

# CITY OF LOS ANGELES

CALIFORNIA



ERIC GARCETTI  
MAYOR

December 9, 2021

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## ELECTRONIC MAIL

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

## LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-144 – PROJECT SITE IDENTIFICATION FOR NPDES MS4 PERMIT COMPLIANCE

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). A **mandatory** virtual pre-proposal meeting for this TOS will be held on:

Date and Time: Wednesday, January 5, 2022, from 10:00 A.M. to 11:00 A.M.  
Location: Virtual: [meet.google.com/tfh-ivsk-neg](https://meet.google.com/tfh-ivsk-neg)  
By Phone: (US) +1 413-398-0313 PIN: 676 832 924#  
LABAVN ID: See LABAVN Opportunity ID: 201562

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

- Mr. Alfredo Magallanes, [alfredo.magallanes@lacity.org](mailto:alfredo.magallanes@lacity.org)
- Ms. Wanda Epps, [san.oncall@lacity.org](mailto:san.oncall@lacity.org)

Please note that inviting your subcontractors to the meeting is optional.

The deadline for proposal submission is Thursday, February 10, 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:

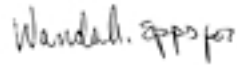
- Mr. Alfredo Magallanes, [alfredo.magallanes@lacity.org](mailto:alfredo.magallanes@lacity.org)
- Ms. Wanda Epps, [san.oncall@lacity.org](mailto:san.oncall@lacity.org)

*zero waste • zero wasted water*

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

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,

Handwritten signature in cursive script that reads "Nancy Lantin" followed by a small mark.

Nancy Lantin, Sr. Management Analyst II  
On-Call Contracts Representative  
Administration Division  
LA Sanitation and Environment

NL:wae

Attachment: Scope of Services

c: Master Files  
Michael Scaduto, LASAN  
Alfredo Magallanes, LASAN  
Marsa Chan, LASAN  
Taraneh Nik-Khah, LASAN

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

**On-call Consultant Services Contract**

**Task Order Solicitation (TOS) SN-144 for**

**Project Site Identification for NPDES MS4 Permit Compliance**

**December 2021**

**1. Introduction**

The National Pollutant Discharge Elimination System Municipal Separate Storm Sewer System Permit (MS4 Permit) Order No. R4-2021-0105 establishes the waste discharge requirements for stormwater and non-stormwater discharges within the watersheds of Los Angeles County. This MS4 Permit was adopted by the California Regional Water Quality Control Board, Los Angeles Region (Regional Board), on July 23, 2021 and became effective on September 21, 2021.

The MS4 Permit and all permit related attachments are posted on the Regional Board's website at the following address:

[https://www.waterboards.ca.gov/losangeles/water\\_issues/programs/stormwater/municipal/losangeles.html](https://www.waterboards.ca.gov/losangeles/water_issues/programs/stormwater/municipal/losangeles.html)

The City of Los Angeles (City) is within four watersheds: the Santa Monica Bay, the Los Angeles River, the Ballona Creek, and the Dominguez Channel watersheds. The Watershed Protection Division (WPD) plans to utilize consultants to provide specialized and expert services for identification of Citywide Project Sites across these four watersheds that retain all non-stormwater runoff and all stormwater runoff from the 85th percentile, 24-hour storm event for the drainage area tributary to those projects for the purpose of achieving water quality compliance with the MS4 Permit. These projects shall also achieve other benefits such as flood protection, water supply enhancement, recreational opportunities, and wildlife habitat enhancement.

The objective of the consultant contract is to comprehensively evaluate opportunities for multi-benefit projects and maximize the recharge and capture and reuse of stormwater runoff. Ultimately, the projects shall include controls to the maximum extent practicable to ensure that discharges from the City's jurisdiction achieve applicable water-quality standards pursuant to the MS4 Permit. The project is intended to occur over the period of April 2022 through June 2023.

