

CITY OF LOS ANGELES

CALIFORNIA



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January 27, 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-150 REUSABLE FOODWARE PROGRAM

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 which you must register, for this TOS will be held on:

Date and Time:	Wednesday, February 9, 2022, from 11:00 A.M. to 1:00 P.M.
Location:	Zoom Virtual Video Teleconference
Registration Link:	Pre-Proposal Meeting Registration Link
By Phone:	(US) +1 877-853-5247 (Passcode: 644748)
LABAVN ID:	See LABAVN Opportunity ID: 201864

Once you register, the meeting link will be displayed and an email confirmation will be sent to you. All questions regarding this TOS before the meeting must be submitted in writing via e-mail to:

- Ms. Jennifer Kong, jennifer.kong@lacity.org
- Ms. Wanda Epps, san.oncall@lacity.org

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

The **deadline for proposal submission** is **Thursday, February 24, 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:

- Ms. Jennifer Kong, jennifer.kong@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 and Environment

zero waste • zero wasted water

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

NL:wae
Attachment: Scope of Services

c: Master Files
Alex Helou, LASAN
Michael Simpson, LASAN
Jennifer Kong, LASAN
Mark Hsu, LASAN
Laura McAlister, LASAN

**City of Los Angeles
LA Sanitation & Environment (LASAN)
On-call Consultant Services Contract
Task Order Solicitation (TOS) SN-150 for
Reusable Foodware Program
January 2022**

1. **Introduction**

Mayor Eric Garcetti's Sustainability pLAN and the City's Solid Waste Integrated Resources Plan (SWIRP) outline the City of Los Angeles' (City) long-term plan for achieving 90% landfill diversion by 2025 and to mitigate climate issues resulting from greenhouse gas (GHG) emissions. The City has a current landfill diversion rate of 76.4%. Commercial businesses, such as food service establishments, in the City, play a crucial role in helping reach the City's landfill diversion goals. LASAN is looking to further increase landfill diversion through the reduction of single-use plastics and conversion to reusable foodware.

With an increase in food delivery and take-out items during the pandemic, current data shows foodware accessories are the fourth most commonly found items in the environment, while containers are the fifth. Single-use disposable plastic foodware accessories have a negative effect on the environment, whether they are disposed of as trash or littered. These items are difficult and not economically feasible to recycle, resulting in many single-use plastic disposable food service items, including straws, utensils, condiment packets, being thrown away, generating five million tons of waste every year. In a landfill, chemicals from these items can potentially be leached and contaminate the soil and groundwater. When littered, accessories enter the environment where they become a visual blight on our streets and waterways, harming ecosystems and the wildlife that inhabit them. Littered plastics are transported from land to the ocean by wind or through runoff entering waterways and storm drain systems. The City has adopted waste prevention policies to manage single-use plastics; the 2019 Plastic Straws-On-Request Ordinance No. 186028 and the 2021 Foodware Accessories On Request Ordinance No. 187030. The 2021 ordinance exceeds Assembly Bill 1276 (Carrillo and Lorena Gonzalez), which was introduced in the California legislature to prohibit full-service restaurants from providing single-use food accessories and service ware, except on customer request, throughout the State of California. The City ordinance applies to all types of restaurants and food facilities, including food trucks and cafeterias.

LASAN seeks to address environmental concerns by reducing the amount of plastic waste entering our landfills and oceans or impacting our communities. LASAN is requesting technical support to develop and manage the implementation of a program with services aimed at reducing

single-use plastics and other single-use foodware that are not easily recycled or composted. The goal is to support a shift to reusables, targeting onsite and take-out food and beverage operations in a way that is better for business and the environment and protects the health and well-being of our diverse communities. The City recognizes that historically underserved, low-income individuals and communities often bear a far heavier burden of environmental pollution, health impacts, and economic health challenges than more affluent neighborhoods. LASAN is committed to providing fair and equitable climate mitigation efforts and bringing resources to highly impacted environmental justice areas.

2. **Scope of Services**

LASAN is seeking a qualified consultant to develop and implement the following program for reusable foodware:

Foodware Project - Micro-Grant Funding

LASAN is seeking a qualified consultant to work alongside LASAN staff to provide support and guidance to food service providers by establishing a food service provider (FSP) reusable foodware program that will reduce single-use plastics and foodware within the City.

This program will administer and distribute micro-grants to FSPs, including but not limited to restaurants, cafeterias, food trucks, and street vendors, to reduce single-use plastic and non-recyclable foodware and unnecessary packaging materials. The purpose of this program is to help FSPs transition from single-use plastics to achieve zero plastic waste through reuse campaigns, education, stakeholder engagement, and successful grant implementation. The completion of this program will set the groundwork for establishing the zero waste principles needed to increase landfill diversion rates for the City related to FSPs, boosting the economy and demonstrating cost savings and return of investment (payback) for the providers with a reusable model, and setting the stage for future policy implementations.

