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CALIFORNIA



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

January 8, 2018

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

### **LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-89 – SEWER ADVANCED PLANNING SUPPORT SERVICES AND GIS ENTERPRISE SYSTEM**

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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:

Date and Time: Thursday, January 18, 2018, from 1:00 P.M. to 2:00 P.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. Eduardo Perez before the meeting.

For the security clearance at the building, please e-mail Mr. Eduardo Perez ([eduardo.perez@lacity.org](mailto:eduardo.perez@lacity.org)), the names of your representatives and subcontractors, who will be attending the meeting, and the company's name by Wednesday, 17, 2018, before 12:00 P.M. (Please note that inviting your subcontractors to the meeting is optional.)

The deadline for proposal submittal is Monday, February 12, 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. Eduardo Perez, [eduardo.perez@lacity.org](mailto:eduardo.perez@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\ TOS SN-89\_Sewer Advnced Plan & GIS Enterprise \INITIATION

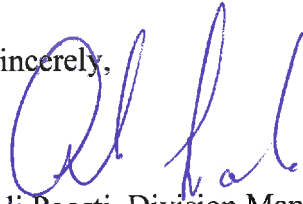
*zero waste • one water*

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste



Sincerely,



Ali Poosti, Division Manager  
Wastewater Engineering Services Division  
LA Sanitation

TVH/AP:tvh

Attachment: Copy of the scope of services

c: Fernando Gonzalez, WESD  
Scott Hare, WESD  
Eduardo Perez, WESD  
Thu-Van Ho, WESD  
Spencer Yu, WESD

City of Los Angeles  
Department of Public Works  
Bureau of Sanitation

On-call Consultant Services Contract

**Task Order Solicitation (TOS) SN-89**  
**For**  
***Sewer Advanced Planning Support Services and GIS Enterprise System***

**January 2018**

**1. Introduction**

The Bureau of Sanitation (LA Sanitation) plans to utilize consultant services to provide support to sewer advanced planning and other related activities to address the renewal needs of the aging sewer infrastructure of the City since the 6,700 miles of sewers in the City's sewer system continue to advance in age and require continuing rehabilitation and upgrade. In addition, the City is in the process of modernizing GIS information gathering Display functionality through further development of its GIS enterprise system. These updates will allow Sanitation to take advantage of modern web mapping which will allow staff to gather data using simple mobile devices and also display web maps through any web medium.

The location of the work is primarily at the Wastewater Engineering Services Division (WESD) offices located at 2714 Media Center Dr., Los Angeles, California 90065. The consultant may also be required to visit other work sites and to conduct field investigations while providing their own transportation. The consultant shall work under the direction of City managers and supervisors as part of various project teams and in most cases will be located onsite in offices provided by the City. Although this TOS identifies certain skill sets and assignments, additional skill sets and assignments may be added or deleted as the need dictates.

**2. Scope of Services**

The Bureau is soliciting a qualified consultant firm to provide sewer planning support services, including assessing pipe condition, performing hydraulic modeling and flow estimation, evaluating and recommending pipe renewal actions, preparing sewer master plans and concept reports, packaging projects for design and construction, as well as other wastewater-related tasks. The services shall include but are not limited to:

**Task 1: Sewer Advanced Planning Support**

The Consultant will provide specialized engineering services to assist the City in the following tasks:

- 1.1 Prepare primary and secondary sewer master plans and concept reports for design and construction.
- 1.2 Prepare project packages for Difficult Access Reaches (DAR) for design and construction.

- 1.3 Prepare sewer concept reports for extending the existing sewer system to serve properties that are presently served by septic tanks/cesspools.
- 1.4 Coordinate with Bureau of Engineering to facilitate the design and implementation of sewer renewal and relief projects.
- 1.5 Perform Sewer Capacity Availability Reviews (SCAR) and prepare CEQA responses.
- 1.6 Perform field investigation, desktop research, data gathering and data analysis.
- 1.7 Review existing sewer ranking system and revise the criteria and procedures to adapt to new requirements. Prepare and document changes and revisions in the procedural manuals.
- 1.8 Provide expertise and support in hydraulic modeling (Mike Urban) and flow estimating (SFEM)
- 1.9 Provide expertise and support in the development and maintenance of databases and related applications for sewer condition assessment, hydraulic assessment, flow projection, Inflow/Infiltration (I/I) analysis, and various hydraulic models.

**Task 2: GIS Enterprise System Support**

The City will utilize specialized skills of Consultant in the GIS Programmer/Web development for the development of GIS Enterprise. The following are services needed:

- 2.1 Provide expertise and support, as needed, in computer/web programming and in the development and maintenance of web applications specific designed to increase productivity by city staff or provide information to the public. Tasks include application design as well as data maintenance and customer support for deployed applications.
- 2.2 Provide expertise in support and tasks as related to Geographic Information Systems work and dataset creation and maintenance. Tasks include preparation of paper and web maps and analysis of geographic data as related to the field of sewer services.