**2. Scope of Services**

The WPD plans to utilize Consultants to provide technical expert services for the development of citywide project sites throughout the City that will contribute to the City achieving compliance with the NPDES permit over the next ten years. The Consultant shall be familiar with pertinent

MS4 Permit provisions and applicable TMDLs to complete the following work to the satisfaction of the City:

- Provide project management and organize and conduct meetings (Task 1);
- Prepare a Technical Memorandum summarizing the selection process for identifying and refining a long list, medium list, and short list of citywide project sites throughout the City's four watersheds (Task 2);
- Prepare a separate Technical Memorandum for each of the 10 priority citywide project sites in each of the City's watersheds, distributed across Council Districts (40 priority projects), which conceptualizes the projects and identifies potential water quality, water supply, and community benefits from each project (Task 3); and
- Prepare master schedule and cost estimate for implementation of all citywide project sites included in Task 3 which considers TMDL compliance dates and other City projects being developed in each watershed (Task 4).

### **Task 1: Project Management, Coordination, and Meetings**

The Consultant shall provide project management services to ensure that all work deliverables are provided on or ahead of schedule and within budget. The Consultant shall:

- 1.1** Provide a detailed schedule to complete all the tasks of this Scope of Work to be approved by the City. This schedule shall be updated monthly and provided to the City.
- 1.2** Perform project management duties. Tasks include coordinating with City of LA Project Manager for monthly coordination calls with the City. Consultant will schedule meetings and prepare agenda and summary notes.
- 1.3** Attend and lead Work Shops with the interested parties (i.e., LASAN Executive Management, Regional Board, etc.) to solicit input and feedback on the proposed projects and scheduling of projects for permit compliance. Consultant should assume that three (3) meetings will occur.
- 1.4** Attend and participate in meetings with Regional Board staff and other stakeholders as needed. Consultant should assume that three (3) meetings will occur.
- 1.5** Consultant will provide brief monthly reports (for a total of 12) that present the budget expended, remaining budget, actual percent complete, and an explanation of the work completed, work to be done, and work that was to have been done but was not with reasons why.

### **Task 2: Citywide Project Site Selection**

In consultation with the City, the Consultant shall evaluate and refine a list of potential citywide project sites that will manage stormwater for the purposes of achieving compliance with the City's MS4 Permit. Projects will be identified across all four of the City's watersheds, including Los Angeles River Watershed, Ballona Creek Watershed, Santa Monica Bay Watershed, and Dominguez Channel Watershed and with an even distribution, to the extent possible, across

the City's fifteen Council Districts. In developing these projects, the Consultant shall perform the following activities:

- 2.1 Develop Long List of Citywide Project Sites.** The Consultant shall identify a long list of potential locations for projects capable of retaining (i) all non-stormwater and (ii) all stormwater runoff of the volume equivalent to the 85th percentile, 24-hour storm event for the drainage area tributary to the project. When added together, the volume captured by this long list of projects should meet or exceed the volume required to demonstrate compliance with applicable TMDLs. Screening requirements to include: (a) sites with a tributary area entirely within the City of Los Angeles boundary; (b) sites where the volume of runoff is greater than 2 ac-ft; and (c) sites within 1,000 feet of the point of diversion (i.e., storm drain or channel). A complete list of sites will be compiled into a spreadsheet that lists location, tributary area, footprint of available land, watershed, Council District, distance to point of diversion, and whether the project site or tributary area includes a disadvantaged community (DAC) as defined by the California Department of Water Resources (DWR) California Disadvantaged Communities Mapping Tool. It is anticipated that this list could include up to 400 sites. The list of projects identified as part of this task will be discussed at scheduled monthly meetings (Task 1.2) to present findings and get consensus with City staff prior to progression to the next task.
- 2.2 Develop medium list of Citywide Project Sites for further screening.** From the initial long list of projects identified in the previous subtask, a further refined list will be developed based on additional screening criteria. Screening criteria will include: (a) ensuring a geographic distribution such that an equal number of projects are located in each watershed and each council district is represented; (b) sites that include opportunities for community benefits to be incorporated, including park sites, downtown/community areas for green streets with multi-benefits, etc; (c) sites that either have soils suitable for infiltration, based on desktop analysis of available data, or are within a mile of a trunk sewer line that conveys flow to a recycled water plant (existing or planned); and preference for sites that benefit a DAC. This refined list should target including between 20 and 25 potential projects sites in each watershed (for a total of 80 to 100 sites). For these sites, additional notes will be added to the spreadsheet created during Task 2.1 which includes indicating potential multi-benefits possible at the site and if the project is targeting infiltration or diversion to a recycled water plant. The list of projects identified as part of this task will be discussed at scheduled monthly meetings (Task 1.2) to present findings and get consensus with City staff prior to progression to the next task.
- 2.3 Develop Short List of Citywide Project Sites.** From the medium list, ten to fifteen priority sites will be selected in each of the four watersheds, with a goal of identifying at least one project per Council District. Selection of the short list of projects will be based on project screening described above and discussions with the City. A minimum of 100 ac-ft but 200 ac-ft should be the goal of volume managed by the combination of all the priority projects should be targeted. The list of projects identified as part of this task will be discussed at scheduled monthly meetings (Task 1.2) to present findings and get consensus with City staff prior to progression to the next task.

