

CITY OF LOS ANGELES  
CALIFORNIA



ERIC GARCETTI  
MAYOR

BOARD OF PUBLIC WORKS  
MEMBERS

KEVIN JAMES  
PRESIDENT

HEATHER MARIE REPENNING  
VICE PRESIDENT

MICHAEL R. DAVIS  
PRESIDENT PRO TEMPORE

JOEL F. JACINTO  
COMMISSIONER

AURA GARCIA  
COMMISSIONER

BUREAU OF SANITATION

ENRIQUE C. ZALDIVAR  
DIRECTOR

TRACI J. MINAMIDE  
CHIEF OPERATING OFFICER

LISA B. MOWERY  
CHIEF FINANCIAL OFFICER

ADEL H. HAGEKHALIL  
ALEXANDER E. HELOU  
MAS DOJIRI  
ASSISTANT DIRECTORS

TIMEYIN DAFETA  
HYPERION EXECUTIVE PLANT MANAGER

WASTEWATER ENGINEERING SERVICES DIVISION  
2714 MEDIA CENTER DRIVE  
LOS ANGELES, CA 90065  
FAX: (323) 342-6210  
WWW.LACITYSAN.ORG

Revised 5/1/2018

April 26, 2018

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

**LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT  
ISSUANCE OF TOS SN-86 – SEWER SYSTEM MANAGEMENT PLAN (SSMP) FIVE-  
YEAR REVIEW AND UPDATE**

LA Sanitation (LASAN) is soliciting responses from 25 Prime Consultants on the On-Call Consultant List. Attached are details of the Task Order Solicitation (TOS) required services. A pre-proposal meeting for this TOS will be held on:

**2:00 P.M. to 3:00 P.M.**

Date and Time: Tuesday, May 15, 2018, from ~~10:00 A.M. to 11:00 A.M.~~

Location: 2714 Media Center Drive, 2<sup>nd</sup> Floor, Board Room  
Los Angeles, CA, 90065

All questions regarding this TOS must be submitted in writing via e-mail to Mr. Farsheed Farhang before or at the meeting.

For the security clearance at the building, please e-mail Mr. Farsheed Farhang ([farsheed.farhang@lacity.org](mailto:farsheed.farhang@lacity.org)), the names of your representatives and subcontractors, who will be attending the meeting, and the company's name by May 14, 2018, before 12:00 P.M. (Please note that inviting your subcontractors to the meeting is optional.)

The deadline for proposal submittal is Tuesday, June 5, 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:

- Mr. Farsheed Farhang, [farsheed.farhang@lacity.org](mailto:farsheed.farhang@lacity.org)
- Ms. Thu-Van Ho, [thu-van.ho@lacity.org](mailto:thu-van.ho@lacity.org)

Should you decide not to submit a proposal, a negative response is requested with a brief explanation of the reason. Your decision for not to submit a proposal will not affect your eligibility for future work.

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

\\82MTCFS1\Div Files\On-Call Contracts\New Oncall 2014-19\New Oncall 2014-19\TOS SN-86\_SSMP 5-Yr Update


*zero waste • one water*

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste



Sincerely,

  
for Ali Poosti, Division Manager  
Wastewater Engineering Services Division  
LA Sanitation

TVH/AP:tvh

Attachment: Copy of the scope of services

c: Lenise Marrero, WESD  
Sam Alavi, WESD  
Christopher DeMonbrun, WESD  
Farsheed Farhang, WESD  
Scott Hare, WESD  
Thu-Van Ho, WESD

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

On-call Consultant Services Contract

**Task Order Solicitation (TOS) SN-86**

**Sewer System Management Plan (SSMP) Five-year Review and Update**

April 2018

**1. Introduction**

***Purpose and Background***

This Task Order Solicitation (TOS) has been issued to solicit the services of a qualified consultant to assist Los Angeles Sanitation (LASAN) with a comprehensive and independent review of the City's Sewer System Management Plans (SSMPs) and the Clean Water Program (CWP).

Los Angeles has one of the largest sewer systems in the nation serving a population of over 4 million within a 550 square mile service area, which is owned and operated by LASAN. The City's wastewater collection and conveyance system, hereafter referred to as "Collection System", consists of more than 6,600 miles of gravity sewer, 43 miles of force main, 46 pump stations, and 140,000 maintenance holes.

Pursuant to the State Water Resources Control Board's Order No. 2006-0003, the Statewide General Waste Discharge Requirements (WDRs) for Sanitary Sewer Systems, government agencies that collect and/or convey untreated or partially treated wastewater in the State of California are required to maintain and implement a Sewer System Management Plan (SSMP) for each service area that is tributary to a publicly owned treatment facility. The City maintains three SSMPs for its sewer system, one for each of the following service areas.

