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CALIFORNIA



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1149 SOUTH BROADWAY, 9TH FLOOR
LOS ANGELES, CA 90015
TEL: (213) 485-2210
FAX: (213) 485-2979
WWW.LACITYSAN.ORG

December 9, 2021

ELECTRONIC MAIL

To: 24 Pre-Qualified On-Call Contract Consultants of LA Sanitation

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-142 – URBAN LAKES BACTERIA MONITORING - LABAVN OPPORTUNITY ID: 201560

LA Sanitation (LASAN) is soliciting responses from 24 Prime Consultants on Pre-Qualified On-Call 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 the following LASAN staff **by Thursday, December 30, 2021, before 5:00 P.M.**

- Mr. Miller Zou, miller.zou@lacity.org
- Ms. Wanda Epps, san.oncall@lacity.org

The **deadline for proposal submission** is **Tuesday, January 11, 2022, before 2:00 P.M.** If your firm is interested in this TOS, please submit a proposal via e-mail by the indicated due date to the following LASAN staff:

- Mr. Miller Zou, miller.zou@lacity.org
- Ms. Wanda Epps, san.oncall@lacity.org

Thank you for your interest and we look forward to receiving your response to this TOS. Should you decide not to submit a proposal, a **negative response is requested** with a brief explanation of the reason. Your decision to not submit a proposal will not affect your eligibility for future work.

Sincerely,

Nancy Lantin, Sr. Management Analyst II
On-Call Contracts Representative
Administration Division
LA Sanitation

NL:wae

Attachment: Copy of the scope of services

c: Master Files
Michael Scaduto, LASAN Jon Ball, LASAN Miller Zou, LASAN

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**City of Los Angeles
LA Sanitation and Environment (LASAN)**

On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-142 for

Urban Lakes Bacteria Monitoring Program

December 2021

1. Introduction

Recent media attention has highlighted the need for LASAN to better evaluate water quality and communicate the health risks associated with the City's urban lakes. LASAN currently conducts routine water quality monitoring at Echo Park Lake and other urban lakes within the City, but only for pollutants with an established Total Daily Maximum Load (TMDL), e.g. nutrients. Because there are no established TMDLs for bacteria for the City's urban lakes, water quality data regarding fecal indicator bacteria (FIB) at these lakes is scarce and LASAN is currently unable to characterize the human health risk associated with recreators coming into contact with the lake water. Therefore, it is necessary for LASAN to establish an Urban Lakes Bacteria Monitoring Program (ULBMP) to gather FIB data in order to provide the public with timely data and work with other City departments to provide clear guidelines for recreation at the City's urban lakes.

This pilot study will supplement current lake monitoring with the addition of weekly FIB testing, with the goal of optimizing methods for reporting test results and notifying the public of the status of water quality. The data generated by this project will also help guide the operation and maintenance of Echo Park Lake by providing a robust characterization of the lake's water quality so that effective O&M measures can be identified. The ULBMP will initially prioritize Echo Park Lake due to its heightened scrutiny, however other urban lakes within the City may be incorporated into the Program depending on data needs and funding availability.

2. Scope of Services

LASAN is soliciting for a qualified consultant firm to provide water quality monitoring support for the City's urban lakes. This work shall include, but is not limited to: conducting routine sampling, obtaining and/or maintaining monitoring equipment, providing laboratory analysis, and reporting data to LASAN staff. The qualified consultant shall also provide as-needed support services for public outreach regarding monitoring results as well as general technical support for urban lakes within the City. Such support services shall be on an as-needed and as-directed basis.

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

Task 1: Conduct routine water quality monitoring and laboratory analysis for FIB at the City's urban lakes.

The following subtasks are required:

- a. Weekly collection of FIB samples using standard CA Surface Water Ambient Monitoring Program (SWAMP) protocols.
- b. As-needed support for obtaining and/or maintaining monitoring equipment.
- c. Ensure that FIB samples are analyzed within the appropriate holding time by a certified laboratory using appropriate analytical methods.

Deliverables:

- Chains-of-custody (COCs) and field observation logs for each sampling event.

Task 2: Data reporting and public outreach support

The following subtasks are required:

- a. Following sample collection and laboratory analysis, data is to be reported to LASAN staff in a timely scheduled manner once received by the consultant.
- b. Provide as-needed support regarding strategies for public outreach in order to notify the public of recent water quality conditions and provide clear guidelines for recreation.

Deliverables:

- Weekly FIB data reports to be provided to LASAN staff following sampling events.

Task 3: Provide as-needed technical support for the City's urban lakes, including but not limited to: attending meetings to report on findings of water quality testing and field observations, and assisting LASAN with other monitoring-related activities as directed.

Deliverables:

- Provide requested technical support in a timely manner, as directed by LASAN staff.

