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March 29, 2018

To: 25 Pre-Qualified On-Call Contract Consultants of LA Sanitation

**LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT
ISSUANCE OF TOS SN-101, HONEYWELL DISTRIBUTED CONTROL SYSTEM
SUPPORT**

LA Sanitation (LASAN) is soliciting responses from 25 Prime Consultants on the 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 Mr. Charles Lee by Monday, April 2, 2018.

The deadline for proposal submittal is Thursday, April 19, 2018, before 2:00 P.M. If your firm is interested in this TOS, please submit proposal via e-mail on the indicated due date to the following LASAN staff:

- Charles Lee, charles.lee@lacity.org
- Thu-Van Ho, thu-van.ho@lacity.org
- Alexa Esparza, alexa.esparza@lacity.org

Thank you for your interest and we look forward to receiving your response to this TOS.

Sincerely,

Ali Poosti, Division Manager
Wastewater Engineering Services Division
LA Sanitation

TVH/AP:tvh

\\82MTCFS1\WESD\Div Files\On-Call Contracts\New Oncall 2014-19\TOS SN-101_Honeywell_DCS_Suppt \INITIATION

zero waste • one water

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste



c: Anita Fernandez, ICSD
Charles Lee, ICSD
Scott Hare, WESD
Thu-Van Ho, WESD
Alexa Esparza, ICSD

City of Los Angeles
Department of Public Works
Bureau of Sanitation (LASAN)

On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-101 for Honeywell DCS Support

March 2018

1. Introduction

The maintenance phase support services under the existing LAWINS Distributed Control System (DCS) contract only covers equipment and software furnished. In order to meet future change request needs, Capital Improvement Projects (CIPs), and Capital Equipment Replacement Programs (CERPs), the City requires technical support from Honeywell.

Advanced Water Purification Facilities (AWPF) is part of the Bureau of Sanitation of the City of Los Angeles. It is located at the Terminal Island Water Reclamation Plant (TIWRP) in San Pedro and it consists of microfiltration (MF), reverse osmosis (RO), and advance oxidation disinfection systems. The facility can produce up to 12 million gallons per day of highly purified recycled water that is very similar or better than fresh water. The water is injected into the Dominguez Gap Barrier (DGB) to protect groundwater reservoirs from seawater intrusion.

This facility was the first to cut over to the Honeywell Experion DCS in August, 2017 and ownership or beneficial use will be handed to the City in March 2018. Since AWPF was not in the LAWINS project construction scope as all other LASAN facilities, maintenance responsibility will rest solely on City Personnel. This TOS will serve as a bridge or back up for any change requests that are beyond contractor's scope of work and it will end when the new contract between Honeywell and the City is in place.

The Bureau's overall goal for this project is to be able to provide support services from an experienced contractor as the need for a Honeywell DCS expertise arises. The Bureau will request services on an as-needed basis. The Contractor is expected to provide on-site service for support of troubleshooting of unexpected system failures and any other support tasks that the Bureau deems necessary.

2. Scope of Services

The successful proposer will provide Honeywell DCS application experts to the Los Angeles Sanitation's Information and Control Systems Division (LASAN ICSD) to troubleshoot and maintain the Honeywell DCS on an as-needed basis. The examples of work are:

- **Task 1:** Honeywell DCS 24 X 7 Telephone Support: In case of a technical question(s) regarding the Honeywell DCS arise, the contractor should respond immediately.
- **Task 2:** Honeywell DCS on-site service: Report on-site in case of a system failure. Honeywell personnel should respond within an hour in the event of a critical situation and within 2 hours for non-critical issues.

- **Task 3:** Honeywell DCS engineering support: In case of a field equipment control logic such as a PLC interfacing with the Honeywell DCS fails, the contractor should respond within an hour and assign an engineer to report on-site to remedy the problem.
- **Task 4:** Honeywell DCS software upgrade: In case a software upgrade is necessary in order to keep all of LASAN's facilities on the same software version.
- **Task 5:** Procurement of parts to keep system running in normal conditions.

3. **Term of Engagement**

The term of engagement is 24 months from the issuance date of NTP.

4. **Cost Estimate**

It is estimated that the cost ceiling for this TOS is approximately \$145,000.

5. **Solicitation Schedule** (Tentative)

- Issue Task Order SolicitationDate of Cover Letter.
- Receive Solicitation Responses.....As indicated in Cover Letter.
- Conduct Interviews if necessary.....5 weeks after issuance of TOS.
- Select and Negotiate.....7 weeks after issuance of TOS.
- Issue Task Work Order.....9 weeks after issuance of TOS.

6. **Solicitation Response Requirements**

Solicitation Responses shall not exceed fifteen (15) pages, exclusive of cover, dividers and resumes. Solicitation Responses shall be submitted to the following Bureau's staff via e-mail, no later than 2:00 pm of proposal due date indicated in cover letter:

- Charles Lee, charles.lee@lacity.org
- Thu-Van Ho, thu-van.ho@lacity.org
- Alexa Esparza, alexa.esparza@lacity.org

Solicitation Responses shall meet the following experience requirements and will be engaged in some or all of the following activities:

- 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)
 - 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.
 - Statement pertaining to the candidate's availability.

7. Selection Criteria

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

- 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 related to Honeywell DCS.
- Knowledge and understanding of the Bureau's strategies and goals in Honeywell DCS and related activities.
- Experience and proven track record with local stakeholders.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Expert knowledge and experience in facilities planning issues in relation to Honeywell DCS, as well as City operations and practices.
- Ability to effectively and rapidly meet on going needs for the related stakeholder activities.

8. Suggested MBE/WBE/SBE/EBE/DVBE/OBE Participation Levels

The City had set anticipated participation levels (APLs) for sub-consultants as follows: 18% MBE, 4% WBE, 25% SBE, 8% EBE, and 3% DVBE. The City encourages the Primes to utilize these subconsultants wherever feasible.

Note: Sub-consultants that are not listed on Schedule A in your contract cannot be added and/or utilized without the performance of the outreach and approval of the LASAN.

9. Task Order Manager

The City's On-Call Contract Manager is: Ali Poosti, Division Manager, Wastewater Engineering Services Division, (323) 342-6228.

The Task Manager for this designated TOS is: Charles Lee, Control Systems Engineer, Information and Control Systems Division, (310) 648-5450.

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