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January 24, 2022

ELECTRONIC MAIL

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

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-137 – ECHO PARK LAKE O&M EVALUATION SERVICES

LA Sanitation (LASAN) is soliciting responses from 24 Prime Consultants on the Pre-Qualified On-Call List. Attached are details of required services for the Task Order Solicitation (TOS). A **mandatory virtual pre-proposal meeting** for this TOS will be held on:

Date and Time:	Monday, February 7, 2022, from 10:30 A.M. to 11:30 A.M.
Location:	Virtual: meet.google.com/ssp-ymgp-gdz
By Phone:	(US) +1 413-728-0935 (PIN: 226090887)
LABAVN ID:	See LABAVN Opportunity ID: 201835

All questions regarding this TOS before the meeting must be submitted in writing via e-mail to:

- Mr. Wing Tam, wing.tam@lacity.org
- Ms. Wanda Epps, san.oncall@lacity.org

Please note that inviting your subcontractors to the meeting is optional.

The **deadline for proposal submission** is **Thursday, February 24, 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. Wing Tam, wing.tam@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 and Environment

NL:wae

Attachment: Scope of Services

c: Master Files
Michael Scaduto, LASAN
Wing Tam, LASAN
Gordon Haines, LASAN
Kosta Kaporis, LASAN
Kevin Ho, LASAN

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

On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-137 for

Echo Park Lake Operation and Maintenance Evaluation Services

January 2022

1. Introduction

This TOS is for Operation and Maintenance (O&M) Evaluation Services for the Echo Park Lake. The Evaluation Services are needed to sustain the multi-benefit objectives of the Echo Park Lake Rehabilitation Project, a City of LA Clean Water Bond (Prop O) project completed in 2014. These objectives included water quality improvements, flood mitigation, reduction of water supply demand, improved habitat, open space and recreational opportunities. The original Prop O project removed contaminated sediments, relined the lake bed and installed pretreatment devices and treatment wetlands to achieve water quality regulatory goals per the city's MS4 permit. A three-year optimization period concluded in June 2018 which defined the maintenance tasks through Standard Operating Procedures (SOPs) to ensure regulatory compliance and protect public health. This new TOS will implement many needed O&M evaluation tasks that have been constrained or deferred due to budget constraints. It will also fulfill requirements of the Regional Transfer Agreement between LASAN and the Los Angeles Flood Control District (LACFCD) Safe Clean Water Program (SCWP) for the Echo Park Lake O&M Evaluation Project.

2. Scope of Services

LASAN is soliciting a qualified consultant firm to perform all work associated with the O&M Evaluation Services for Echo Park Lake as listed in Table 1 and described below.

TABLE 1. Primary Goals of Principal Operation and Maintenance Evaluation Services

Task	Description	Frequency per year
1	Treatment Wetlands and Lake Management: Trash & debris, Weed & Algae removal & disposal; Giant Apple Snail population control and dead animal removal; management of plants and barriers, wetland sediment removal	Weekly; as-needed and 1x
2	Lake and wetland monitoring and treatment, blue-green algae monitoring and control	Monthly and as needed
3	Vector control plan and invasive species control in and around lake, wetlands, lotus bed	Monthly and as needed
4	Outreach and educational signage; community engagement	Monthly and as needed
5	Monitoring equipment, recirculation and aeration systems; calibration, repair and replacement	1x and as-needed
6	TOS Management and Reporting for SCWP	Bi-weekly, monthly; quarterly
7	As-needed Evaluation Services to Improve Lake Water Quality to Meet Regulatory Requirements	As-needed

Task 1: Treatment Wetlands and Lake Management

Task 1.1: Weekly and as-needed trash, debris, algae and weed removal & disposal. Coordination with city and other agencies or private companies as needed for safe and appropriate disposal of mixed waste and vegetation debris per city guidelines.

Task 1.2: Weekly and as-needed invasive species control including Giant Apple Snails, Red-eared Slider turtles, population control and dead animal removal and disposal.

Task 1.3: Monthly and as-needed care, management and replacement of aquatic plantings; repair and installation of safety barriers, bird deterrents, and other appurtenances of wetland infrastructure.

Task 1.4: One-time task for excess sediment removal and disposal from wetlands to maintain proper hydrology of inlet structure and wetlands.

Task 2: Lake and wetland monitoring and treatment, blue-green algae monitoring and control

Task 2.1: Mechanical, physical, biological and chemical control of excess algae and weeds in the Lake and treatment wetlands to protect lake water quality, achieve regulatory compliance and protect public health. Monthly recurring task for control, removal and disposal of excess algae and weeds.

Task 2.2: Monthly or as needed application of biological products to control and prevent blue-green algae blooms. Because of regulatory water quality limits for the lake, chemical controls should only be used in extreme conditions and in consultation with WPD staff.

Task 2.3: Monthly monitoring for hazardous algae blooms (blue-green algae outbreaks) using sampling and lab testing with objective of water quality compliance and recommendations for adjustments to tasks 2.1 and 2.2.

Task 3: Vector control plan and invasive species control in, around lake and wetlands

Task 3.1: Development of a vector control plan for control of vectors of mosquitoes, rodents and invasive animals in the aquatic and lake-edge environments, including Lotus bed. The objectives of this task is to comply with Greater Los Angeles County Vector Control District (GLACVCD) guidelines to protect public health.

Task 3.2: Implement vector control and abatement: traps, mosquito fish, monitoring and other abatement methods.

Task 4: Outreach and educational signage

Task 4.1: Prepare and implement a community engagement and outreach plan for the lake and wetlands including but not limited to: educational signage, DO NOT FEED BIRDS signage, warning signage, website and social media postings and community events.

