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July 21, 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-176 – CONSTRUCTION MANAGEMENT SERVICES FOR CLARTS ROOF REPLACEMENT, SOLAR PANEL INSTALLATION & REHABILITATION - RAMP OPPORTUNITY ID: 209078 – CORRECTED DATE

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 LASAN staff listed below by **corrected date Thursday, July 27, 2023, before 5:00 P.M.**

The **deadline for proposal submission is Thursday, August 17, 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. Alejandro Morales, alejandro.morales@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 Khalil Gharios, LASAN Alejandro Morales, LASAN
Timmie De Ramos, LASAN Miguel Zermeno, 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-176 for

**CONSTRUCTION MANAGEMENT SERVICES FOR CLARTS ROOF REPLACEMENT,
SOLAR PANEL INSTALLATION & REHABILITATION**

JULY 2023

1. Introduction

During the construction of Central Los Angeles Recycling and Transfer Station (CLARTS) roof replacement and installation of solar panels on the main transfer building, LASAN will need construction management support to ensure that the project is delivered based on the project schedule. CLARTS is a solid waste facility owned and operated by the City of Los Angeles.

The engineering firm shall have experience and expertise in construction projects to provide these services to LASAN and ensure that the work is performed properly, accurately, and that the contractor follows the design plans and construction specifications for this project.

2. Scope of Services

LASAN is soliciting for a qualified consultant firm (Consultant) to provide support with construction management services related to the construction of the CLARTS Roof Replacement and Solar Panel Installation (Project). The construction management support includes, but is not limited to: assist with pre-construction planning/coordination and meetings, pre-construction scheduling and kick-off meetings, assist with construction scheduling, assist LASAN in monitoring contractors construction team performance, task budgets, milestones, deliverables, assist with processing of change orders, assist with providing responses to requests for information (RFI) in a timely manner, assist with the approval process of contractor submittals.

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

Task 1: Project Coordination

The Consultant shall participate in the following meetings with LASAN:

- Pre-construction meetings and meeting(s) to review the planned construction phase (i.e., schedule and cost). In addition, the Consultant shall attend meetings with LASAN and the selected contractor after the award of the construction work.

Task 2: Construction Management Services

Since this project is for rehabilitation of critical infrastructure while maintaining operation of the facility, significant coordination efforts will be required. During the construction phase, the consultant shall provide the following services including construction scheduling support, assist in monitoring contractors, construction team performance, and RFI support/review as follows:

- Provide scheduling support services. Consultant to provide a dedicated scheduler during the construction phase to track as-built schedule, delays, modifications, etc.
- Attend weekly progress meetings
- Provide responses to RFI's
- Provide responses to contractor submittals
- Provide support to potential change orders related to the design and contractor's cost estimate.
- Provide CM support services. Consultant to provide a dedicated construction manager during construction who is proficient in the E2020 software.
- Provide support for closing out the construction project, i.e. coordination with Bureau of Contract Administration, and the general contractor.

Task 3: Additional As Needed Services

- Any miscellaneous, as-needed services shall be assigned and solely directed by LASAN Project Manager. Scope of work, costs, deliverables, and schedules for these as-needed tasks shall be negotiated and mutually agreed upon by LASAN and the consultant.

In addition, all interested proposers of this TOS must be thoroughly familiar with **Attachment B: Permit Set Plans_Dated 06 22 2017**.

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"), 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.

4. Term of Engagement and Cost Estimate

The term of engagement is from the date LASAN issues the Notice to Proceed (NTP) through July 22, 2024. It is estimated that the cost ceiling for this TOS is approximately \$99,000.

5. Solicitation Schedule (Tentative)

- Issue Task Order SolicitationDate of Cover Letter.
- Receive Solicitation Responses.....As indicated in Cover Letter.
- Conduct Interviews if necessary.....3 weeks after issuance of TOS.
- Select and Negotiate.....4 weeks after issuance of TOS.
- Execute Task Agreement Form.....6 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:

- Alejandro Morales, alejandro.morales@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.
- Ability to clearly and promptly communicate with the project team to work together, facilitate conflict resolutions and control the project.
- Expert in understanding the importance of meeting the scope limitations and deadlines.
- Familiarity and understanding of the Construction Management and Engineering Services for CLARTS Roof Replacement, Solar Panel Installation & Rehabilitation project, and associate tasks.
- Experience and proven track record with similar construction projects.

B. Technical Approach

- Familiarity and understanding structural and electrical design codes.

C. Project Management Approach

- Ability to effectively and rapidly meet on going needs for the related design, construction, and management of various contractors and City departments (BCA, BOE, LASAN, LADWP, LADBS)
- Proven capability in resolving construction conflicts

D. 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: Alejandro Morales, Environmental Engineering Associate II, Solid Resources Processing and Construction Division (SRPCD), (213) 847-2300, alejandro.morales@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	\$	\$	\$	\$	\$	\$