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October 17, 2018

To: On-Call Contract Consultants of LA Sanitation

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-100, RANCHO PARK PROJECT – FEASIBILITY ANALYSIS & RECOMMENDATIONS TO THE CITY

LA Sanitation (LASAN) is soliciting responses from 25 Prime Consultants on the On-Call Consultant List. Attached are details of the Task Order Solicitation (TOS) required services. A pre-proposal meeting for this TOS will be held on:

Date and Time: Tuesday, October 23, 2018, from 10:00 A.M. to 11:00 A.M.
Location: 2714 Media Center Drive, 2nd floor, Board Room
Los Angeles, CA 90065

All questions regarding this TOS must be submitted in writing via e-mail to Ms. Flor Burrola (flor.burrola@lacity.org) before the meeting.

Please e-mail Ms. Flor Burrola, the names of your representatives and subcontractors, who will be attending the meeting, and the company's name by Monday, October 22, 2018, before 12:00 P.M. (Please note that inviting your subcontractors to the meeting is optional.)

The deadline for proposal submittal is Tuesday, November 13, 2018, before 2:00 P.M. If your firm is interested in this TOS, please submit proposal via e-mail on the indicated due date to the following LASAN staff:

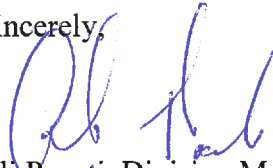
- Flor Burrola, flor.burrola@lacity.org
- Thu-Van Ho, thu-van.ho@lacity.org

Should you decide not to submit a proposal, a negative response is requested with a brief explanation of the reason. Your decision not to submit a proposal will not affect your eligibility for future work.



Thank you for your interest and we look forward to receiving your response to this TOS.

Sincerely,



Ali Poosti, Division Manager
Wastewater Engineering Services Division
LA Sanitation and Environment

TVH/AP:tvh

c: Cyrus Gilani, WESD
Lenise Marrero, WESD
Scott Hare, WESD
Thu-Van Ho, WESD
Denise Chow, WESD
Flor Burrola, WESD

City of Los Angeles
Department of Public Works
Bureau of Sanitation

Pre-Qualified Sanitation On-call Consultant Services Contract

**Task Order Solicitation for Rancho Park Satellite Water Reclamation Facility
Feasibility Study**

October 2018

1. Introduction

In line with efforts by the City of Los Angeles (City), over the past several years, residents and industries have shown increased interest in sustainable and multi-beneficial practices and technologies such as water recycling. Given this trend, in the coming years, the City anticipates that a greater number of individual customers will actively seek to implement onsite projects that will reduce potable water use and its associated costs. To serve as a model for other similar projects in the City, the One Water LA team developed the Rancho Park Concept Report to guide strategic decisions for a water reclamation facility (WRF) in the West LA area.

The goal of Los Angeles Sanitation (LASAN) for satellite treatment is to evaluate the feasibility, cost, and effectiveness of expanding the recycled water system by implementing facilities across the service area that treat wastewater to produce a local source of recycled water. The project is unique in that it involves several departments, including LASAN, Bureau of Engineering (BOE), Los Angeles Department of Water and Power (LADWP), and Department of Recreation and Parks (RAP). The project seeks to demonstrate how the City can rapidly advance a multi-benefit, green infrastructure, and recycled water project from concept to implementation in a cost-efficient manner.

2. Project Description

The Rancho Park Water Reclamation Facility project is a multi-benefit project with potable water reduction concepts. The Rancho Park project includes a satellite facility(s) that would scalp wastewater from the sewer conveyance system, treat the sewage to meet recycled water needs, and utilize for irrigation. This would be coupled with additional infrastructure enhancements to reduce the stormwater runoff in the area. The current project concept includes the following two alternatives:

- **Alternative 1** – a WRF at the Rancho Park Golf Course. The WRF would divert stormwater and wastewater from a local storm drain and a local primary sewer, respectively, to meet identified non-potable demands in the Westside area. A distribution system would be constructed to reach the non-potable reuse customers.

