing efforts and projects, and develop CIPs and plans to improve reliability and safety of the systems, while integrating other resilience activities, as they occur, into the overall RVPMP.
- Rate each examined area with comments and provide recommendations for improvements based on standard industry and/or regulatory agencies metrics and performance index as applicable and/or adjusted for HWRP.
- Implement the recommended actions and solutions for improvements within the duration of the contract or provide a plan for their implementation, especially if construction will be involved.

Consultant shall assist in developing and managing the scope, cost, schedule, human resources, quality procurement, risk, communication, integration and coordination for the overall RVPMP. The Consultant will assist in developing and maintaining proactive management across all project activities and facilitate project success by meeting the schedule, objectives, and LASAN's expectations for project results.

- The development of a program structure document or a RVPMP for the implementation of the Overall RVPMP will include: scope and program components, schedules, resources needed, program organizational structure and management approach, detailed roles, responsibilities, staffing requirements, overall budget, and best practices in program management.
- Provide expertise and project direction and Management includes managing project, staffing, budget, schedule, quality assurance, and deliverable review.
- The RVPMP will establish the procedures for Program Communication Plan, costs and financial strategy, schedule, change, risk, quality, and procurement management. These functions provide the means to:
    - Collectively manage the Program's separate components
    - Monitor, control, and report on the overall Program status
    - Facilitate the consistent application of the project delivery framework
    - Provide the Program scope, objectives, updated high-level roadmap of major milestones with management control points
    - The consultant will prepare and conduct biweekly meetings with LASAN to develop RVPMP materials.
- Develop a system that will enable project monitoring, updating, implementing, and managing program and project controls for the overall RVPMP. This includes items such as:
    - Providing the Program Manager regular reports that reflect Program progress
    - Develop and maintain a contingency management and tracking system
    - Develop and update the project master schedule
    - Prepare monthly project and contract status reports outline project progress, cost, schedule, recommendations, implementations, and other aspects of the project.

Task 2 Deliverables

- Provide RVPMP with several of the RVPMP elements developed into detailed manuals, procedures, and tools.
- Submit a report on the overall Program status.
- Provide a proposed system for project monitoring and updating for project controls.
- Provide a draft and final Communications Management Plan for HWRP Resiliency and Vulnerability Mitigation Program and implement it on an ongoing basis.
- Provide cost and financial management plan
- Provide schedule for the program management and implementation plan
- Provide a draft and final Change Management Plan report and implement it as necessary
- Provide a draft and final RMP that includes all items in this Task and implement the plan on an ongoing basis.
- Provide a draft and final Quality Management Plan and implement it on an ongoing basis.
- Provide a draft and final RVPMP and implement it on an ongoing basis.
- Submit a draft and final overall RVPMP and its implementation plan. The overall RVPMP shall be a full vulnerability assessment and findings report document that will include all elements of task 2 as a minimum. Also, it shall include the description of the HWRP Resiliency and Vulnerability Assessment and Mitigation Program, and the program goals and objective, scope,

assumptions, and constraints with recommendations for improvement.
- Submit a plan to ensure ongoing enhancement of HWRP operation and maintenance programs, processes, policies, procedures and practices.
- Submit a plan for effective equipment life-cycle replacement to ensure timely maintenance, rehabilitation, replacement, restocking, and restoration of equipment and parts without exhausting redundancies, spare parts, or having to run the equipment until failure.
- Submit a plan that will ensure processes and facilities are renewed, replaced, and/or re-envisioned before catastrophic failures or sewage overflows.
- Provide a maintenance plan for all new facilities and processes indicating the different stages, levels, and intervals of various maintenance up until equipment overhaul or facility renewal and replacement, including how the maintenance will be provided and paid for, whether through the contractor, manufacturer, or in-house maintenance personnel.

