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CALIFORNIA



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August 29, 2023

ELECTRONIC MAIL

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

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-177 – LOPEZ LANDFILL FLARE AND EQUIPMENT REPAIRS - RAMP OPPORTUNITY ID: 209847

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 LASAN staff listed below by **Wednesday, September 13, 2023, before 5:00 P.M.**

The **deadline for proposal submission** is **Wednesday, October 4, 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:

- Ms. Thania Flores, thania.floressoto@lacity.org
- Ms. Wanda Epps, san.oncall@lacity.org

TOS SN-177 Attachment B - Lopez Canyon Landfill Plans and Manuals is **confidential and available upon request** for on-call prime consultants. Make your request via email to Ms. Wanda Epps at 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 Thania Flores Soto, LASAN CCU Staff	On-Call Consultants List Miguel Zermeno, LASAN	Khalil Gharios, LASAN Andres Covarrubias, LASAN
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City of Los Angeles
LA Sanitation and Environment (LASAN)
On-call Consultant Services Contract
Task Order Solicitation (TOS) SN-177 for
Lopez Landfill Flare and Equipment Repairs
August 2023

1. Introduction

Los Angeles Sanitation and Environment (LASAN) owns five closed landfills and is required by federal, state, and local regulations to maintain the landfills and manage the gas generated from the decomposed waste. Three of the five closed landfills have flaring stations to burn off the gas generated from the buried trash. One of the three landfills is the Lopez Canyon Landfill (Lopez) where the flaring station was installed in 1992. The flaring gas equipment at the Lopez flare station is antiquated, obsolete, or malfunctioning and needs replacement or repair.

Site Address:
11950 Lopez Canyon Road Los Angeles, CA 91342

2. Scope of Services

LASAN is soliciting for engineering consultant services to provide landfill expertise support for the gas and flare systems of the City owned landfills. The consultant will investigate, recommend, install, calibrate, and warrant faulty equipment at the landfills and will aid with any additional technical work that cannot be performed by Solid Resources Processing and Construction Division (SRPCD).

Services to include landfill assistance in permit reviews, equipment procurement and installment, reports of work completed, and coordination with City staff and any other regulating agencies.

The qualified consultant is to provide the following services;

Task 1: Landfill Equipment Repairs and Replacement

The contractor shall provide repairs and maintenance for Lopez. Plans and documents of the existing equipment can be found in **Attachment B: Lopez Canyon Flare Plans and Manuals**. In general, the scope of work includes, but is not limited to:

- Evaluating the status of the flare systems
- Replacing the outdated electrical control panel for flares;
 - Disassembling and installing equipment
 - Replacing including but, not limited to; electrical cabinet with control panel, variable frequency drives (VFDs), screens, recorders, meters, gauges, cables and, programmable logic controllers (PLCs)

- Calibrating equipment
- Coordinating with the City and regulating agencies as needed
- Ensure the City stays within regulatory compliance
- Reporting of work completed with specification sheets of equipment

Deliverables:

- An updated electrical cabinet and control panel with all sensors, cables, connections, screens, and monitoring equipment required per SCAQMD permit
- Specification sheets for all equipment
- Manufacture's O&M manuals

Task 2: Additional As-Needed Services

- Any miscellaneous, unforeseen, as-needed services shall be assigned and solely directed by LASAN Project Manager. Scope of tasks, costs, deliverables, and schedules for these as-needed tasks shall be negotiated and mutually agreed in writing by LASAN and the consultant.

Deliverables:

- Any additional equipment, materials, or services required to have fully functional landfill gas equipment to comply with all regulations and permits

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 \$90,000.

5. **Solicitation Schedule (Tentative)**

- Issue Task Order SolicitationDate of Cover Letter.
- Receive Solicitation Responses.....As indicated in Cover Letter.
- Conduct Interviews if necessary.....4 weeks after issuance of TOS.
- Select and Negotiate.....5 weeks after issuance of TOS.
- Execute Task Agreement Form.....6 - 7 weeks after issuance of TOS.
- **Estimated Project Start Date: October 23, 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:

- Thania Flores, thania.floressoto@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 below.**)
- MBE/WBE/SBE/EBE/DVBE/OBE subcontractors utilized and the percent utilization. (**See Attachment A below.**)

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:

Evaluation Criteria	Score (100 possible points)
• Consultant Teams: 1) Experience 2) Key Personnel	15
• Expert knowledge and work experience associated with understanding of the issues, options, technology, and approaches related landfill gas management	25
• Expert knowledge and experience in landfills in relation to landfill gas equipment and regulatory permits	25
• Knowledge and understanding of the LASAN's strategic plan and goals in keeping our facilities sustainable	5
• Costs proposed for services	30
Total Score	100

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: Thania Flores, Environmental Engineering Associate II, SRPCD, (213) 847-2931, Thania.floressoto@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

[illegible]

SUMMARY

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	\$	\$	\$	\$	\$	\$