- **Alternative 2** – (A) a WRF at the Rancho Park Golf Course; and (B) an additional WRF at the University of California, Los Angeles (UCLA). The facility located at the Rancho Park location would incorporate both stormwater and wastewater components while the facility near UCLA would treat only wastewater from a local primary sewer. Distribution systems to be constructed from the facilities to serve local and onsite non-potable demands.

Through multi-benefit projects such as this concept the City can promote smarter land use practices, healthier watersheds, greater reliability of our water and wastewater systems, increased efficiency, and operation of our utilities, enhanced livable communities, resilience against climate change impacts, and protection of public health.

3. Scope of Services

Task 1 – Review, Evaluation of, and enhancements to Existing Documentation

Description – Review and evaluate the One Water LA’s Rancho Park Concept Report and related meeting notes, presentations, and documents.

Sub-tasks include:

- Address data gaps:
 - Verification of water supply flows, i.e. wastewater, dry- and wet-weather runoff, etc.
 - Confirmation of potential recycled water customers, recycled water uses, and demand, followed by determination of capacity of treatment facilities.
 - Assessment of influent water quality and quantity to optimize treatment parameters and unit sizing.
 - Re-evaluation and refinement of WRF capacity to minimize surplus recycled water. Assume storage tank(s) will be included in the design.
 - Outline of potential cost effective treatment technologies in addition to membrane bioreactor (MBR) including innovative technologies, and the Aquaback Distillation Recycling Module and the Rigby Electrochemistry Technology investigated in the concept report. Treatment options should include conservation and resource recovery options.
 - Development of Low Flow Diversion (LFD) conceptual design and cost estimate for stormwater runoff diversion and treatment.
 - Evaluation of additional water sources – explore potential nexus of the Benedict Canyon concept with the Rancho Park project concept.
 - Identification and evaluation of potential treatment challenges with different types of source water (stormwater, recycled water, other).
 - Identification of permits, easements, land acquisitions, and key construction challenges such as street construction moratoriums, railroad and freeway crossings.
 - Identification of necessary storage in consideration of irrigation usage and potential booster pumps.
 - Identification of necessary and potential partnerships.
 - Evaluation and refinement of cost estimates for each alternative
- Project Management – schedule and coordinate meetings jointly with LASAN and LADWP to discuss project schedule, task updates, findings, and conclusions. LASAN may also request monthly progress updates.

Deliverables:

- Kickoff meeting with LASAN and LADWP to discuss scope and parameters of the project including supporting materials
- Meeting summary and schedule of tasks.
- Draft & Final Report(s), including Executive Summary
- One-Page Fact Sheet Summarizing Final Report(s)
- Workshops/Presentations on Draft & Final Report(s)

Task 2 – Evaluation of Alternatives and Potential Impacts

Description – Evaluate different alternatives and identify associated impacts based on location(s), siting, footprint, distribution alignment, timeline, construction impacts, cost, etc. Alternatives will include alternative 1 and 2 and any other alternative developed as result of Task 1.

Sub-tasks Include:

- Life cycle concept level cost estimation to further evaluate alternatives, with each alternative including but not limited to treatment facilities, distribution systems, water storage, pumping, and land purchases.
- Detailed siting evaluation and options to determine potential reconfiguration of existing buildings and yards to accommodate treatment building and associated site access.
- Identification of financial impacts and benefits to LASAN, LADWP, and rate payers.
- Identification of additional resources and staff, including defined operation and maintenance requirements identified in close coordination with RAP and LASAN.
- Identification of early and ongoing strategies for community outreach.

Deliverables:

- Summary of findings

Task 3 – Preferred Alternative, Project Feasibility, and Recommendations for Next Steps

Description – Provide conceptual level preferred alternative for WRF that meets all parties' priorities and goals.