The following provides more details regarding the services from the qualified consultant (tasks are listed by priority). These services may include but are not limited to:

Technical Assistance for Food Service Providers: Develop micro-grant applications and a tier system for awarding \$500,000 in microgrants to FSPs based on but not limited to capacity, business type, employee count, and volume of foodware generated to streamline the process and maximize the number of participants. The suggested range for each individual microgrant is \$300-\$500. The consultant will offer free technical assistance to FSPs to implement cost and waste savings practices to transition to reusable operations for “dine-in” and “take-out.”

Dine-in can consist of kitchen equipment upgrades, reusable foodware upgrades, and training and educating staff on best management practices to reduce single-use waste. ([Business Case Studies: http://www.rethinkdisposable.org/businesses](http://www.rethinkdisposable.org/businesses))

Take-out can consist of implementation services and digital tools (e.g., mobile applications) that can track reusable foodware needed to support a transition convenient to the consumer and profitable for the FSP. (Digital Tools: <https://www.topanga.io/>)

A list of organizations with reusable foodware expertise in the scope of requested services (Attachment H) is attached in the reference.

This technical assistance will include:

- Strategically reviewing FSP operations
- Tailoring strategies and recommendations for reducing single-use foodware
- Prioritizing reusables over recyclables and compostable foodware
- Providing assistance in making environmentally preferred purchases
- Quantifying cost savings and waste reductions.

Results from this technical assistance will create case studies and showcase the positive impacts to support other FSPs in their transition to reusable foodware. Examples of the case studies referenced relating to reusable foodware services can be seen in the hyperlinks.

For a FSP to be eligible to receive a grant, they must complete an application with foodware usage surveys and provide documentation to establish a baseline of their current waste streams to show plastic reduction. The FSPs' recycLA providers will assist them with a free waste assessment upon request. Grants will be awarded based on the creation of a tiered system. The surveys will capture both dine-in and take-out waste streams; this will help the creation of an implementation program to transition FSPs to reusable foodware.

Deliverables:

- FSP foodware waste stream characteristics and recommendations for reductions for “dine-in” and “take-out.”
 - (Business Case Studies: <http://www.rethinkdisposable.org/businesses>)
 - (Digital Tools: <https://www.topanga.io/>)
- Execution of micro-grants
 - (Government Implementation: <http://www.rethinkdisposable.org/governments>)
- Technical assistance to FSPs
- FSP tier system
- Performance metrics

Marketing, Outreach, and Education: Develop a solution-oriented reuse marketing campaign that encourages FSPs to reduce single-use foodservice packaging that is not easily recycled or composted. The goal of the campaign is to foster and support a shift to reusables targeting onsite and take-out food and beverage operations in a way that is better for business and the environment and protects the health and well-being of our communities.

The selected consultant may reach FSPs through the development, design, and delivery of a webinar event, multilingual educational resources, and partnerships that may include but are not limited to City staff, food media, businesses, restaurant associations, and food industry trade groups to help educate the Los Angeles foodservice community about the benefits and safety of reusable foodware program.

Deliverables:

- Marketing campaign
- Stakeholder engagement

Advisory Committee: Establish an advisory committee to serve as a technical advisor to the project team. The committee will meet regularly with the project team and stakeholders to discuss challenges, opportunities, and review recommendations for this program. The committee can consist of but is not limited to prominent players in the plastics and foodware industry, relevant stakeholders, other municipalities, and community and specialized groups and organizations. This committee can also help advise with policy direction and provide suggestions pertaining to phasing out single-use plastic foodware.

Deliverables:

- Advisory/Oversight Committee
- Stakeholder Engagement
- Policy Playbook

Administrative, Financial Management, and Optimization: Provide administrative and financial management services regarding the micro-grants and potential contracts with program participants. This will include but is not limited to micro-grant oversight, distribution, execution, management, and the optimization of program logistics.

3. **City of Los Angeles Sustainability pLAN Goals and State and Local Mandates**

This project's scope of work supports SB 1383 ([Attachment E](#)), a new State regulation that requires all jurisdictions to offer organic waste collection services by 2022. Paper foodware is also subject to SB 1383 because it generates methane when it decomposes in landfills. This foodware often contains PFAS – so-called “forever chemicals” and suspected carcinogens - that have been detected in drinking water, groundwater, and finished compost.

This project's scope of work supports AB 1276 ([Attachment D](#)), Ordinance No. 186028 ([Attachment F](#)), and 187030 ([Attachment G](#)), and the targeted goals set forth by L.A.'s Green New Deal ([Attachment B](#)).