- 2.4 Prepare Technical Memorandum.** Prepare a Technical Memorandum summarizing the process of priority project selection included in Tasks 2.1 through 2.3 which includes results from each level of site screening.

### **Task 3: Conceptualization of Priority Projects**

In consultation with the City, the Consultant shall prepare an approximately 10-page technical memorandum for each of the priority projects identified in Task 2.3. These technical memoranda will conceptualize the projects through conceptual site layout illustrations, photographs of existing conditions, and a narrative describing the project and the benefits to water quality, water supply, and the community. Included will be the history of the site, the water quality regulations governing the location, a description of how the project contributes to the City's compliance with TMDLs and the MS4 Permit, a detailed summary of what engineering evaluations would be needed during a feasibility study and during design, and a description of the methods of analysis used to estimate hydrology and water quality. The technical memorandum will also include a discussion on which outside agencies will require coordination (e.g., LACFCD, LACSD). Technical memoranda will be discussed at regularly scheduled monthly meetings (Task 1.2) to get consensus prior to submittal.

### **Task 4: Master Schedule and Cost Estimate for Implementation of Priority Projects**

In consultation with the City during monthly meetings (Task 1.2), the Consultant shall prepare a technical memorandum that will detail a schedule for implementation, over the next ten years, for the priority projects included in Task 3. The schedule will be developed to maximize beneficial impacts to the City's waterways by considering TMDL compliance dates for the various watersheds as well as to take into consideration other projects being developed by the City which will also serve to address those TMDLs. This master schedule will illustrate the City's path towards compliance with the MS4 Permit. The Consultant shall:

- 4.1** Develop cost estimates for implementing the proposed priority projects. The cost analysis should include any necessary planning, design, permits, construction, operation and maintenance, energy, waste removal, post construction monitoring, and right of way acquisition.
- 4.2** Prepare a master schedule and sequencing plan inclusive of all of the proposed priority projects. The sequencing shall be based on an analysis of TMDL requirements and other projects being implemented citywide. The schedules should account for:
  - 4.2.1** TMDL compliance schedules, Water Quality Priorities categories, and proposed milestones.
  - 4.2.2** The implementation period and milestones during the current Permit term should be differentiated from the future implementation period beyond the current Permit term. It is expected that a higher level of detail regarding cost and schedules will be provided for priority projects that are scheduled for implementation during the current and next permit term.
  - 4.2.3** The project schedules should include planning, design, permits, right of way acquisition, construction, operation and maintenance, energy, waste removal, and post-construction monitoring. Develop realistic construction durations for each proposed project including preconstruction activities such as bid, award, notice to proceed, move in, construction subactivities depending on the Scope of Work, construction completion, post-construction monitoring, etc.

4.2.4 Recommend a reasonable time frame to initiate the projects, nonstructural solutions, and programs during the compliance timeframes.