1. Hyperion Water Reclamation Plant Sanitary Sewer System
2. Terminal Island Water Reclamation Plant Sanitary Sewer System
3. Regional Sanitary Sewer System

The Regional System covers a five-square-mile area in the Harbor Gateway area of the City. The City maintains a separate SSMP for this service area because wastewater generated is conveyed to the Los Angeles County Sanitation Districts' Joint Water Pollution Control Plant in Carson for processing.

As the City applies the same principles and practices to all three systems, the SSMP Parts and Subparts for the three systems are nearly identical. In the interest of efficiency, paperwork reduction, and other advantages which the selected consultant may identify and validate, the scope of services under this TOS also includes a task (Task A2) which entails reviewing the permit coverage requirements under the WDRs and exploring the possibility of maintaining only one SSMP that will cover the City's entire sewer system.

The Collection System is managed within the City's Clean Water Program. LASAN's principal partners in the CWP are the City's Bureaus of Engineering and Contract Administration. LASAN depends on Engineering for planning, design, bid & award, and construction management for the Clean Water facilities; and for other support functions such as GIS and mapping. Contract Administration provides contract compliance and inspection services. The scope of services for this TOS will also include a review of the Clean Water Program organization within and outside LASAN, with particular emphasis on the Collection System (Task B1).

## **2. Scope of Services**

### **A. Sewer System Management Plan (SSMP)**

Provide a third-party peer review of the City's SSMPs and make recommendations for updates and enhancements. This review will be performed in accordance with:

1. The WDRs Paragraphs D.13 and D.14; and
2. Recommendations of LASAN's SSMP Audit Report dated February 16, 2017.

The following excerpt from the WDRs provides the overarching guide for this comprehensive and independent review.

*“To facilitate proper funding and management of sanitary sewer systems, each Enrollee must develop and implement a system-specific Sewer System Management Plan (SSMP). To be effective, SSMPs must include provisions to provide proper and efficient management, operation, and maintenance of sanitary sewer systems, while taking into consideration risk management and cost benefit analysis. Additionally, an SSMP must contain a spill response plan that establishes standard procedures for immediate response to an SSO in a manner designed to minimize water quality impacts and potential nuisance conditions.”*

The City's SSMPs are available on the web via the link below.

[https://www.lacitysan.org/san/faces/home/portal/s-lsh-wwd/s-lsh-wwd-cw/s-lsh-wwd-cw-s?\\_adf.ctrl-state=axbdp0pd8\\_177&\\_afLoop=8377735837078297#!](https://www.lacitysan.org/san/faces/home/portal/s-lsh-wwd/s-lsh-wwd-cw/s-lsh-wwd-cw-s?_adf.ctrl-state=axbdp0pd8_177&_afLoop=8377735837078297#!)

LASAN's February 2017 Audit Report is available on the web via the following link.

[https://www.lacitysan.org/san/faces/home/portal/s-lsh-wwd/s-lsh-wwd-cw/s-lsh-wwd-cw-s?\\_adf.ctrl-state=axbdp0pd8\\_177&\\_afLoop=8377735837078297#!](https://www.lacitysan.org/san/faces/home/portal/s-lsh-wwd/s-lsh-wwd-cw/s-lsh-wwd-cw-s?_adf.ctrl-state=axbdp0pd8_177&_afLoop=8377735837078297#!)

### ***Task A1: Review for WDRs Compliance and Effectiveness***

This task entails reviewing all Parts and Sub-parts of the City's SSMPs for both content and form with respect to:

- a. Compliance with the requirements of the WDRs, WDRs Monitoring and Reporting Program (MRP), and any amendments thereto; and
- b. Effectiveness in controlling and mitigating Sanitary Sewer Overflows (SSOs).

The City's SSMPs consist of 11 Parts and associated Sub-parts which correspond with the WDRs SSMP requirements (Paragraph D.13). In addition, numerous other documents are incorporated by reference. Task 1.a entails reviewing the SSMP for compliance with WDRs. This may involve documents review, interviewing personnel, and/or conducting one or more group meetings or workshops.

Task A1.b, the review for effectiveness in controlling and responding to SSOs, will be performed for both the number and size (volume) of SSOs. In this regard, LASAN is also seeking a third-party review of two major sewer collapse events (one of which resulted in a large volume SSO), including an identification of causes of failure and LASAN's short-term response and long-term planning efforts to avoid similar events.

***Task A2: Conduct a Feasibility Review for Combining the City's SSMPs into One Whole***

Explore the possibility of maintaining only one SSMP that will cover the City's entire sewer system and, if feasible, recommend a work plan for accomplishing that end.

