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CALIFORNIA



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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-138 – MACHADO 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 11:30 A.M. to 12:30 A.M.
Location:	Virtual: <a href="https://meet.google.com/caw-qpbu-urb">meet.google.com/caw-qpbu-urb</a>
By Phone:	(US) +1 617-675-4444 (PIN: 572 399 423 9485#)
LABAVN ID:	See <b>LABAVN Opportunity ID: 201838</b>

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

- Mr. Wing Tam, [wing.tam@lacity.org](mailto:wing.tam@lacity.org)
- Ms. Wanda Epps, [san.oncall@lacity.org](mailto: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](mailto:wing.tam@lacity.org)
- Ms. Wanda Epps, [san.oncall@lacity.org](mailto: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-138 for**

***Machado Lake and Treatment Wetlands Operation and Maintenance Evaluation Services***

**January 2022**

**1. Introduction**

Machado Lake (Lake), an urban lake 18 miles south of Downtown Los Angeles in Harbor City (Council District 15), is part of the City's and County's urban runoff collection system in the Dominguez Channel watershed, discharging into the Los Angeles Harbor. The Lake receives runoff from a 15,000-acre watershed that includes portions of the cities of Los Angeles, Torrance, Carson, Lomita, Redondo Beach, Rolling Hills, Palos Verdes Estates and unincorporated LA County. In addition to its stormwater detention function, the Lake utilizes structural and natural processes to improve water quality to comply with the City's National Pollution Discharge Elimination System MS4 permit and Total Maximum Daily Loads (TMDLs). The Lake provides beneficial uses such as non-contact recreation, warm freshwater and wildlife habitat. In 2018, the City completed a \$99-million Clean Water Bond (Prop O) construction project that removed contaminated sediments, relined the lake bed, and installed pretreatment devices including an oxygenation system and constructed treatment wetlands to help achieve water quality goals.

The Machado Lake and Treatment Wetlands Operation and Maintenance (O&M) Evaluation Services tasks included in this TOS are separate and in addition to the structural and mechanical system O&M needs of lake components performed by CWCND and CWCSD staff or contractors. Over the past several years LASAN has deferred many O&M tasks due to budget constraints. The Evaluation Services under this TOS will help to achieve compliance with nutrient and other TMDL targets for the lake, which have been exceeded for the past several years. This TOS will also fulfill provisions of the Los Angeles Flood Control District (LACFCD) Safe Clean Water Program (SCWP) Municipal Program, which funds this TOS.

**2. Scope of Services**

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

**TABLE 1. Primary Goals of Principal Operation and Maintenance Evaluation Activities**

Task	Description	Frequency per year
1	Treatment wetland - Aquatic vegetation mowing and survey, and hauling and disposal	1x

2	Lake and wetland algae removal and disposal, blue-green algae monitoring and control	Bi-monthly; monthly and as needed
3	Vector and invasive species control in around wetlands Best Management Practices (BMPs) areas	Monthly and as needed
4	Wetland vegetation weekly management, BMP areas	weekly
5	Monitoring equipment calibration repair and replacement	1x
6	Security cameras, power, control and remote systems at 4 locations	1x
7	Management, coordination, reporting for SCWP	Weekly; Bi-monthly; Quarterly
8	As-needed Evaluation Services to Improve Lake Water Quality to Meet Regulatory Requirements	As-needed

### **Task 1: Treatment Wetlands Vegetation Management**

*Task 1.1:* Assessment and survey of the Treatment wetlands, under appropriate conditions and outside of bird nesting season. Permits from State agencies may need to be obtained to ensure the City and consultant is complying with all environmental and safety regulations for completion of this task.

*Task 1.2:* Aquatic vegetation mowing and survey, and hauling and disposal by City forces. Objective of this subtask is to manage, mow and restore wetland vegetation and wetland cells to appropriate conditions for hydraulic flow, water quality treatment efficiency and pollutant removal. Specialized equipment and methods by skilled consultant contractors will be needed to operate in and around the wetlands and cut, remove and stockpile vegetation.

*Task 1.3:* Coordination for safe operations of stockpiling and disposal of vegetation debris.

### **Task 2: Lake and wetland algae removal and disposal, 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 prevent public health risks. Bi-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:* Monitor monthly 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 and invasive species control in around wetlands, BMPs**

*Task 3.1:* Vector control and abatement: traps, mosquito fish, monitoring and other abatement methods for control of vectors such as mosquitoes and animals to protect public health, utilizing the existing O&M manual and draft Project Standard Operating Procedure (SOP).

*Task 3.2:* Implementation of the Machado Lake Treatment Wetlands vector control plan/vegetation management plan that was developed as part of the Prop O capital project (which will be refined in consultation with the Greater Los Angeles County Vector Control District (GLACVCD) as part of the separate Machado Lake Optimization effort).

#### **Task 4: Wetland vegetation weekly management around BMPs**

*Task 4.1:* Manage the wetlands vegetation in the wetland and upland areas of the treatment wetlands. Methods of physical, mechanical and chemical removal will be employed to control invasive weeds and correctly manage the wetland and upland plants.

*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 calibration repair and replacement**

*Task 5.1:* In coordination with WPD, perform services to calibrate, repair and replace lake monitoring equipment. Confirm all system functions and data can be retrieved.

*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 6: Security cameras, power, control and remote systems at 4 locations**

*Task 6.1:* Evaluate, recommend security measures in four locations to help prevent theft vandalism and loss. Over the past several years the treatment wetlands have suffered theft, damage and loss of equipment including stolen vault covers, damaged headwork pipes and intentionally lit fires.

*Task 6.2:* Install approved security system with remote capabilities at strategic locations to prevent theft and loss and deter vandalism; Confirm system operation, date retrieval, and communication plan.

#### **Task 7: 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 terms and conditions of the SCWP Municipal Agreement.

*Task 7.2:* Tracking, monitoring and reporting as needed to fulfill SCWP Municipal Agreement terms.

#### **Task 8: As-needed Evaluation Services to Improve Lake Water Quality to meet Regulatory Requirements.**

*Task 8.1:* Review and analyze current data and future regulations to determine management options with approval from the project manager.

*Task 8.2:* 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 LACFCD Safe Clean Water Municipal Agreement No. 2020MP47 (**Attachment B**, 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 LACFCD website at <https://safecleanwaterla.org/>.

Specific SCWP provisions of the Municipal Agreement between LACFCD and City of Los Angeles that apply to this TOS include:

1. EXHIBIT A – ANNUAL PLAN CONTENTS: Sections A-3; A-4; A-7.
2. EXHIBIT B – GENERAL TERMS AND CONDITIONS: Section B-10. Compliance with SCW Program ([Chapters 16 and 18 of the Los Angeles County Flood Control District Code](#)); Section B-11. Compliance with Law, Regulations, etc.; Section B-26 Reporting.
3. EXHIBIT D – 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 \$933,000.

#### **6. 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.
- **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 staff via e-mail, no later than 2:00 pm on the proposal due date indicated in the cover letter:

- Wing Tam, [wing.tam@lacity.org](mailto:wing.tam@lacity.org)
- Wanda Epps, [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.
- 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](mailto: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](mailto: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	\$	\$	\$	\$	\$	\$