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CALIFORNIA



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June 13, 2023

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

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-175 – PRE- DESIGN AND PERMITTING FOR HARBOR REFUSE COLLECTION YARD - RAMP OPPORTUNITY ID: 208741

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, June 29, 2023**, before 5:00 P.M.

- Mr. Timothy Hoang, timothy.hoang@lacity.org
- Ms. Wanda Epps, san.oncall@lacity.org

The **deadline for proposal submission is Tuesday, July 25, 2023, 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. Timothy Hoang, timothy.hoang@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
Timothy Hoang, LASAN

On-Call Consultants List
Darshna Patel, LASAN

Cecile Buncio, LASAN
CCU Staff

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AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

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**City of Los Angeles
LA Sanitation and Environment (LASAN)
On-call Consultant Services Contract
Task Order Solicitation (TOS) SN-175 for
Design and Permitting Engineering Consultant Services for
Harbor Refuse Collection Yard
June 2023**

1. Introduction

LA Sanitation and Environment (LASAN) is in need of engineering consultant services for regulatory support and the design and permitting of a stormwater treatment system at the Harbor Refuse Collection Yard.

The stormwater treatment system may include, but not limited to, storm drain inlets, stormceptors, clarifiers, detention tanks, and plumbing to City sewer. Refer to Figure 1 for the Vicinity Map and Figure 2 for the general drainage area.

Due to the accelerated completion schedule, LASAN seeks a well-qualified and experienced team of consultants to deliver the project.

