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CALIFORNIA



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2714 MEDIA CENTER DRIVE  
LOS ANGELES, CA 90065  
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[WWW.LACITYSAN.ORG](http://WWW.LACITYSAN.ORG)

September 24, 2019

## ELECTRONIC MAIL

To: On-Call Contract Consultants of LA Sanitation

### **LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-115, PHASE I - ASSESSMENT OF S.A.F.E CENTERS**

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

Date & Time: Thursday, October 17, 2019, from 10:00 A.M. – 11:00 A.M.

Location: Public Works Building (PWB)  
1149 South Broadway, Los Angeles, CA 90015  
SUB-BASEMENT SB-9

All questions regarding this TOS must be submitted in writing via e-mail to Ms. Yasamin Lozano at [Yasamin.Lozano@lacity.org](mailto:Yasamin.Lozano@lacity.org) by Wednesday, October 16, 2019, before 12:00 P.M.

For the security clearance at the PWB, please e-mail Ms. Yasamin Lozano, the names of your company and representatives, who will be attending the meeting, by Wednesday, October 16, 2019. (Please note that inviting your sub-consultants to the meeting is optional.)

The deadline for proposal submittal is **Thursday, October 31, 2019, no later than 2:00 P.M.** If your firm is interested in this TOS, please submit an electronic copy of proposal via e-mail to the following LASAN's staff:

- John Park, [john.park@lacity.org](mailto:john.park@lacity.org)
- Thu-Van Ho, [san.oncall@lacity.org](mailto:san.oncall@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.

\\82MTCFS1\Div Files\On-Call Contracts\New Oncall 2014-19\TOS SN-115\_Eval & Assmt for SAFE Centers\INITIATION

*zero waste • one water*

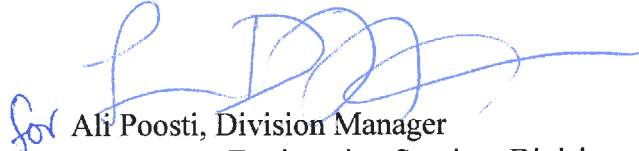
AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste



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

Sincerely,

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

AP/TVH:tvh

Attachment: Copy of the scope of services

cc: Marisela Reyes, SRCRD  
John Park, SRCRD  
Yasamin Lozano, SRCRD  
Lenise Marrero, WESD  
Cyrous Gilani, WESD  
Scott Hare, WESD  
Thu-Van Ho, WESD

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

**On-call Consultant Services Contract Task Order Solicitation (TOS) SN-115  
For  
PHASE I - ASSESSMENT OF S.A.F.E CENTERS  
September 2019**

**1. Introduction**

LASAN's Solvents/Automotives/Flammables/Electronics (S.A.F.E.) Centers provide opportunities for over 200,000 City and County households to safely drop off household hazardous wastes throughout the year. They are permanent collection facilities for Household Hazardous Waste and other regulated wastes that are unacceptable at landfills. Thus, they are critical components of waste diversion and the protection of human health and the environment.

Six S.A.F.E. Centers are owned by the City of Los Angeles. The current facility operations would benefit from capital improvements and reconfiguration of the existing site layouts. Due to the condition of six centers, LASAN is seeking for a qualified consultant to assist LASAN on the S.A.F.E. Center Improvement Project that requires three phases as follows:

- Phase I: Assessment of six S.A.F.E. Centers and recommendations for all six centers
- Phase II: Design of Gaffey and DCT S.A.F.E. Centers
- Phase III: Construction of Gaffey and DCT S.A.F.E. Centers

The purpose of this TOS is to initiate Phase I of this project, to assess and evaluate all six S.A.F.E. Centers for structural repair due to deferred maintenance and provide recommendations for all six centers. The locations of the six centers are as follows:

<b>No.</b>	<b>S.A.F.E. Center Name</b>	<b>Serving Community</b>	<b>Address</b>
1	Nicole Bernson (Balboa)	North Valley	10241 N. Balboa Blvd., Northridge CA 91325
2	Gaffey Street	Harbor Area	1400 N. Gaffey St., San Pedro CA 90731
3	LAG	Central Los Angeles	4600 Colorado Blvd., Los Angeles CA 90039
4	Hyperion	Playa Del Rey	7660 W. Imperial Highway, Gate B, Playa Del Rey CA 90293
5	Randall Street	East Valley	11025 Randall St., Sun Valley CA 91352
6	Washington Boulevard	East Los Angeles	2649 E. Washington Blvd., Los Angeles CA 90021

The following are the current conditions of the centers:

- All six S.A.F.E. Center have experienced water damage to the office, roof, and packaging supplies. Extra expenses have been incurred to clean up and dispose of contaminated runoff.

## **Applicable Regulation and Permits**

- CUPA – PBR, Hazardous Waste Generator permit
- California Environmental Quality Act (CEQA)/ environmental review and approval
- Storm water treatment and discharge/runoff plan permit
- Regional Water Quality Control Board (RWQCB) – NPDES
- Fire Department – permit
- DTSC-EPA ID Number
- California Department of Health Services – Radiological Health Branch – Registration and licensing for radioactive materials (e.g. smoke alarms, etc.)
- Building Department – sewer, plumbing, etc.

