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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

August 19, 2019

To: On-Call Contract Consultants of LA Sanitation

### **LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-111 – SURVEYING SERVICES FOR SOLID RESOURCES PROCESSING AND CONSTRUCTION DIVISION'S CONSTRUCTION PROJECTS**

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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. There is no pre-proposal meeting for this TOS.

All questions regarding this TOS must be submitted in writing via e-mail to Ms. Thania Flores Soto ([thania.floressoto@lacity.org](mailto:thania.floressoto@lacity.org)) by Friday, August 23, 2019, before 12:00 P.M.

The deadline for proposal submittal is **Monday, September 16, 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 Hamilton, [john.cobb.hamilton@lacity.org](mailto:john.cobb.hamilton@lacity.org)
- Thania Flores Soto ([thania.floressoto@lacity.org](mailto:thania.floressoto@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.

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

Sincerely,

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



TVH/AP:tvh

Attachment: Copy of the scope of services

c: Khalil Gharios, SRPCD  
Miguel Zermeno, SRPCD  
Thania Flores Soto, SRPCD  
Lenise Marrero, WESD  
Cyrus 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-111 for Surveying Services for  
*Solid Resources Processing and Construction Division's Construction Projects***

**August 2019**

**1. Introduction**

LA Sanitation (LASAN) Solid Resources Processing and Construction Division (SRPCD) is in need of surveying services for multiple construction projects throughout the City of Los Angeles. SRPCD is requesting efficient surveying services to prevent construction delays and to deliver projects on time.

**2. Scope of Services**

LASAN is soliciting a qualified firm to perform the following tasks:

- Topographic Surveys
- Aerial Photographs / Photogrammetry
- Monuments and Control Surveys
- Construction Staking
- General Construction Surveys and Staking
- Rough & Fine Grade Check
- Right-of-Way Surveys / Legal Descriptions
- Property and Project Boundary Surveys
- As-Built Surveys
- Building Control and Layout
- QA Surveying
- Quantity Calculations and Reports
- Utility Coordination
- Utility Mapping
- 3D Imaging / Modeling
- On-Call Surveying Services

Deliverables:

- Stakes
- Cut-sheets
- Maps submitted as PDF and CAD files
- Monuments and Control Points
- Aerial Photographs (Digital Orthophotography, etc.)
- Blue Top Surveying

Surveying services would be applicable for the following locations, Gaffey Landfill, Lopez Canyon Environmental Center, Lopez Canyon Parks in City of Los Angeles buffer properties, Toyon Landfill, Bishops Canyon Landfill, Sheldon-Arleta Landfill, Central Los Angeles Recycling and Transfer Station (CLARTS) and other LASAN community improvement construction projects. (See attached maps)

### 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 \$90,000.

### 4. 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.

### 5. 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:

- John Hamilton, john.cobb.hamilton@lacity.org
- Thania Flores Soto, thania.floressoto@lacity.org
- 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.
- 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)
- 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.

Note: 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);
  - CalTrans;
  - The **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 June 1, 2016);
- Any member of California Unified Certification Program (CUCP)
- 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 May 31, 2016)

- ❖ 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)

## **6. Selection Criteria**

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

- Capability, expert knowledge, and work experience in providing the Scope of Services for land surveying and mapping as demonstrated by the proposal
- Licensed Land Surveyors registered to practice in the State of California
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates
- Ability to complete tasks accurately and efficiently in order to meet critical project deadlines.

## **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: Thania Flores, Environmental Engineering Associate I, Solid Resources Processing and Construction Division, (213) 847-2931.

## **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		
<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

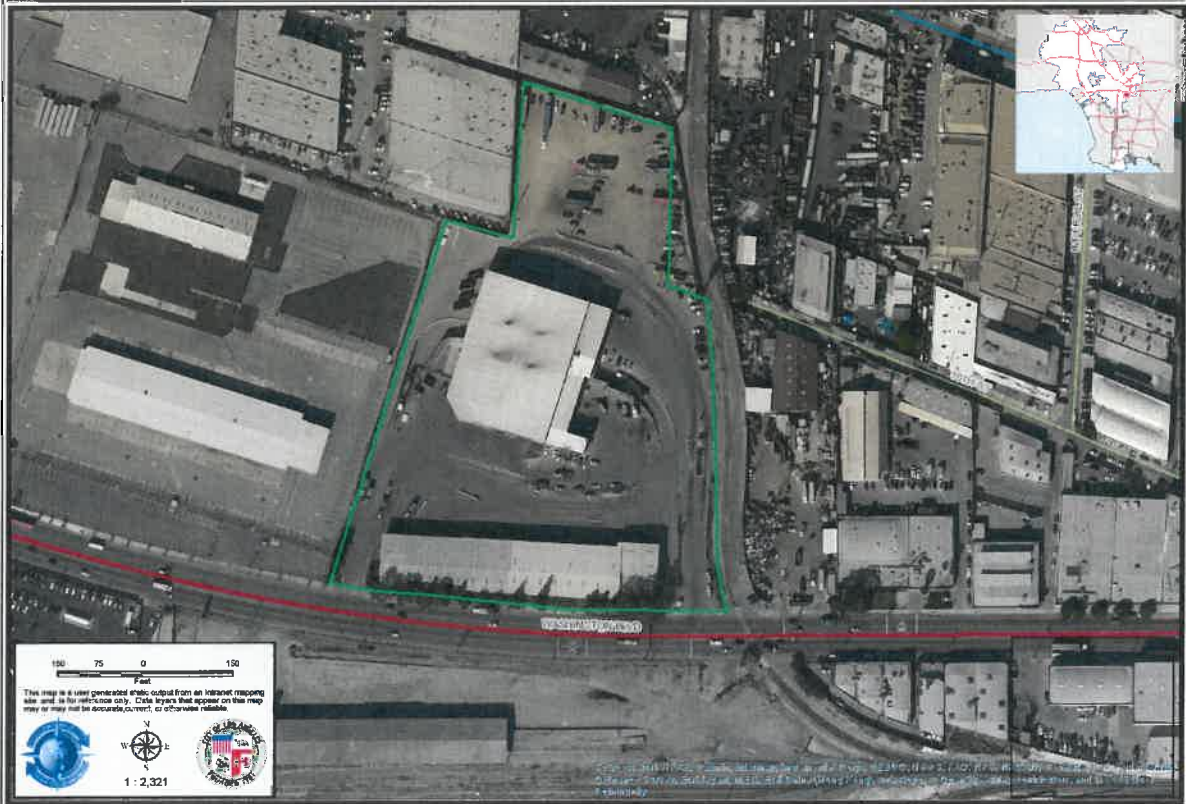
Pledged	MBE	WBE	SBE	EBE	DVBE	OBE
<b>% of Total Task Order</b>	%	%	%	%	%	%
<b>\$ Amount</b>	\$	\$	\$	\$	\$	\$