Sub-tasks include:

- Identification of preferred alternative based on findings
- Preferred process flow schematic based on optimized project design, minimized project footprint, and utilization of available space.
- Identification of recycled water distribution alignment – work with LADWP and other potential partners, such as Veolia and Beverly Hills (discuss right-of-way).
- Identification of project benefits and potential impacts.
- Recommendations that address the City's concerns and impacts from the construction of satellite treatment plants.
- Identification of stakeholder engagement strategies that can be employed in the future on the build-out of the facility.
- Identification of potential facility components to engage the community throughout the life of the project (ie. exhibits, tours, etc).
- As part of final recommendations, consider the alternative distribution system from the Westside Water Recycling System sourced from Hyperion and/or Edward C. Little Water Reclamation Plants as developed in the 2012 Recycled Water Master Planning documents.
- Development of pre-design recommendations.

Deliverables:

- Summary of assumptions, analysis, conceptual design, findings and recommendations for next steps to be included in Technical Memorandum No. 1.
- Strategic Considerations:
 - Project Timeline/Schedule

Task 4 – Innovative Funding Options

Description – Propose best project delivery method in lieu of traditional design, bid, and build method used by the City to help control cost, manage City’s risks, and assure delivery of a quality product. Existing and future funding opportunities (grants, loans, etc.) will also need to be included as part of the funding strategies.

Sub-tasks include:

- Alternative project delivery (APD) methods evaluation based on project-specific factors.
- Recommendations for preferred APD methods
- Researching funding mechanisms used for similar treatment facilities throughout the nation.
- Recommendations for funding strategies and funding opportunities based on APD methods.

Deliverables:

- Technical Memorandum No. 1 documenting the findings of tasks 1, 2, 3, and 4.

4. Term of Engagement

The term of engagement is eight (8) months. It is estimated that the cost ceiling for this TOS is approximately \$300,000.

5. Solicitation Schedule (Tentative)

- 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.

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 Bureau’s staff via e-mail, no later than 2:00 pm of proposal due date indicated in cover letter:

- Flor Burrola, flor.burrola@lacity.org
- Thu-Van Ho, thu-van.ho@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.
- Statement pertaining to the candidate's availability.

7. Selection Criteria

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

- Capability, and experience in providing the Scope of Services as demonstrated by the proposal.
- Expert knowledge and work experience associated with understanding of the issues, options, and approaches related to the wastewater treatment facilities.
- Knowledge and understanding of the City's strategies and goals in integrated water facilities planning, recycled water and related activities.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Expert knowledge and experience in facilities planning issues in relation to stormwater, wastewater, recycled water, as well as City operations and practices.
- Expert knowledge and experience in alternative project delivery methods.
- Expert knowledge and experience in community engagement.

8. Suggested MBE/WBE 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. The City encourages the Primes to utilize these subconsultants wherever feasible, especially MBE/WBE subconsultants.

Note: Sub-consultants that are not listed on Schedule A in your contract cannot be added and/or utilized without the performance of the outreach and approval of the LASAN.

9. Task Order Manager

The City's On-Call Contract Manager is: Ali Poosti, Division Manager, Wastewater Engineering Services Division, (323) 342-6228.

The Task Manager for this designated TOS is: Denise Chow, Environmental Engineering Associate, Wastewater Engineering Services Division, (323) 342-1564.

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.

11. Attachments

- A. Appendix A - Billing Salary Rate Basis
- B. One Water LA Rancho Park Concept Report
- C. 2012 Recycled Water Maser Planning Documents, Non-Potable Reuse Vol 1 Section 7.11 Westside-Westwood System
- D. LADWP Conceptual Rancho Park Satellite & Distribution Fact Sheet
- E. 2015 City of Los Angeles Satellite Wastewater Treatment Plant Feasibility Study Technical Memorandum No. 2 Case Study: Satellite Treatment Facility at the UCLA Campus
- F. Benedict Canyon Project Fact Sheet

