

CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI
MAYOR

BOARD OF PUBLIC WORKS MEMBERS

AURA GARCIA
PRESIDENT

M. TERESA VILLEGAS
VICE PRESIDENT

DR. MICHAEL R. DAVIS
PRESIDENT PRO TEMPORE

VAHID KHORSAND
COMMISSIONER

SUSANA REYES
COMMISSIONER

DR. FERNANDO CAMPOS
EXECUTIVE DIRECTOR

BUREAU OF SANITATION

BARBARA ROMERO
DIRECTOR AND GENERAL MANAGER

TRACI J. MINAMIDE
CHIEF OPERATING OFFICER

VACANT
CHIEF FINANCIAL OFFICER

JULIE ALLEN
NICOLE BERNSON
MAS DOJIRI
JOSE P. GARCIA
ALEXANDER E. HELOU
ASSISTANT DIRECTORS
TIMEYIN DAFETA
HYPERION EXECUTIVE PLANT MANAGER

1149 SOUTH BROADWAY, 9TH FLOOR
LOS ANGELES, CA 90015
TEL: (213) 485-2210
FAX: (213) 485-2979
WWW.LACITYSAN.ORG

June 28, 2022

ELECTRONIC MAIL

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

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-160 – COMMUNICATIONS NETWORK INSTALLATION SUPPORT - RAMP OPPORTUNITY ID: 203462

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 Thursday, July 28, 2022, before 5:00 P.M.**

- Mr. Charles Lee, charles.lee@lacity.org
- Ms. Wanda Epps, san.oncall@lacity.org

The **deadline for proposal submission** is **Thursday, August 11, 2022, 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. Charles Lee, charles.lee@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 Consultants Nicolas Tran, LASAN Charles Lee, LASAN
Vincent Kwok, LASAN Ken Pham, LASAN David Santos, LASAN

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-160 for

Communications Network Installation Support

June 2022

1. Introduction

The SCADA communications network from the Venice Pumping Plant (hub) to the remote PLCs and RTUs (remote pumping sites) requires a “point to point” or “point to multipoint” configuration. In this control system architecture, the online SCADA Server polls data from remote sites for status updates every 10-30 seconds. This allows for real-time process monitoring as well as control of field equipment and instruments.

To obtain the field data from these remote Programmable Logic Controller (PLC)/Remote Terminal Unit (RTU) sites, the Venice Data Communication Network relies on various methods, technologies and protocols. However, the current methods and technologies (phone circuits) being employed in the Collection Systems are outdated. The phone circuits are expensive, constantly failing, hard to maintain and difficult to troubleshoot. In addition, the hardware (modems, Data Service Unit (DSU)/Channel Service Unit (CSU), routers, etc.) for these phone circuits are no longer manufactured or supported.

On January 22nd, 2022, the Venice Pumping Plant lost communications to some critical pumping plants due to a failed modem chassis. The Instrument Shop in Collection Systems was able to install a temporary modem to restore the communications. The failed modem is antiquated, and no replacement parts are available. This failure revealed the vulnerability and maintenance difficulty of the existing system. Information and Control Systems Division (ICSD) put in its best efforts in searching for spare parts but there are no more spares available in the manufacturer inventory.

Currently, there is an urgent need to upgrade the communications network infrastructure for the pumping sites with an up-to-date technology. The goal is to upgrade the communications of all critical sites to a new and reliable technology with parts and support readily available from the manufacturer/vendor. ICSD will obtain a list of critical sites from Clean Water North /South Conveyance Division (CWNCD/CWSCD) and divide the sites into two groups. Group 1 (approximately 18 sites) will utilize AT&T SWITCHED ETHERNET (ASE) fiber optics (as primary) and FirstNet (as backup) services to communicate back to the Venice Pumping Plant. To fulfill the communications requirements of the group 1 sites, the existing network infrastructure at the pump sites will need to be updated. New network switches and cables need to be purchased and installed. Group 2 consisting of less critical sites will employ the FirstNet (First Responder Cellular Network) from AT&T for communications services. In group 2, new wireless modems/switches/cable will need to be installed to connect to the network.

2. Scope of Services

The successful proposer will provide to the Los Angeles Sanitation's Information and Control Systems Division (LASAN ICSD) and Clean Water North /South Conveyance Division (CWNCD/CWSCD) a replacement strategy. The proposer shall also provide network design architecture drawings, and equipment specification to replace the existing network for Group 1 and 2. Example of project tasks are as follows:

- **Task 1:** Provide site survey of all sites belonging to Group 1 and 2.
- **Task 2:** Submit an engineering package proposal showing demolition of existing equipment and installation of new equipment.
- **Task 3:** Specify the hardware required to establish communications from each remote pumping sites to the Venice Pumping Plant.
- **Task 4:** Provide a quotation of the equipment to be purchased.
- **Task 5:** Evaluate equipment conditions and propose solutions to ICSD for solving the identified issues.
- **Task 6:** Install all necessary equipment/network gears to establish communications back and forth between the remote pumping site and the Venice Pumping Plant.
- **Task 7:** Configure, test, and verify communication between the newly installed equipment in project scope to the Venice Pumping Plant.
- **Task 8:** Provide post-installation maintenance support for the installed equipment.
- **Task 9:** Provide a master project schedule and weekly progress updates.

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 issuance date of the Notice to Proceed (NTP) through July 22, 2024. It is estimated that the cost ceiling for this TOS is approximately \$149,000.

5. Solicitation Schedule (Tentative)

- Issue Task Order SolicitationDate 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: 09/01/2022**

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:

- Charles Lee, Charles.Lee@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).

- MBE/WBE/SBE/EBE/DVBE/OBE subcontractors utilized and the percent utilization. (**See Attachment A**)

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 LABAVN 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 issues, options, and approaches for solving problems.
 - Knowledge and understanding of the Bureau's strategies and goals in alarm rationalization and related activities.
 - Expert knowledge and experience in relation to Network Communication as well as City operations and practices.
 - Ability to effectively and rapidly meet on going needs for the stakeholder activities.
 - The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- B. Personnel Qualifications, Experience, and Expertise
 - Expert knowledge and work experience associated with understanding of the issues, options, and approaches related to the water Integrated Resources Plan.
 - 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
 - Familiarity and understanding of IRP activities, studies, and projects.
 - Familiarity and understanding of IRP goals, mission, and objectives.
- D. Project Management Approach
 - Ability to effectively and rapidly meet on going needs for the related stakeholder activities.
 - Experience and proven track record with local stakeholders.
- 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 Los Angeles Business Assistance Virtual Network (LABAVN). 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: Charles Lee, Control Systems Engineer, Information & Control Systems Division, (310) 648-5450, charles.lee@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	\$	\$	\$	\$	\$	\$				