Figure 1. Vicinity Map of Harbor Yard Refuse Collection Yard

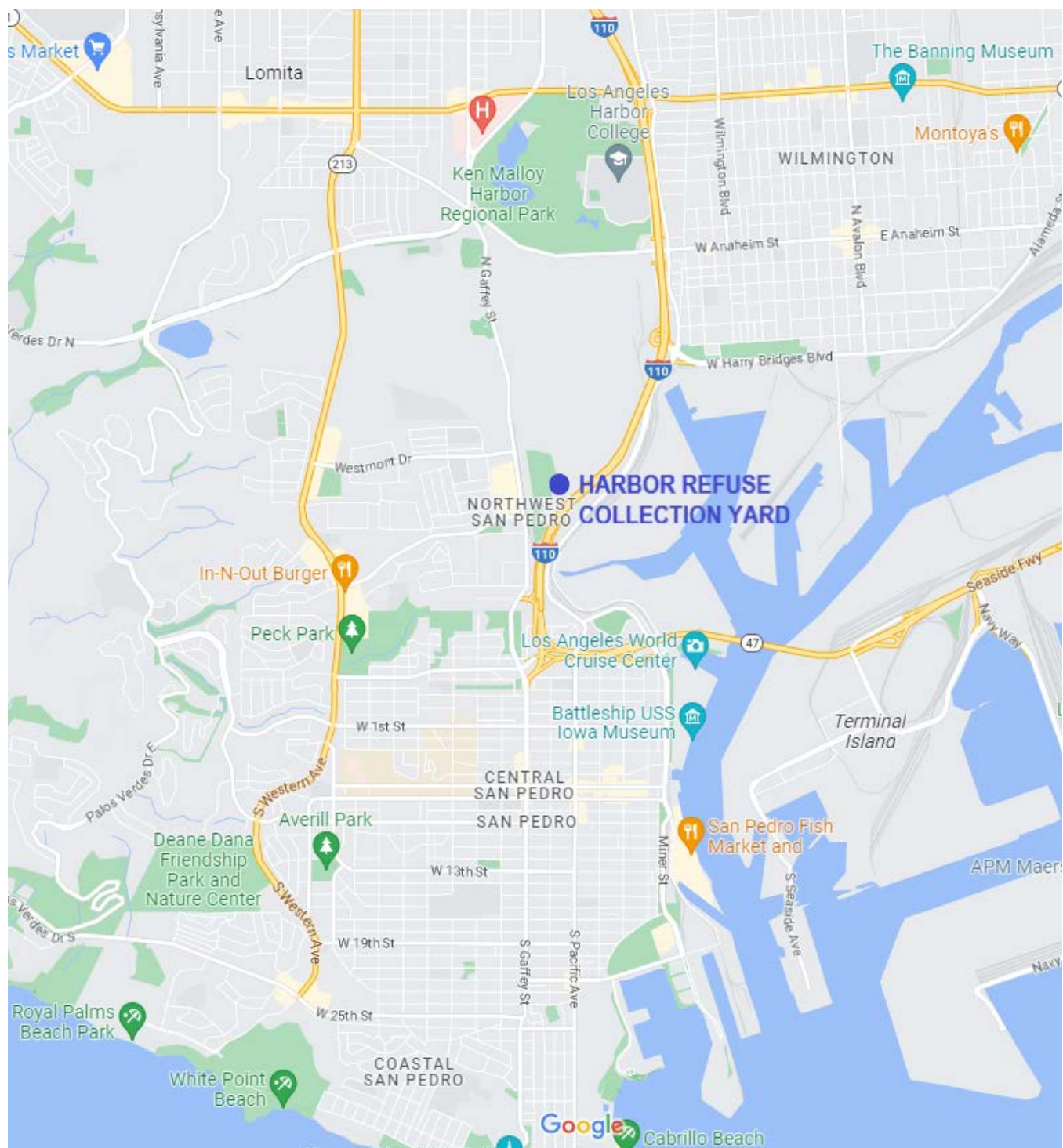


Figure 2. General drainage area of Harbor Refuse Collection Yard



2. **Scope of Services**

LASAN is soliciting for a qualified consultant firm to provide engineering consulting services for regulatory support and the design and permitting of a stormwater treatment system at the Harbor Refuse Collection Yard located at 1400 N Gaffey St.

The following provides more details regarding the services to be provided by the qualified consultant:

Task 1: Develop design plans.

Deliverables:

- 100% Design plans including but not limited to civil, structural, electrical, mechanical, landscape, and plumbing.
- Provide Technical Specification, General Requirements and General Conditions
- Provide cost estimate
- Provide an independent constructability review for the project from a third party. The constructability review may require Value Engineering which may be necessary in order to bring the project back into the budget.
- Ensure all the work complies with all the most current requirements of applicable codes and regulations, including but not limited to the following:
 - City's Low Impact Development Ordinance (LID)
 - City's Standard Urban Stormwater Mitigation Plan (SUSMP)
 - City's standard specifications for Public Works construction ("Green book")
- Attend regular design meetings with LASAN
- Contractor will attend as many necessary meetings as are necessary to successfully complete the project.
- Determine the locations and requirements for all relevant utility and points of connections.
- Develop a Quality Assurance/Quality Control program to develop procedures and guidelines to assure an acceptable level of quality.

Task 2: Obtain all necessary permits from agencies having jurisdiction including but not limited to Los Angeles Department of Building and Safety, Bureau of Engineering, and LASAN.

- Permits and Agency approval
- Utility coordination
- Environmental clearance

Task 3: As needed technical and regulatory support

The qualified consultant may be tasked with technical and regulatory support services. Such support services shall be on an as-needed basis/as-directed basis.

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 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 \$140,000.

5. **Solicitation Schedule (Tentative)**

- Issue Task Order SolicitationDate of Cover Letter.
- Receive Solicitation Responses.....As indicated in Cover Letter.
- Conduct Interviews if necessary.....1 week after issuance of TOS.
- Select and Negotiate.....2 weeks after issuance of TOS.
- Execute Task Agreement Form.....3 weeks after issuance of TOS.

- **Estimated Project Start Date: August 28, 2023**

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:

- Timothy Hoang, timothy.hoang@lacity.org
- Darshna Patel, darshna.patel@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 RAMP (Regional Alliance Marketplace for Procurement) for this TOS.
- Statement pertaining to the candidate's availability.

7. **Selection Criteria**

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

- Knowledge of City requirements, procedures, and practices.
- Knowledge of State Water Resources Control Board stormwater regulations and requirements.
- History of successful budget and schedule compliance.
- Licensed Professional Civil Engineer registered to practice in the State of California.

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 Regional Alliance Marketplace for Procurement (RAMP). When a CONSULTANT receives from LASAN an approved Request to Add Sub(s), approved sub(s) then may be included in the proposal. Exception: If Request to Add Sub(s) is in the process of being approved by LASAN, CONSULTANT may submit a proposal that includes the yet to be approved sub. The Request to Add Sub(s) must have been submitted prior to the proposal due date deadline.

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: Timothy Hoang, Environmental Engineering Associate III, Solid Resources Support Services Division, (909) 831-4562, timothy.hoang@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	\$	\$	\$	\$	\$	\$				