**Task 3: Technical and Miscellaneous Support**

CCTV inspection is used to review and visually inspect sewer reaches to allow analysis, evaluation and ranking of the sewer pipes for structural integrity. The objectives of CCTV are to analyze, assess, and rank sewers for pipe conditions, structural and hydraulic conditions, corrosion conditions, root intrusion, infiltration, debris accumulation and alignment conditions. The Consultant will provide technical engineering services to assist the City in the following tasks:

- 3.1 Review, assess and document information from CCTV videos and log sheets in the condition assessment database.
- 3.2 Rank and record sewer pipe condition according to established procedures
- 3.3 Investigate and prepare special studies on the sewer system as needed
- 3.4 Coordinate activities of CCTV inspection crews, operational staff, and contractor.
- 3.5 Provide support for processing, tracking and filing the numerous videos, log sheets and other documents.

**Task 4: Public Affairs Office Support**

The City is considering utilizing a Public Outreach Specialist to provide as-needed support for the Bureau of Sanitation’s programs under the supervision of the City’s Public Affairs Office (PAO). The Public Outreach Specialist shall be responsible for coordinating with the PAO on these activities, providing support including:

- 4.1 Conducting door-to-door outreach with residents, schools, businesses, and other impacted facilities;
- 4.2 Preparing media materials such as advisories and releases and coordinating press conferences;
- 4.3 Responding to inquiries by the public and coordinating the resolution of concerns between the public and the CITY;
- 4.4 Event planning;
- 4.5 Website creation, improvement, and maintenance;
- 4.6 Acting as a liaison with the offices of City Council members and other public officials;
- 4.7 Conducting pre-construction video surveys;
- 4.8 Planning and executing meetings with Neighborhood Councils and other community organization;
- 4.9 Providing other services, not described above, on an as-needed basis.
- 4.10 Fluency in Spanish is preferable.

**3. Term of Engagement**

The term of engagement is two (2) years with two (2) one-year extension options from the issuance date of NTP. It is estimated that the cost ceiling is approximately \$4,000,000.

**4. Solicitation Tentative Schedule**

- A. Issue Task Order Solicitation ..... Date of Cover Letter
- B. Receive Solicitation Responses ..... As indicated in Cover Letter
- C. Interviews if necessary..... 6 weeks after issuance of TOS
- D. Select and Negotiate..... 8 weeks after issuance of TOS
- E. Issue Task Work Order..... 12 weeks after issuance of TOS

**5. Solicitation Response Requirements**

Solicitation responses shall not exceed 15 pages excluding cover, dividers and resumes. They shall be submitted via e-mail to the following LA Sanitation’s staff no later than 2:00 pm of the proposal due date indicated in Cover Letter:

- Eduardo Perez, [Eduardo.Perez@lacity.org](mailto:Eduardo.Perez@lacity.org)
- Thu-Van Ho, [Thu-Van.Ho@lacity.org](mailto:Thu-Van.Ho@lacity.org)

Solicitation Responses shall include:

- A. Resumes demonstrating that the candidates are capable of meeting the requirements of the scope of work. Resumes shall include education and work experience history with dates and references from past employers and/or organizations.
- B. A Proposed Hourly Billing Rate Summary listing each staff member on the proposed TOS team with all respective direct and indirect costs, markups, expenses, overhead rates and profit. Assume the proposed TOS team is located onsite working with City supplied offices and equipment. A sample "Proposed Hourly Billing Rate Summary" format is in Attachment A.
- C. Statement pertaining to the candidate's availability.
- D. 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)
- E. Provide a copy of valid MBE/WBE/SBE/EBE/DVBE Certifications of MBE/WBE/SBE/EBE/DVBE subcontractors utilized.

## **6. Selection Criteria**

The selection criteria include:

- A. The value offered to the City considering cost in comparison to capabilities and experience of the candidates,
- B. Capability to provide the Scope of Services and continuity of existing level of service,
- C. Capability to provide consultant staff on as-needed basis in an array of fields, including but not limited to:
  - Solid waste collection and disposal
  - Solid waste recycling
  - Wastewater Treatment Operation and Conveyance
  - Recycled water policies and technologies
  - Construction Management
  - Graphic design
  - Web page design

- Instrumentation and Control Systems
  - Climate Change
  - Project scheduling
  - Software development
- D. Past work experiences with the City and knowledge of the City facilities, procedures and practices.
- E. Sub-consultants MBE/WBE/SBE/EBE/DVBE/OBE participation levels

## **7. 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.

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.

## **8. Contract Manager**

The City's On Call Contract Manager is:

Ali Poosti, Division Manager  
Wastewater Engineering Services Division  
Phone: (323) 342-6228

The Task Manager for this designated TOS is:

Fernando Gonzalez, Assistant Division Manager  
Wastewater Engineering Services Division  
Phone: (323) 342-6267

## **9. 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.