3. COVID VACCINATION REQUIREMENT FOR CONSULTANTS/CONTRACTORS

For the purposes of this section the terms contractor and consultant are interchangeable and deemed to have the same meaning; and the terms subcontractor and subconsultant are interchangeable and deemed to have the same meaning.

Employees of Contractor and/or persons working on its behalf, including, but not limited to, subcontractors (collectively, "Contractor Personnel") must be fully vaccinated against the novel coronavirus 2019 ("COVID-19") prior to (1) interacting in person with City employees, contractors, or volunteers, (2) working on City property while performing services under this Agreement, and/or (3) coming into contact with the public while performing services under this Agreement (collectively, "In-Person Services"). "Fully vaccinated" means that 14 or more days have passed since Contractor Personnel has received the final dose of a two-dose COVID-19 vaccine series (Moderna or Pfizer-BioNTech) or a single dose of a one-dose COVID-19 vaccine (Johnson & Johnson/Janssen) and all booster doses recommended by the Centers for

Disease Control and Prevention. Prior to assigning Contractor Personnel to perform In-Person Services, Contractor shall obtain proof that such Contractor Personnel has been fully vaccinated. The contractor shall retain such proof for the document retention period set forth in this Agreement. The contractor shall grant medical or religious exemptions to Contractor Personnel as required by law.

4. Term of Engagement and Cost Estimate

The term of engagement is from the issuance date of the Notice to Proceed (NTP) through July 22, 2024. It is estimated that the cost ceiling for this TOS is approximately \$149,500.

5. Solicitation Schedule (Tentative)

- Issue Task Order SolicitationDate of Cover Letter.
- Receive Solicitation Responses.....As indicated in Cover Letter.
- Conduct Interviews if necessary.....12 weeks after issuance of TOS.
- Select and Negotiate.....14 weeks after issuance of TOS.
- Execute Task Agreement Form.....16 - 24 weeks after issuance of TOS.
-
- **Estimated Project Start Date: 2/1/2022**

6. 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 LASAN staff via email, no later than 2:00 pm on the proposal due date indicated in the cover letter:

- Jon Ball, jon.ball@lacity.org
- Wanda Epps, 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) for a pledged amount
- 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.
- If a subconsultant needs to be added to Schedule A, use Mini Outreach Subconsultant Phone Log template uploaded to LABAVN for this TOS.
- Statement pertaining to the candidate's availability.

7. **Selection Criteria**

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

- A. Consultant Qualifications, Experience, and Expertise
 - Capability, and experience in providing the Scope of Services as demonstrated by the proposal.
 - Knowledge and experience in surface water sampling methods, analytical methods, and water quality standards relating to FIB.
- B. Personnel Qualifications, Experience, and Expertise
 - Knowledge and work experience with standard field sample collection protocols, e.g. CA Surface Water Ambient Monitoring Program (SWAMP).
- C. Technical Approach
 - Proven knowledge of both field and laboratory QA/QC protocols regarding sample collection to ensure quality and reliability of data provided.
- D. Project Management Approach
 - Ability to conduct frequent (weekly) sampling and provide weekly data reports without delay.
- E. Competitive Fees and Costs
 - The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
 - Direct and indirect costs, markups, expenses, overhead rates and profit will be considered.

8. **Suggested MBE/WBE/SBE/EBE/DVBE/OBE Participation Levels**

The City has set anticipated participation levels (APLs) for sub-consultants as follows: 18% MBE, 4% WBE, 25% SBE, 8% EBE, and 3% DVBE. Minority, women, small, emerging, disabled veteran owned and controlled businesses must be considered along with other business enterprises whenever possible as sources of subconsulting services.

Note: Sub-consultants that are not listed on Consultant's current Schedule A - LIST OF POTENTIAL MBE/WBE/SBE/EBE/DVBE/OBE SUBCONSULTANTS (which includes any previously approved mini outreach) cannot be included in a proposal and/or utilized without the performance of a mini outreach and approval of said outreach by

LASAN. A Request to Add Sub(s) should be made at least 10 business days prior to proposal due date. If a consultant needs to add a sub to their Schedule A, please see the Mini Outreach Phone Log and Instructions to Add Sub document associated with this TOS and available for download within the Los Angeles Business Assistance Virtual Network (LABAVN). When a CONSULTANT receives from LASAN an approved Request to Add Sub(s), approved sub(s) then may be included in the proposal.

9. Task Order Manager

LASAN On-Call Contracts Representative: Nancy Lantin, Sr. Management Analyst II, On-Call Contracts Representative, Administration Division, (213) 440-8237, nancy.lantin@lacity.org.

Designated Task Manager for this TOS: Miller Zou, Acting Environmental Supervisor, Watershed Protection Program, (213) 485-2046, miller.zou@lacity.org.

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

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