Task 3: Model Individual Resilience Action Plans for HWRP Vulnerable Areas:
Assist in developing a system to implement and manage the Overall RVPMP for vulnerable areas of HWRP and establish a model for developing individual resiliency management plans for vulnerable areas of the plant so that each individual resilience management plan will have the same or similar considerations, chapters, table of contents, and answer similar questions such as:

- Impact of lack of power on the process areas, equipment, and facility
- Impact of lack water on area or equipment
- Impact of the way the equipment or facility is laid out, configured, or aligned relative to ease of operation and maintenance and whether realignment, modifications, a total makeover, or replacement is warranted
- For the CIPs needed to achieve resiliency, what is the funding/budgeting process, cash flow for procurement, and method of delivery, whether regular bid and award, design build, or other alternative delivery methods.
- Compliance with the resiliency requirements of the EPA, FEMA, and the California Critical Infrastructure Plan, etc., as necessary.
- What are the procurement process and practices impacts
- Plan for contracting for Operations & Maintenance, and mutual aid agreements for external and internal resources.

Task 3 Deliverables:
For each area of HWRP, submit a full assessment report that will include the following elements as a minimum:
- Provide a system for ongoing identification, assessment, and review of the existing equipment, facilities, and processes, including standard operation procedures and identify those that need improvements.
- Submit phased implementation strategies and approaches so that all (or components) of the CIPs may be implemented at different times depending on funding availability and other future uncertainties.

Task 4 Staffing and Training Management Plan
- Develop a staffing and training management plan that will:
    - Develop and provide necessary training, including providing related support and expertise.

- Ensure staff hiring and training are anticipated, budgeted, and completed months before they are needed.
- Identify and recommend the level of personnel resources and training needed to ensure a resilient and reliable HWRP.
- Develop and conduct training, safety tailgates, train-the-trainer, and workshop sessions on these procedures and materials to improve efficiency and resiliency at HWRP on an ongoing basis, particularly for new, replaced, or rehabilitated equipment, processes, and facilities.
- Provide a roadmap for preparing and updating standard operating procedures (SOPs), standard maintenance procedures (SMPs), vendor and O&M manuals, and their related training materials for HWRP, including those available at the Industrial Safety and Compliance Division's intranet site.
- Provide individualized and group staff training.
- Make recommendations for additional training and hiring of additional personnel, as necessary.
- Make recommendations for employee retention including: incentives for not losing employees to other higher paying agencies, less desirable work schedules and conditions, retaining highly skilled technicians and experts that are in high demand in the industry, and reducing vacancies and work backlogs to a sustainable level.

Task 4 deliverable

- Submit a draft and final staffing and training management plan and a road map for implementing it.

Task 5: Program Management Information System (PMIS) Implementation

Consultant will facilitate the development, implementation, and training for a PMIS to support the planning, scheduling, budget and cost management, construction management, document management, and forecasting of capital plan activity at both the project and Program level. The PMIS will be utilized by planning, design, construction, procurement, and financial professionals involved in managing all aspects of the Program. The PMIS will provide shared access to real-time information and present the information in a format tailored to the management needs of each business function. The PMIS will:

- Ensure that CIPs are tracked, planned, procured, and built, and once built that annual or regular reviews and budgeting for renewal and rehabilitation are planned and implemented to avoid a complete breakdown by establishing an advanced and comprehensive life-cycle project tracking and information management system and application for continuous tracking, monitoring, evaluation, and implementation of resiliency projects and improvements.
  - Similar to the BOE's UPRS or other systems, track all CIPs, TOSs, contracts, procedures, permits, permit compliance, violations, regulations, etc, and generate regular project recommendation reports to ensure compliance.
  - The tracking system should connect and be compatible with HWRP maintenance management systems such as "ELLIPSE" and other LASAN and City applications.
  - Review and ensure all CIPs related contracts regularly and renew in a timely manner, as necessary.