***Task A3: Prepare and Process a Final Report on Tasks A1 and A2 including Recommended Enhancements and a New SSMP Template.***

**B. Clean Water Program (CWP)**

***Task B1: Conduct a SWOT Analysis on the City's Clean Water Program***

The Collection System is managed within the City's Clean Water Program. It is by far the largest component of the City's current 10-year Wastewater Capital Improvement Program (WCIP). The goal of this task is to provide a comprehensive and independent review of the Clean Water Program structure for organizational effectiveness and efficiency, as they pertain to the Collection System.

LASAN has periodically employed the services of other firms and organizations for similar third-party reviews. To save time and effort, and to take advantage of LASAN's past methods and results, this task will also include a review of past reports and recommendations for prevalence and applicability.

The selected consultant will work with LASAN's Task Manager to determine further details of the scope of services for the following subtasks.

- a. Review the principal production and cost centers within the Clean Water Program with particular emphasis on the Collection System, and evaluate the input and output (responsibility and accountability) at these centers with respect to industry benchmarks and recognized methods.
- b. Conduct a life-cycle performance review of a sampling of nine (9) programs and projects of various size and complexity, encompassing all phases of program/project identification, validation, development, and implementation, from initial planning through startup and operation (as applicable); and evaluate performance with respect to established benchmarks.

c. From the above review (Subtasks a. and b.), identify strengths, opportunities for improvement, and make recommendations. With regards to making recommendations, also review LASAN's past third-party efforts and adopted recommendations, evaluate their prevalence and applicability to the current Program needs, and briefly document their implementation and results.

- 1) Malcolm Baldrige Report, October 2007
- 2) Qual Serve Report of Peer Review, January 2003
- 3) Best Practices Report by Black & Veatch, 2000

A summary of the content of the above reports will be presented at the pre-proposal meeting.

By outsourcing this task LASAN seeks to achieve objectivity, transparency and clarity. Proposals should include a specific approach to achieving these objectives which may or may not include subbing this task to a firm that is currently not doing business with the City and is not on the current On-call Contract list. A proposal will not be rated any higher or lower merely by virtue of the fact that it does or does not propose to sub this task to an "independent" firm. However, a principal evaluation criterion for this task will be the ability to achieve these objectives, whichever way the proposing firm chooses to demonstrate this ability.

***Task B2: Prepare and Process a Final Report on Task B1.***

Proposals should include an approach to preparing the following reports and a quantification of collaboration needed from LASAN, for example, any meetings or workshops deemed necessary for completing this task.

1. Draft Report
2. Final Draft Report
3. Final Report

The current WCIP is available at:

<http://san/fmd/WCIP/WCIPBook16-17.pdf>

An overview of the CWP organization will be presented at the pre-proposal meeting.

The pre-proposal meeting is scheduled on May 15, 2018, 10:00-11:00 am, at LASAN's Media Center office located at 2714 Media Center Drive, Los Angeles 90065, to discuss the above tasks and answer questions.

**3. Term of Engagement**

The term of engagement is nine months from the issuance date of NTP with an option to extend for additional time (later phase) for consulting services during the implementation of any adopted recommendations, at LASAN’s discretion.

**4. Cost Estimate**

It is estimated that the cost ceiling for the first phase of this TOS is \$130,000.

**5. Solicitation Schedule (Tentative)**

- Issue Task Order Solicitation .....Date of Cover Letter.
- Receive Solicitation Responses.....As indicated in Cover Letter.
- Conduct Interviews if necessary.....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.

**4. 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 Bureau’s staff via e-mail, no later than 2:00 pm of proposal due date indicated in cover letter:

- Farsheed Farhang, [farsheed.farhang@lacity.org](mailto:farsheed.farhang@lacity.org)
- Thu-Van Ho, [thu-van.ho@lacity.org](mailto:thu-van.ho@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)
- 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.

**5. Selection Criteria**

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

1. Capability and experience in providing the Scope of Services as demonstrated by the proposal;
2. Expert knowledge and work experience associated with sewer system program management, benchmarking, and other management functions;
3. Ability to provide an independent review to help meet LASAN's objectivity and transparency objectives;
4. Proven capability to deliver services on time and within budget; and
5. Value provided to the City in comparison to cost.

**6. 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 whenever possible.

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.

**7. 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: Farsheed Farhang, Environmental Engineer, Wastewater Engineering Services Division, (323) 342-6223.

**8. 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		
<b>Total Direct Labor Cost of the Prime</b>			
<b>Total Subcontract Expenses</b>			
<b>5% Administrative Fee (markup)</b>			
<b>Other Direct Costs (with no markup)</b>			
<b>Total Task Order Amount</b>			

### Total Subconsultant Participation

Pledged	MBE	WBE	SBE	EBE	DVBE	OBE
<b>% of Total Task Order</b>	%	%	%	%	%	%
<b>\$ Amount</b>	\$	\$	\$	\$	\$	\$