**BISHOP CANYON LANDFILL** 929 Academy Road Los Angeles, CA



**CENTRAL LOS ANGELES RECYCLING AND TRANSFER STATION (CLARTS)**

2201 E Washington Blvd, Los Angeles, CA 90021



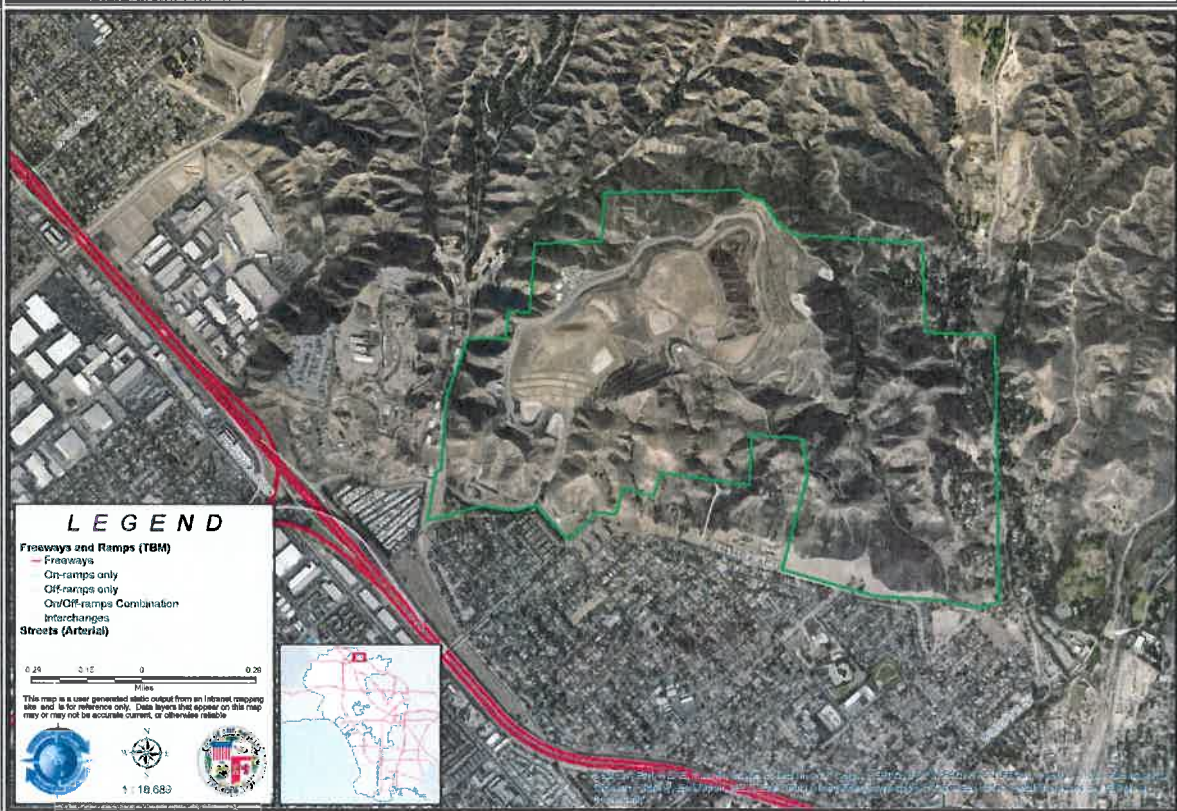
# GAFFEY LANDFILL

1400 North Gaffey Street Los Angeles, CA 90731



# LOPEZ CANYON LANDFILL

11950 Lopez Canyon Road  
Los Angeles, CA 91342





**SHELDON-ARLETA**  
(CESAR CHAVEZ RECREATIONAL COMPLEX)

12455 Wicks Street  
Los Angeles, CA 91352 (Sun Valley)



**TOYON CANYON LANDFILL** 5050 Mount Hollywood Drive  
Los Angeles 90027 (Griffith Park)