**Task 5: As-Needed Tasks**

As the work progresses it may become necessary to include additional task into the scope of services. Any such additional task will be negotiated and agreed upon in writing via a Task Agreement Form before the services can be rendered.

**3. Safe Clean Water Municipal and Regional Requirements**

The selected consultant(s) will be required to meet the Los Angeles County Flood Control District (LACFCD) Safe Clean Water Municipal Agreement (Attachment B, incorporated herein by reference) provisions for this TOS which is being fully/partially funded with Safe Clean Water Funds. Consultants seeking additional information regarding the requirements of the Municipal and Regional Transfer Agreements may visit the LAFCD website at <https://safecleanwaterla.org/>.

**4. 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") must be fully vaccinated against the novel coronavirus 2019 ("COVID-19") prior to (1) interacting in person with City employees, contractors, or volunteers, (2) working on City property while performing services under this Agreement, and/or (3) coming into contact with the public while performing services under this Agreement (collectively, "In-Person Services"). "Fully vaccinated" means that 14 or more days have passed since Contractor Personnel has 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 has been fully vaccinated. The contractor shall retain such proof for the document retention period set forth in this Agreement. The contractor shall grant medical or religious exemptions to Contractor Personnel as required by law.

**5. Term of Engagement and Cost Estimate**

The term of engagement is 14 months from the issuance date of the Notice to Proceed (NTP). All work must be completed by July 22, 2024. It is estimated that the cost ceiling for this TOS is approximately \$275,000.

**6. Solicitation Schedule (Tentative)**

- Issue Task Order Solicitation ..... Date of Cover Letter.

- Receive Solicitation Responses.....As indicated in Cover Letter.
- Conduct Interviews if necessary ..... 5 weeks after issuance of TOS.
- Select and Negotiate..... 6 weeks after issuance of TOS.
- Issue Task Work Order ..... 16 weeks after issuance of TOS.
- **Estimated Project Start Date: April 1, 2022.**

## **7. 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:

- Alfredo Magallanes, alfredo.magallanes@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 LABAVN for this TOS.
- Statement pertaining to the candidate's availability.

## **8. Selection Criteria**

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



- A. Consultant Qualifications, Experience, and Expertise
  - Capability and experience to provide the Scope of Services as demonstrated by the proposal.
  - Expert knowledge, and work experience associated with understanding of the issues, compliance requirements, and approaches related to TMDLs in Southern California.
  - Expert knowledge and experience in TMDL and water quality issues in relation to storm water and wastewater, and City facilities, operations, and practices.
- B. 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.
- C. Technical Approach
  - Knowledge and understanding of the Bureau's strategies and goals in TMDL development, implementation and compliance, and other water quality related activities.
  - Proven capability in TMDL Implementation Plans, the use of innovative approaches to watershed management planning, and the use of computer modeling and watershed models to identify BMPs and quantify water quality benefits.
- D. Project Management Approach
  - Ability to effectively and rapidly meet on going needs for the related stakeholder activities.
  - Knowledge of the City facilities and other environmental media, procedures and practices.
- E. 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.

## 9. 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 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.**

#### **10. 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](mailto:nancy.lantin@lacity.org).

Designated Task Manager for this TOS: Alfredo Magallanes, Sr. Environmental Engineer, Watershed Protection Program, (213) 485-3958, [alfredo.magallanes@lacity.org](mailto:alfredo.magallanes@lacity.org).

#### **11. 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									

<b>SUMMARY</b>			
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		
<b>Total Direct Labor Cost of the Prime</b>			
<b>Total Subcontract Expenses</b>			
<b>5% Administrative Fee (markup)</b>			
<b>Other Direct Costs (with no markup)</b>			
<b>Total Task Order Amount</b>			

**Total Subconsultant Participation**

Pledged	MBE	WBE	SBE	EBE	DVBE	OBE
<b>% of Total Task Order</b>	%	%	%	%	%	%
<b>\$ Amount</b>	\$	\$	\$	\$	\$	\$