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CALIFORNIA



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April 20, 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-158 – CLEAN WATER SYSTEM RATE ACTION AND OUTREACH

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). To be considered responsive, Prime Consultants must attend a **mandatory** virtual pre-proposal meeting to be held on:

Date and Time: Thursday, April 28, 2022, from 2:30 P.M. to 3:30 P.M.
Location: Virtual: meet.google.com/rup-bqif-eos
By Phone: (US) +1 617-675-4444 (PIN: 125 998 415 9894#)
RAMP (LABAVN) ID: See RAMP Opportunity ID: 202690

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

- Mr. Richard Lu, richard.lu@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 Friday, May 20, 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. Richard Lu, richard.lu@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

zero waste • zero wasted water

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

Recyclable and made from recycled waste



NL:wae

Attachment: Scope of Services

c: Master Files
Eva Sung, LASAN
Rowena Lau, LASAN
Richard Lu, LASAN
Abraham Tecle, LASAN
Richard Pedrozo, LASAN

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

Pre-Qualified Sanitation On-call Consultant Services Contract

**Task Order Solicitation (TOS) SN-158
For
Clean Water System Rate Action and Outreach**

April 2022

1. Introduction

The LA Sanitation & Environment (LASAN)'s Financial Management Division (FMD) is responsible for managing the fees supporting the City's Clean Water Program (CWP). The CWP provides wastewater collection, treatment, reclamation of wastewater generated by residential, commercial, and industrial users in the City of Los Angeles and certain surrounding communities. Almost all the funding for CWP's activities is generated through customer charges for retail, industrial, and contract wastewater collection, treatment, and discharge services. The last comprehensive rate and charge plan was adopted by the City in 2011. Therefore, LASAN plans to obtain technical and expert services to conduct a Clean Water System Rate Action to develop a wastewater rate restructuring analysis and propose a rate action as needed to ensure that the CWP continues to protect the health of the public and our environment, while meeting legal mandates.

2. Scope of Services

LASAN is soliciting specialized professional and technical consultant services to assist in the development and delivery of a formal marginal cost of service study and rate consulting services. This work shall include, but is not limited to: a financial plan, cost of service study, rate design/rate structuring analysis, as well as providing support for meetings and stakeholder and outreach activities.

The qualified consultant shall also provide facilitation and support services for engaging and obtaining input from stakeholders in the review of new documents and other activities as needed, related to the development, review, and analysis of the new rate action.

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

Task 1: Financial Plan:

- Identify expenses and revenues that could be attributable to the Clean Water Program.
- Analysis of the revenue recovery through rates.
- Future projections of capital and O&M costs.
- Review the possible effects of alternate funding sources.

Deliverables:

- Updates and guidance on projections.
- Prepare policy and final report.

Task 2: Cost of Service Study:

- Review existing units of service.
- Determine the allocation of costs based on customer class and function.

Deliverables:

- Finalized Cost of Service Study Report

Task 3: Wastewater Rate Restructuring and Rate Plan:

- Develop a new rate structure based on equity, operation efficiency, service reliability, and development of special rates and services.
- Review legislation or court precedent that could affect the rate structure changes.
- Calculate rates based on future projections.
- Provide alternative rate structure and analyze the advantages and disadvantages of the alternate rate structure based on other utilities in the wastewater industry.
- Develop a rate action plan to detail the steps required to move forward based on the rate restructuring.

Deliverables:

- Finalized Report detailing the recommended rate structure and projections by August 2022.
- Rate Action Plan

Task 4: Stakeholder/Outreach:

- Assist with public outreach and communications, including but not limited to:
 - Develop presentations and outreach materials
 - Plan, facilitate, and coordinate workshops, based on the Rate Action Plan to ensure stakeholder involvement.
 - Attend public outreach meetings (i.e. neighborhood council, community meetings, etc);
 - Board of Public Works and City Council Meetings;

- Attend workshops, and various other meetings necessary to provide transparency, education, information and understanding of LASAN's wastewater rates.
- Outreach will be ongoing throughout the rate action period and will involve public engagement, gathering feedback from public input, and addressing concerns. The public outreach process will allow LASAN to incorporate ideas into the proposed rate actions while developing a mutual understanding, trust, and support from our customers.
- Communications involves printing materials for bill inserts, newsletters, presentations, press releases, etc., an interactive materials web-based site will be established and maintained by the Consultant to increase public understanding, and establish portals to collect and disseminate information, encouraging transparency and exchange of ideas.

Deliverables:

- Support services for stakeholder and outreach process including but not limited to planning, facilitation, and coordination for two stakeholder workshops, as directed.
- Web Based Site for consolidated communication of outreach materials
- Outreach materials, as needed.

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"), while performing services under this Agreement and prior to interacting in person with City employees, contractors, volunteers, or members of the public (collectively, "In-Person Services") must be fully vaccinated against the novel coronavirus 2019 ("COVID-19"). "Fully vaccinated" means that 14 or more days have passed since Contractor Personnel have 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 have been fully vaccinated. Contractor shall retain such proof for the document retention period set forth in this Agreement. Contractor shall grant medical or religious exemptions ("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

4. **Term of Engagement**

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 \$1,000,000.

5. **Solicitation Schedule**

- 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 2022**

6. **Solicitation Response Requirements**

Solicitation Responses shall not exceed ten (20) pages, exclusive of cover, dividers and resumes. Solicitation Responses shall be submitted to the following LA SAN's staff via e-mail, no later than 2:00 PM of proposal due date indicated in cover letter:

- Richard Lu, richard.lu@lacity.org
- Rowena Lau, rowena.lau@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 Hourly Billing Rate Summary for the proposed candidate with all respective direct and indirect costs, markups, expenses, overhead rates and profit. (Sample Attached).
- MBE/WBE/SBE/EBE/DVBE/OBE subcontractors utilized and the percent utilization. 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 with the following criteria:

- **Consultant Qualifications, Experience, and Expertise**
 - Capability, and experience in providing the Scope of Services as demonstrated by the proposal.
 - Proposals overall responsiveness to the requests of this TOS.
 - The value offered to the City considering cost in comparison to capabilities and experience of the team.
- **Personnel Qualifications, Experience, and Expertise**
 - Expert knowledge and work experience associated with understanding of the issues, options, and approaches related to the water Integrated Resources Plan.
 - Expert knowledge and experience in facilities planning issues in relation to stormwater, wastewater, recycled water, as well as City operations and practices.
- **Technical Approach**
 - Familiarity and understanding of IRP activities, studies, and projects.
 - Familiarity and understanding of IRP goals, mission, and objectives.
- **Project Management Approach**
 - Ability to effectively and rapidly meet ongoing needs for the related stakeholder activities.
 - Experience and proven track record with local stakeholders.
- **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 had 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 Regional Alliance Marketplace for Procurement (RAMP) (formerly 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.

The Task Manager for this designated TOS is: Richard Lu, Environmental Engineering Associate, Financial Management Division, (213) 485-2329, richard.lu@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	\$	\$	\$	\$	\$	\$				