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WASTEWATER ENGINEERING SERVICES DIVISION
2714 MEDIA CENTER DRIVE
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October 30, 2018

To: On-Call Contract Consultants of LA Sanitation

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-106, REVISION OF INDUSTRIAL WASTE MANAGEMENT DIVISION'S ENVIRONMENTAL COMPLIANCE INSPECTOR TRAINING MANUAL

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

Date and Time: Tuesday, November 6, 2018, from 1:30 P.M. to 2:30 P.M.
Location: 2714 Media Center Drive, 2nd floor, Training Room A
Los Angeles, CA 90065

All questions regarding this TOS must be submitted in writing via e-mail to Ms. Pamela La Beau (pamela.labeau@lacity.org) before the meeting.

Please e-mail Ms. Pamela La Beau, the names of your company and representatives, who will be attending the meeting, by Monday, November 5, 2018, before 12:00 P.M. (Please note that inviting your subcontractors to the meeting is optional.)

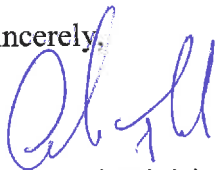
The deadline for proposal submittal is Friday, November 30, 2018, before 2:00 P.M. If your firm is interested in this TOS, please submit proposal via e-mail on the indicated due date to the following LASAN staff:

- Ms. Pamela La Beau, pamela.labeau@lacity.org; and
- 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 not to submit a proposal will not affect your eligibility for future work.



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 and Environment

TVH/AP:tvh

c: Michael Simpson, IWMD
Bhupendra Patel, IWMD
Pamela La Beau, IWMD
Cyrous Gilani, 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-106 for Revision of Industrial Waste Management Division's
Environmental Compliance Inspector Training Manual**

October 2018

1. Introduction

The current Environmental Compliance Inspector (ECI) training manual was developed 24 years ago, in 1994. Since the development of this manual, Industrial Waste Management Division's (IWMD) operations and functions have significantly changed. The current manual was developed before the creation of the new Pretreatment Information Management System (PIMS) database, the Industrial Classification Code Program, the Fats, Oils & Grease (FOG) program, the Dental program, and the updated Environmental Protection Agency (EPA) pretreatment standards. The manual needs to reflect IWMD's Divisional Goal to become "Business Friendly" with new programs such as LA Industry, Green Chemistry, Biomimicry, Circular Economy, Regulatory Assistance and Water Recycling. The ECI training manual needs to be updated to reflect these significant changes.

IWMD's current training manual was created with software that is now obsolete, and changes cannot be made because the software is no longer available. The new manual will be digitally composed and stored to make it easier to update any future changes. A digital format will need to be adaptable for mobile devices, such as for tablets and cellular phones.

It is very important that the ECIs' training manuals have up-to-date information in order to properly train IWMD staff.

2. Scope of Services

The Bureau is soliciting a qualified consultant firm to provide services to assist IWMD staff in updating the ECI training manual. The manual currently contains eight (8) volumes and several appendices that will need to be updated along with the addition of information that's up-to-date with IWMD's current program. This revision will require the collaboration of IWMD subject matter experts and the assistance of consultants. The consultants will offer support such as, benchmarking, document review, creating a bond hard copy, converting the document into a digital copy that can be web based, graphic design, setting up hyperlinks for reference documents, providing online exams and providing completed certificates of training.

The following provides more details regarding the services from the qualified consultant:

Task 1: Recommend the new Training Manual format:

- a. Review IWMD current training manuals
- b. Benchmark with other municipal agencies inspection training programs.
- c. Recommend an effective and expandable format.

Deliverables:

- Provide multiple examples of training manuals.
- Provide a prototype of a recommended format.

Task 2: Document Review - Review and provide comments on the following documents as prepared by IWMD staff.

- a. Update of Course 1 – 8 of the Training Manual.
- b. All new courses as developed for new regulatory programs.
- c. All appendices supporting the training courses.

Deliverables:

- Comments on updates, additional courses, and appendices.

Task 3: Converting the Training Manual into a digital format.

- a. Need a digital, adaptable format manual for mobile devices, such as for tablets and cellular phones. The document is to be web-based.
- b. Set up hyperlinks for reference documents.
- c. Provide online examinations, scoring, and generate certificates of completion.

Deliverables:

- A Web-based document which allows training manual, appendices and hyperlinks to be assessable via computer and also by cellular phones and tablets.

Task 4: Graphic Design

- a. Provide a cohesive and easy to follow graphics scheme for tables, graphs, diagrams, pictures, etc., throughout the document.

Deliverables:

- Generate all graphics tables, diagrams, pictures, etc. for the manual.

Task 5: Creating a bound hard copy:

- a. Publish the manual.

Deliverable:

- Provide twenty-five (25) hard copies.

Task 6: Project Management Support

- a. Assist in keeping project on track

Deliverable:

- Look ahead and identify risks to avoid increase in project cost.

3. Term of Engagement and Cost Estimate

The term of engagement is 24 months from the issuance date of NTP. The cost estimate for this TOS is approximately \$137,600.

4. **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.

5. **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:

- Pamela La Beau, pamela.labeau@lacity.org; and
- 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.
- 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.

6. **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.

- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Ability to effectively and rapidly meet on going needs for the related stakeholder activities.
- Experience consultant firm with a proven track record of delivery of training manuals for a municipal organization.
- Familiarity and understanding of IWMD pretreatment program goals, mission and objectives.
- Ability to provide a unique perspective for making the manual readable and easy to follow.
- A proven track record and program to “grow and develop” MBE/WBE firms that participate in LASAN contracting opportunities.

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. 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.

8. 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: Pamela La Beau, Chief Environmental Compliance Inspector II, Industrial Waste Management Division, (323) 342-6189.

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.

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