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WASTEWATER ENGINEERING SERVICES DIVISION
2714 MEDIA CENTER DRIVE
LOS ANGELES, CA 90065
FAX: (323) 342-6210 OR 6211

September 16, 2013

Electronic Mail
File: TOS-S64-INI

To: Bureau of Sanitation Pre-Qualified On-call Contract Consultants

Issuance of Task Order Solicitation TOS S64 – Development of a Conceptual Plan for an Auxiliary Pumping Facility Alternative for the Venice Pumping Plant

The City is soliciting responses from the entire Pre-Qualified On-Call Consultant List. Attached are details of the Task Order Solicitation (TOS) required services.

The Pre-proposal meeting is not required for this TOS. All questions regarding this TOS must be submitted in writing to Kwasi Berko, the Task Manager, at kwasi.berko@lacity.org by September 20, 2013.

Proposal shall be submitted electronically on **Monday, October 7, 2013**, no later than 2:00 p.m., to:

- Fernando Gonzalez, fernando.gonzalez@lacity.org
- Debbie Pham, debbie.pham@lacity.org
- Kwasi Berko, kwasi.berko@lacity.org

Thank you for your interest and we look forward to receiving your response to this Task Order Solicitation.

Sincerely,

for: Ali Poosti, Division Manager
Wastewater Engineering Services Division
Bureau of Sanitation

AP:tvh

cc: Fernando Gonzalez
Abdulsamad Danishwar
Debbie Pham
Kwasi Berko



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**City of Los Angeles
Department of Public Works
Bureau of Sanitation**

Pre-Qualified Sanitation On-call Consultant Services Contract

**Task Order Solicitation for Development of a
Conceptual Plan for an Auxiliary Pumping Facility Alternative for the
Venice Pumping Plant (TOS-S64)**

September 2013

1. Introduction

The City of Los Angeles, Bureau of Sanitation (BOS) owns and operates the Venice Pumping Plant (VPP) which is currently the largest pumping facility within the City. The pump is served by a 48-inch force main with a second 54-inch planned for construction. This area of the City has high infiltration and inflow influence with wet weather peak flows as high as 87 MGD. To ensure continuous wastewater conveyance and guarantee reliability, the City wants to construct an Auxiliary Pumping Facility (APF). Therefore, BOS will hire consultant who will provide technical engineering expertise in development of conceptual plans at the design level and an opinion of probable construction cost for the APF under this TOS.

2. Scope of Services

The Bureau is looking for a qualified consultant with the following qualifications to perform the necessary work to develop conceptual plans for the Auxiliary Pumping Facility alternatives:

- Perform hydraulic analyses and identify configuration and design of potential pumps for the APF, and analysis of existing pumps and force mains
- Perform analyses of existing power distribution and standby power system, total power requirements at the VPP, and space requirements and feasibility for a new electrical building at the APF
- Develop and prepare conceptual plans for the APF and an opinion of probable construction cost
- Develop a class C Cost C Estimate for all conceptual plans
- Ensure the project's scope, schedule, and budget follow the scope of work defined in the task agreements
- Be in communication and attend meetings with the BOS for the initial kick-off, fifty (50) percent completion, and review
- Document all analyses in a tech memo
- Very strong written and verbal communication skills, and a demonstrated ability to successfully manage projects on time and within budget

- Have expert knowledge and work experience on pumping facility design and operation

Some of the key deliverables of the project are:

- Monthly status report
- Meeting agendas and summaries
- Draft tech memos
- Responses to the BOS comments
- Final tech memos

3. Term of Engagement

The term of engagement will be nine (9) months. It is estimated that the cost ceiling for this TOS is approximately \$80,000.

4. Solicitation Tentative Schedule

- Issue Task Order Solicitation Date of Cover Letter
- Receive Solicitation Responses.....3 weeks after issuance of TOS
- Select and Negotiate..... 4 week after issuance of TOS
- Issue Task Work Order 5 weeks after selection and negotiation

5. Solicitation Response Requirements

Solicitation Responses shall not exceed twenty (20) pages, exclusive of cover, dividers and resumes. Solicitation Responses shall be submitted electronically no later than 2:00 pm of proposal due date to:

Debbie Pham, debbie.pham@lacity.org
 Kwasi Berko, kwasi.berko@lacity.org
 Fernando Gonzalez, fernando.gonzalez@lacity.org

Solicitation Responses shall include:

- Resumes and portfolios demonstrating that the candidate is capable of meeting the requirements of the scope of work; resumes shall include education and work experience with dates and references from past employers and/or organizations
- Proposed Project Cost Worksheet with estimated cost by task
- Proposed Hourly Billing Rate Summary for the proposed candidate with all respective direct and indirect costs, markups, expenses, overhead rates and profit; assume that the candidate will be supervised in the work by City staff (sample attached).
- MBE/WBE/OBE subcontractors utilized and the percent utilization, if applicable

6. Selection Criteria

The selection criteria include:

- Capability, and experience to provide the Scope of Services as demonstrated by the proposal
- Completeness in addressing the Scope of Services including expert knowledge and work experience on pumping facility design and operation
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates

7. Anticipated MBE/WBE Participation Levels

The City had set anticipated participation levels (APLs) of 18 percent and 4 percent for MBE/WBE participation, respectively, for TOS over \$100,000.

For proposal with cost ceiling of less than or equal to \$100,000, the MBE/WBE anticipated participation levels will not apply. However, the consultant is still encouraged to utilize MBE/WBE/OBE sub-consultants wherever feasible.

8. Contract Manager

The City's On Call Contract Manager is: Mr. Ali Poosti, Division Engineer, Wastewater Engineering Services Division, Phone no.: (323) 342-6228.

The Task Manager for this designated TOS is: Mr. Kwasi Berko, Acting Environmental Engineer, Wastewater Engineering Services Division, Phone no: (323) 342-1562.

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.

HOURLY BILLING RATES
(To be submitted for each Task Order Solicitation)

| FIRM | Status | Last Name | First Name | Position | Rate (\$/hr) | Approved Overhead Rate | Approved Profit | Billing Rate (\$/hr) | Effective Date | Notes |
|----------------|--------|-----------|------------|--------------------|--------------|------------------------|-----------------|----------------------|----------------|-------|
| PRIME FIRM | Prime | LastPrime | FirstPrime | Task Manager | | | | | | |
| PRIME FIRM | Prime | LastPrime | FirstPrime | Sr Engineer | | | | | | |
| PRIME FIRM | Prime | LastPrime | FirstPrime | Associate Engineer | | | | | | |
| PRIME FIRM | Prime | LastPrime | FirstPrime | Technician | | | | | | |
| OBE FIRM NAME1 | OBE | Last | First | Positon | | | | | | |
| OBE FIRM NAME2 | OBE | Last | First | Positon | | | | | | |
| MBE FIRM NAME1 | MBE | Last | First | Positon | | | | | | |
| MBE FIRM NAME2 | MBE | Last | First | Positon | | | | | | |
| WBE FIRM NAME | WBE | Last | First | Positon | | | | | | |

| Firm Name | Status | Fee | % Fee |
|----------------|--------|-----|-------|
| OBE FIRM NAME1 | OBE | | |
| OBE FIRM NAME2 | OBE | | |
| MBE FIRM NAME1 | MBE | | |
| MBE FIRM NAME2 | MBE | | |
| WBE FIRM NAME | WBE | | |

| Summary | Total Fee (\$) | % Fee |
|-----------|----------------|-------|
| Total OBE | | |
| Total MBE | | |
| Total WBE | | |
| Prime | | |
| Total | | 100% |