

CITY OF LOS ANGELES

CALIFORNIA



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June 14, 2022

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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-148 – GREEN WASTE PROCESSING FACILITIES PUBLIC OUTREACH AND TECHNICAL SERVICES - RAMP OPPORTUNITY ID: 203356

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 **Wednesday, July 13, 2022, before 5:00 P.M.**

- Mr. Raymond Olivares, raymond.olivares@lacity.org
- Ms. Wanda Epps, san.oncall@lacity.org

The **deadline for proposal** submission is **Wednesday, July 27, 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. Raymond Olivares, raymond.olivares@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 Khalil Gharios, LASAN Raymond Olivares, LASAN
Miguel Zermeno, LASAN Timmie.Deramos, LASAN David Santos, LASAN

zero waste • zero wasted water

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER



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

On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-148 for

Green Waste Processing Facilities Public Outreach and Technical Services

June 2022

1. Introduction

The Lopez Canyon Environmental Center (LCEC), located at 11950 Lopez Canyon Road, is permitted to receive up to 300 tons per day (TPD) of green waste to produce high-quality mulch and compost. The City is required to comply with Senate Bill No. 1383 (SB 1383) which requires municipalities to divert organic waste (food waste, vegetative waste, other) from landfills by meeting the goal of 50 percent organic waste diversion below 2014 levels by 2020, and a 75 percent reduction by 2025.

LASAN needs to evaluate whether it is an option to add organic waste to the current feedstock (green waste only) at the LCEC which will require modifications to the facility processes, permits, equipment, etc.

LASAN must work with the local communities and environmental groups to get support in order to obtain permits and make the necessary modifications to the facility. LASAN seeks to perform public education to educate and inform the public and the communities of the environmental benefits of composting organic waste. The public and community outreach is to determine the level of acceptance of the LCEC upgrade and educate the public on the benefits the facility can generate to the community.

2. Scope of Services

LASAN is soliciting a qualified consultant engineering firm (Consultant) to provide public and community outreach, and as-needed technical support at all city-owned green waste processing facilities. The Consultant shall assist with the education efforts of public and local communities to inform them of the environmental benefits of producing high-quality compost from the processing of organic waste.

Also, the Consultant will provide as-needed support to include, but not limited to, exploring modifications to the existing mulching and composting facility, and environmental impacts in order to comply with SB 1383.

In general, the scope of work includes, but is not limited to:

Task 1: General Meetings and Site Visits to City-Owned Organic Processing facilities

- Attend meetings with LASAN to introduce team members, confirm project goals and objectives, review project scope and schedule, confirm communication protocols,

become more familiar with the current sites, understand the key operating equipment and protocols, and discuss future steps.

Task 2: Public Outreach at Local Neighboring Areas

- The Consultant to prepare an Outreach Plan that will provide a blueprint for engaging community members, project stakeholders, and interested parties. This will also include a proposed timeline to guide the outreach effort.
- The Consultant with LASAN will hold and attend public meetings to present the proposed project. Scheduling and notification of the community will take place in accordance with the Community Outreach Plan and Strategy. The consultant and LASAN will facilitate discussions and seek to identify concerns from the local community.
- The Consultant to prepare a community outreach plan, flyers, e-blasts, literature/materials provided at community meetings
- The Consultant to prepare notes to document community concerns.

Task 3: Technical Services at City-Owned Green Waste Processing Landfills

- The Consultant's technical services will be used on an as-needed basis for any of the city's owned green waste processing facilities. The Consultant and their sub-consultants are to assist with any technical and environmental documents, cost estimates, etc.

Task 4: Additional As-Needed Services:

- Any miscellaneous, as-needed services shall be assigned and solely directed by LASAN Project Manager. Costs, deliverables, and schedules for these as-needed tasks shall be negotiated and mutually agreed upon by LASAN and the consultant.

Specific tasks related to this TOS will be assigned using a Task Directive Form on an as needed basis. Schedule and costs for each task will be negotiated and agreed upon in writing between LASAN and the Consultant prior to any work being performed. Deliverables will be specifically defined in the Task Directive Form.

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") 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. 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, the 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 Notice to Proceed (NTP) date through July 22, 2024. It is estimated that the cost ceiling for this TOS is \$99,000.

5. Solicitation Schedule (Tentative)

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

- **Estimated Project Start Date: August 1, 2022**

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:

- Raymond Olivares, Raymond.olivares@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 the estimated time for completion of the 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 the Mini Outreach Subconsultant Phone Log template uploaded to Regional Alliance Marketplace for Procurement (RAMP) for this TOS.
- Statement pertaining to the candidate's availability.

7. **Selection Criteria**

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

A. Consultant Qualifications, Experience, and Expertise

- Capability, and experience in providing the Scope of Services as demonstrated by the proposal.
- Ability to clearly and promptly communicate with the project team to work together, facilitate conflict resolutions, and control project
- Expert understanding of the importance of meeting the scope limitations and deadlines.
- Experience and proven track record with local similar projects.

B. Technical Approach

- Familiarity and understanding of green waste processing facilities

C. Project Management Approach

- Ability to effectively and rapidly meet ongoing needs for the related stakeholder activities.
- Experience and proven track record with local stakeholders.

D. 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.

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 the 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.

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: Raymond Olivares, Environmental Engineering Associate, Solid Resources Processing and Construction Division (SRPCD), (213) 485-2320, Raymond.olivares@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.