## **2. Scope of Services**

### **Task 1 – Site Assessments at all S.A.F.E. Centers**

- Visit all 6 S.A.F.E. Centers to perform a site assessment to optimize current and future site operations. Recommendations must be included in the final report.
- Assessment should include, but not be limited to:
  - Identifying need for repairs
  - Identifying need for reconfiguration or expansion to accommodate for emerging waste streams
  - Identify current regulations and permits are up to date
  - Identifying new technology applications that can be utilized for operations
- Once assessments are completed, a comprehensive findings report shall be prepared and presented

(The operation hours of these centers are in Attachment A.)

### **Task 2 – Recommendations to Mitigate the Impact of Future Regulatory Requirements for the next 10 Years for all S.A.F.E. Centers**

- How will this affect operating efficiency and space constraints?
- From your research and findings, will the S.A.F.E. Centers be affected structurally? Operationally?
- New Waste Streams to Account for:
  - Photovoltaic Solar Panels
  - Electric Vehicle Batteries
  - Pharmaceuticals/SHARPS
  - E-Cigarettes
  - New Waste Streams Not Accounted for Here
- How to adapt to emerging waste streams and future regulatory requirements.
- DTSC, CalEPA, CalRecycle

All interested proposers of this TOS must become thoroughly familiar with the existing plans and regulatory requirements of the S.A.F.E. Centers.

## **3. Term of Engagement**

The term of the engagement will be 120 days.

## **4. Project Cost Estimate**

The consulting firm(s) shall submit with their proposal a breakdown of the cost per task.

**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.

**6. Solicitation Response Requirements**

Solicitation Responses shall not exceed 10 (ten) pages, exclusive of cover, dividers and resumes. Solicitation Responses shall be submitted to the following Bureau staff via e-mail, no later than 2:00 pm of proposal due date indicated in the cover letter:

- John Park, [John.Park@lacity.org](mailto:John.Park@lacity.org)
- Thu-Van Ho, [san.oncall@lacity.org](mailto: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.
- A proposed individual cost breakdown by tasks.
- A breakdown of estimated time for completion of task.
- Proposed Hourly Billing Rate Summary for the proposed candidate with all respective direct and indirect costs, markups, expenses, overhead rates and profit. (See Attachment B)
- 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.

Department of Public Works (DPW) only recognizes:

- ❖ MBE/WBE certifications certified by:
  - City of LA – Bureau of Contract Administration (LABCA);
  - LA County Metropolitan Transportation Authority (MTA);
  - State of California - Department of Transportation(CalTrans);
  - Southern California Minority Supplier Development Council (SCMSDC);
  - The Supplier Clearinghouse for the Utility Supplier Diversity Program of the California Public Utilities Commission (CPUC) (recognized by the DPW since May 1, 2017);
  - 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)

Note: Women's Business Enterprise National Council – West (this certified agency is no longer recognized by DPW since April 30, 2017)

**7. Selection Criteria**

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

- Ability to clearly and promptly communicate with the project team to work together, facilitate conflict resolutions and control project.
- Capability and experience in providing the Scope of Services as demonstrated by the proposal.

- Expert understanding of the importance of meeting the scope limitations and deadlines.
- Experience and proven track record with local similar constructions projects.
- Demonstrates knowledge of hazardous waste facilities and regulatory compliance.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Proven capability in resolving construction conflicts.
- 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 Prime Consultants are encouraged to utilize these subconsultants whenever possible.

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

**9. Task Order Manager**

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

The Task Manager for this designated TOS is: John Park, P.E., Environmental Engineer, Solid Resources Citywide Recycling Division, (213) 485-3970.

**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

Operation Hours of the LOS ANGELES Permanent Household Hazardous Waste Collection Centers

<b>NAME</b>	<b>SERVING COMMUNITIES</b>	<b>HOURS OF OPERATION (open to the public)</b>	<b>ADDRESS</b>
Nicole Bernson (Balboa) S.A.F.E. Center	North Valley	Saturdays and Sundays 9:00am-3:00pm	10241 N. Balboa Boulevard, Northridge, CA 91325
Gaffey Street S.A.F.E. Center	Harbor Area	Saturdays and Sundays 9:00am-3:00pm	1400 N. Gaffey Street, San Pedro, CA 90731
Los Angeles-Glendale S.A.F.E. Center	Central Los Angeles	Saturdays and Sundays 9:00am-3:00pm	4600 Colorado Boulevard, Los Angeles, CA 90039
Hyperion S.A.F.E. Center	Playa Del Rey	Saturdays and Sundays 9:00am-3:00pm	7660 West Imperial Highway, Gate B Playa Del Rey, CA 90293
Randall Street S.A.F.E. Center	East Valley	Saturdays and Sundays 9:00am-3:00pm	11025 Randall Street, Sun Valley, CA 91352
Washington Blvd. S.A.F.E. Center	East Los Angeles	Saturdays and Sundays 9:00am-3:00pm	2649 E. Washington

