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April 20, 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-173 – AVENUE 34 REDEVELOPMENT OFFSITE INVESTIGATION AND REPORT – RAMP OPPORTUNITY ID: 207343

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, May 11, 2023, before 5:00 P.M.**

- Mr. Jim Marchese, jim.marchese@lacity.org
- Ms. Wanda Epps, san.oncall@lacity.org

The **deadline for proposal submission** is **Thursday, June 1, 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. Jim Marchese, jim.marchese@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 Mas Dojiri, LASAN
Hassan Rad, LASAN Jim Marchese, LASAN CCU Staff

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**City of Los Angeles
LA Sanitation and Environment (LASAN)**

On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-173 for

Avenue 34 Redevelopment Offsite Investigation and Report

April 2023

1. Introduction

Ave 34 site is a 5-acre parcel located on the northside of West Avenue 34 and the west side of Pasadena Avenue, across the street from an elementary school and residential housing. The redevelopment project includes construction of 400+ apartment units with underground parking and first floor retail space on the development site. Due to the property's previous use for commercial and industrial purposes between 1920 to 2000 and the residual contamination, the property owner has entered into a Voluntary Cleanup Agreement and has an approved Removal Action Workplan from the Department of Toxic Substances Control (DTSC) to assess and clean up the site. LASAN is leading an investigation to detect off-site contamination adjacent to the worksite that may be a result of prior operations to inform the project proponent and the DTSC to further protect the health and safety of the public.

Council Motion CF 21-0024-S1 directed the Bureau of Sanitation to immediately lead offsite testing of wastewater, storm water, and soil and that the Los Angeles Fire Department, Department of Building and Safety, General Services Department, and Bureau of Engineering be instructed to support jointly and independently these testing efforts with staff, facilities, and other resources. LASAN discussed this work with these identified City departments and has been informed that the City does not have the capacity to perform this work and will use the project to identify future issues and resources that may be available to support this type of environmental work.

LASAN is working with City Departments, the affected communities, and environmental groups to conduct an investigation to understand pollution contamination in the area immediately adjacent to the Ave 34 work site. The consultant will provide the technical and permitting services to conduct activities and prepare a report on findings. LASAN will share the Workplan and Reports with City officials and the local community.

2. Scope of Services

LASAN is soliciting a qualified consultant engineering firm (Consultant) to provide environmental services to conduct an investigation and conduct offsite sampling and testing of soil, soil gas, groundwater and air and assist with public and community outreach, and as-needed technical support in the area surrounding the Ave 34 work site. The Consultant shall assist with the

education efforts of City officials, public, and local communities to inform them of the environmental results and findings of the investigation.

In general, the scope of work includes, but is not limited to:

Task 1. Development of the investigation objectives and technical approach (Work Plan)

- Consultant will review the existing site investigation data and other available documents and plans to prepare an investigation work plan to evaluate potential impacts to the nearby residential neighborhoods. The work plan will outline the project objectives and detail the investigation approach. The plan will also identify and investigate various migration pathways (including subsurface utilities) around the Site. This work plan will be reviewed by the various project stakeholders and the Department of Toxic Substances Control (DTSC) and those comments will be addressed and incorporated as appropriate.

Task 2. Implementation of the Work Plan

- Once the work plan has addressed the stakeholders and DTSC input the plan will be finalized and then the Consultant will mobilize to implement the field investigation. This will include acquiring all the necessary permits with the City of LA and County of LA as well as the necessary notifications to the regulatory agencies and community.

Task 3. Participation in Meetings with project stakeholders and the community.

- Consultant will participate and support LASAN in meetings with the stakeholders and DTSC to discuss the investigation approach. This includes the preparation of meeting materials and discussions with the LASAN project team.
- Additionally, Consultant will support LASAN at public meetings and/or workshops with the community on the final report to provide the details of the technical work and findings as well as the results of the investigation.

Task 4. Preparation of an Investigation Summary Report

- After completion of the field activities and receipt of the laboratory analytical data, Consultant will prepare an investigation summary report documenting the field activities, any variances from the work plan, a summary of the analytical data, and an interpretation of the data. A draft report will be initially prepared for review and discussions with LASAN and other stakeholders (as needed). If comments to the draft are provided these shall be evaluated and incorporated as appropriate. Consultant will finalize the report for submittal to LASAN, Council District 1, relevant Regulatory Agencies, and the stakeholders.

Task 5 Additional As-needed services

- In the course of the investigation there may be additional services needed due to unforeseen conditions or other requirements to complete the investigation as defined. Any miscellaneous, as-needed services shall be assigned and solely directed by LASAN Project Manager.

Specific tasks related to this TOS will be assigned using a Task Directive Form on an as needed basis. Schedule and costs for each task will be negotiated and agreed upon in writing between LASAN and the Consultant prior to any work being performed. Deliverables will be specifically defined in the Task Directive Form.

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, the 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 Notice to Proceed (NTP) date through July 22, 2024. It is estimated that the cost ceiling for this TOS is \$120,000.

5. Solicitation Schedule (Tentative)

- Issue Task Order Solicitation Date of Cover Letter.
 - Receive Solicitation Responses..... As indicated in the Cover Letter.
 - Conduct Interviews if necessary.....2 weeks after issuance of TOS.
 - Select and Negotiate.....2 weeks after issuance of TOS.
 - Execute Task Agreement Form.....2 weeks after issuance of TOS.
-
- **Estimated Project Start Date: June 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:

- Jim Marchese, Jim.Marchese@lacity.org
- Wanda Epps, san.oncall@lacity.org

Solicitation Responses shall include:

1. 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.
2. Provide a proposed individual cost breakdown by tasks.
3. Provide a breakdown of the estimated time for completion of the task.
4. 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).
5. MBE/WBE/SBE/EBE/DVBE/OBE subcontractors utilized and the percent utilization. (See Attachment A)
 - a. Note: Department of Public Works only recognizes:
 - b. 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
 - c. SBE/EBE/DVBE certifications certified by LABCA or State of California – Department of General Services (CA-DGS)

- d. A firm can only be a MBE or WBE (not both) for a pledged amount
- e. A firm with multiple certifications is acceptable (i.e., a MBE/SBE/EBE/DVBE firm will fulfill 4 of 6 required categories)
- 6. Provide a copy of valid MBE/WBE/SBE/EBE/DVBE Certifications of MBE/WBE/SBE/EBE/DVBE subcontractors utilized.
- 7. If a subconsultant needs to be added to Schedule A, use the Mini Outreach Subconsultant Phone Log template uploaded to Regional Alliance Marketplace for Procurement (RAMP) for this TOS.
- 8. 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

- a. Capability and experience in providing the Scope of Services as demonstrated in the proposal.
- b. Ability to clearly and promptly communicate with the project team to work together, facilitate conflict resolutions, and control projects.
- c. Expert understanding of the scope limitations and project deadlines.
- d. Experience and proven track record with local similar projects.

B. Technical Approach

- a. Familiarity and understanding of environmental investigations, regulations, permitting, and environmental clearances and documentation.

C. Project Management Approach

- a. Ability to effectively and rapidly meet needs for the related stakeholder activities.
- b. Experience and proven track record in outreach with local stakeholders.

D. Competitive Fees and Costs

- a. The value offered to the city considering cost in comparison to capabilities and experience of the candidates.
- b. 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 the 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: Jim Marchese, Environmental Affairs Officer, Regulatory Affairs Division (RAD), (213) 847-5174

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	\$	\$	\$	\$	\$	\$