The Consultant will implement the PMIS and/or coordinate the procurement of a PMIS with LASAN's Information and Control Systems Division (ICSD). Consultant will develop customized dashboards for visualization of data, tailored to the audience that is reviewing with controlled, secured access. The PMIS will provide:

- A clear and intuitive interface for the different users
- The ability to see all life-to-date financial information (estimates, budget, encumbrances, actual, and forecasts) for projects
- The ability to view project information summarized at higher levels (e.g., view all projects under a single program, funding source, department) and by different project attributes
- The ability to see key project and Program information
- The ability to track issue status and resolution
- The ability to track change request status and resulting action
- The ability to capture detailed data elements about the work being performed

Task 5 Deliverables:

- Conduct up to three (3) development/design workshops with LASAN staff to confirm and refine the PMIS configuration.
- Design up to five (5) visual dashboards
- Develop up to five (5) automated workflows to support LASAN business processes within PMIS
- Conduct up to two (2) training sessions
- Program Management Information System with initial user accounts created

Task 6: Miscellaneous As-Needed Tasks for Further Resiliency Actions

- Perform any additional activities that may be required as part of the Overall HWRP Resiliency and Vulnerability Mitigation efforts as may be directed by the LASAN HWRP Project Manager.

Task 6 Deliverables:

- Submit concept reports for effective project alternatives for addressing the further resiliency actions that may be required under this TOS.

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 $1,250,000.

5. Solicitation Schedule (Tentative)

- Issue Task Order Solicitation ……..Date of Cover Letter.
- Receive Solicitation Responses.....……..As indicated in Cover Letter.
- Conduct Interviews if necessary……12 weeks after issuance of TOS.
- Select and Negotiate……..……14 weeks after issuance of TOS.
- Execute Task Agreement Form……16 - 24 weeks after issuance of TOS.

- **Estimated Project Start Date: August 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:

- Hyginus Mmeje, Hyginus.Mmeje@lacity.org
- Margarita Cruz, margarita.cruz@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 using the following criteria:

A. Consultant Qualifications, Experience, and Expertise
   - Capability and experience in providing the Scope of Services as demonstrated by the proposal.
   - Expert knowledge and work experience associated with understanding of the resilience and vulnerability issues, options, and approaches related to HWRP and other Water Reclamation Plant facilities, processes, and equipment design, operation, and maintenance.
   - Considerable experience in developing and implementing a master plan for a Plant-wide resiliency and vulnerability assessment and mitigation program, for large publicly owned treatment works (POTWs).
   - Ability to translate complex resiliency and vulnerability challenges into practical recommendations for HWRP facilities, processes, and equipment planning and implementation.

B. Personnel Qualifications, Experience, and Expertise
   - Knowledge and understanding of the LASAN's strategies and goals related to wastewater/water reclamation facilities planning, operations, resiliency and vulnerability, and related activities.
   - Extensive knowledge of the history and background of the City's clean water program, NPDES discharge permit requirements, climate change impacts, stakeholder challenges.
   - Experience and proven track record with HWRP and other Water Reclamation Plants.

C. Technical Approach
   - Familiarity and understanding of best wastewater treatment technologies, standards, management strategies, approaches, and practices.

- Familiarity with and understanding of the City's planning and implementation processes for wastewater, recycled water, as well as other City operations and practices.
- Expert Knowledge and experience in facilities planning, operation, and maintenance issues in relation to HWRP treatment processes and equipment.
- Proven capability in conducting scientific studies and analyses supporting water, wastewater, and water reclamation facilities' rehabilitation, repair, resiliency, and vulnerability assessment and mitigation.

D. Project Management Approach

- Ability to effectively and rapidly meet ongoing needs for the HWRP resiliency and vulnerability assessment, mitigation, and related wastewater treatment activities and facilities,
- Experience and proven track record with local regulatory, community, and environmental stakeholders.
- Ability to track the development and implementation of recommended mitigation projects and actions, and use the outcomes to improve the process and HWRP resiliency.
- Ability to effectively and rapidly meet as-needed requests for technical, regulatory resiliency, and vulnerability mitigation and support.

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 sub-consulting 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: Hyginus Mmeje, Senior Environmental Engineer, HWRP's Resiliency & Vulnerability Mitigation Program, (310) 648-5581, hyginus.mmeje@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% Administractive 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	$	$	$	$	$	$