Task 4.2: Weekly visits by consultant contractor will prune vegetation, keep the adjacent walking trail clear and maintain the physical and ecological character of the wetland. Objectives of this task is to ensure hydrological function, maintain hydraulic capacity and prevent erosion.

Task 4.2: Keep logs of above tasks, compare and analyze results over time, refine SOP and recommend updates

Task 5: Monitoring equipment, recirculation and aeration systems; calibration, repair and replacement

Task 5.1: In coordination with LASAN staff, perform services to calibrate, repair and replace lake monitoring equipment. Confirm all system functions and data retrieval.

Task 5.2: Review and analyze data, in coordination with above task for management and operations of lake and wetlands to find efficiencies and report on achieving objectives.

Task 5.3: In coordination with LASAN staff, observational and monitoring data, make recommendations and adjustments to recirculation and aeration systems to improve efficiency, lake health and water quality as needed.

Task 6: TOS Management and Reporting for SCWP Goals

Task 7.1: Review and refinement of SOPs, O&M Plan and a detailed Budget plan for O&M per Echo Park Lake O&M Project Regional Transfer Agreement.

Task 7.2: Tracking, monitoring and reporting as needed to fulfill SCWP obligations

Task 7: As-needed Evaluation Services to Improve Lake Water Quality to meet Regulatory Requirements.

Task 7.1: Review and analyze current data and future regulations to determine management options with approval from the project manager.

Task 7.2: Develop and Implement management options with approval from the project manager.

3. Safe Clean Water Municipal and Regional Requirements

The selected consultant(s) will be required to meet the provisions of the Los Angeles County Flood Control District (LACFCD) Safe Clean Water Municipal Agreement (**Attachment B**, incorporated herein by reference) and LACFCD Safe Clean Water Program, Regional Program Agreement No. 2020RPULAR03 (**Attachment C**, incorporated herein by reference) for this TOS, as outlined below, which is being fully funded with Safe Clean Water Funds. Consultants seeking additional information regarding the requirements of the Municipal and Regional Transfer Agreements may visit the LAFCD website at <https://safecleanwaterla.org/>.

Specific SCWP provisions of the Regional Program Agreement No. 2020RPULAR03 between LACFCD and City of Los Angeles that apply to this TOS include:

1. EXHIBIT A – SCOPE OF WORK
2. EXHIBIT B – GENERAL TERMS AND CONDITIONS: Section B-33. Reporting
3. EXHIBIT F – OPERATIONS AND MAINTENANCE GUIDANCE DOCUMENT

4. 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. If Contractor wishes to assign Contractor Personnel with Exemptions to perform In-Person Services, Contractor shall require such Contractor Personnel to undergo weekly COVID-19 testing, with the full cost of testing to be borne by Contractor. If Contractor Personnel test positive, they shall not be assigned to perform In-Person Services or, to the extent they have already been performing In-Person Services, shall be immediately removed from those assignments. Furthermore, Contractor shall immediately notify City if Contractor Personnel performing In-Person Services (1) have tested positive for or have been diagnosed with COVID-19, (2) have been informed by a medical professional that they are likely to have COVID-19, or (3) meet the criteria for isolation under applicable government orders.

5. Term of Engagement

The term of engagement is from the Notice-to-Proceed (NTP) date through July 22, 2024. All work must be completed by July 22, 2024. The cost ceiling is not to exceed \$400,000.

6. 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.
- **Estimated Project Start Date: June 1, 2022**

7. Solicitation Response Requirements

Solicitation Responses shall be bound and not exceed twenty (20) pages, exclusive of cover, dividers and resumes. Solicitation Responses shall be submitted to the following LASAN's staff via e-mail, no later than 2:00 pm of proposal due date to:

- Wing Tam, wing.tam@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)
- 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.

8. Selection Criteria

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

A. Consultant Qualifications, Experience, and Expertise

- Capability and experience to provide the Scope of Services as demonstrated by the proposal.
- Detailed knowledge of storm water regulatory requirements, agencies and programs: Federal Clean Water Act, Municipal Separate Storm Sewer System Permit (MS4), as well as the Bureau's Prop O Program and County of Los Angeles SCWP.
- Expert familiarity and understanding of engineered storm water BMPs including Nature Based Solutions BMPs
- Knowledge and experience in storm water BMPs, lake and wetlands management, proper procedures and practices for removal and disposal of green waste and solid waste.
- Knowledge and understanding of the City facilities, procedures, and practices.

B. Personnel Qualifications, Experience, and Expertise

- Expert knowledge and experience with monitoring and evaluating performance of urban storm water BMPs.
- Expert knowledge and experience with Standard Operating Procedures and experience with operation and maintenance of structural, mechanical and natural system BMPs.

- Knowledge and experience in Southern California native and drought-tolerant landscaping, strategies, methods, laws and resources governing control and removal of invasive and nuisance weeds, pesticide and herbicide application
- Knowledge and experience of ecological structure and function of aquatic and wetland ecosystems, riparian and coastal sage scrub plant communities, and associated habitat, biota, water and soil.

C. Project Management Approach

- Ability to effectively and rapidly meet on going needs of this TOS.
- Experience and proven track record delivering project on-time and on-budget

D. Competitive Fees and Costs

- The value offered to the City considering cost in comparison to capabilities and experience of the candidate firms.
- Direct and indirect costs, markups, expenses, overhead rates and profit will be considered.

9. 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.

10. 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: Mr. Wing Tam, Assistant Division Manager, Safe Clean Water Implementation Division, (213) 485-3985, wing.tam@lacity.org.

11. 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	\$	\$	\$	\$	\$	\$