AB 1276 ([Attachment D](#)) prohibits a food facility from providing any single-use foodware accessory or standard condiment, as defined, to a consumer unless requested by the consumer.

Ordinance No. 186028 ([Attachment F](#)) refers to Straws-on-Request. Under this ordinance, food or beverage facilities can provide a disposable plastic straw to a dine-in or take-out customer ONLY if the customer requests one.

Ordinance No. 187030 ([Attachment G](#)) refers to Foodware Accessories on Request, which went into effect on November 15, 2021, for large restaurants. Large restaurants are defined as those with 26 or more employees, counted on a national basis. All other restaurants must comply, effective April 22, 2022. This ordinance states that any foodware accessories, which include utensils, straws, stirrers, lids, napkins, etc., can only be distributed upon “a consumer's specific request for such items” this applies not only to restaurants and other food establishments but also to online ordering and food delivery services. Drive-through and delivery customers may be asked if they want disposable foodware accessories.

Mayor Eric Garcetti’s Sustainability pLAN and the City’s Solid Waste Integrated Resources Plan (SWIRP) outline the City of Los Angeles’ (City) long-term plan for achieving 90% landfill diversion by 2025 and to mitigate climate issues resulting from greenhouse gas (GHG) emissions ([Attachment C](#)).

L.A.’s Green New Deal’s Waste & Resource Recovery ([Attachment B](#)) section states chapter targets of:

- Increasing landfill diversion rate to 90% by 2025; 95% by 2035; and 100% by 2050
- Reduce municipal solid waste generation per capita by at least 15% by 2030, including phasing out single-use plastics by 2028
- Eliminate organic waste going to landfill by 2028
- Increase the proportion of waste products and recyclables productively reused and/or repurposed within L.A. County to at least 25% by 2025; and 50% by 2035.

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. 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.

5. **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 \$400,000.

6. **Solicitation Schedule (Tentative)**

- Issue Task Order SolicitationDate of Cover Letter
- Receive Solicitation Responses.....As indicated in the Cover Letter (4 weeks)
- Conduct Interviews if necessary.....5 - 7 weeks after issuance of TOS
- Select and Negotiate..... 5 - 7 weeks after issuance of TOS
- Execute Task Agreement Form.....8 - 9 weeks after issuance of TOS

- **Estimated Project Start Date: March 01, 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:

- Jennifer Kong, Jennifer.Kong@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 tasks
- Proposed Billing Salary Rate Summary for the proposed candidates 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 using the following criteria:

A. Consultant Qualifications, Experience, and Expertise

- Expert knowledge and work experience associated with the understanding of the issues, options, and approaches related to the implementation of reusable foodware micro-grants
- Strong policy advocate that understands the traditional activities such as public administration, lobbying, and education
- Understanding of systems and processes that includes capacity building, relationship building, network forming, and leadership development
- Proven capability in conducting scientific studies and analysis related to foodware characteristics
- Knowledge and understanding of the LASAN's strategies and goals
- Ability to effectively and rapidly meet ongoing needs for program activities
- Knowledge and understanding about equity and environmental justice and being able to transfer resources to disadvantaged communities
- Knowledge and ability to create effective outreach and education campaigns

B. Personnel Qualifications, Experience, and Expertise

- Strong policy advocate that understands the traditional activities such as public administration, lobbying, and education
 - Understands systems and processes that includes capacity building, relationship building, forming networks, and leadership development
 - Proven capability in conducting scientific studies and analysis related to foodware usage capacity and infrastructure needs
 - Ability to effectively and rapidly meet ongoing needs for program activities
 - Knowledge and experience providing grant oversight, distribution, execution, management, and optimization of program logistics
- C. Technical Approach
- Familiarity and understanding of reusable foodware model, and capable of setting the stage for future policy implementations
 - Familiarity and understanding of the dynamic organizational structure of reusable foodware
- D. Project Management Approach
- Capability and experience in providing the Scope of Services as demonstrated by the proposal
 - Ability to effectively and rapidly meet ongoing needs for the related stakeholder activities
 - Experience and proven track record with local stakeholders
 - 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 sub-consulting 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 Los Angeles Business Assistance Virtual Network (LABAVN). When a CONSULTANT receives an approved Request to Add Sub(s) from LASAN, the approved sub(s) may then 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.

Designated Task Manager for this TOS: [Jennifer Kong, Environmental Engineer, IWMD, 323-342-6074, jennifer.kong@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 F

Regulate the Use of Disposable Plastic Drinking Straws Ordinance Nos. [186028](#)
(http://clkrep.lacity.org/onlinedocs/2018/18-0053_ORD_186028_04-21-2019.pdf)

ATTACHMENT G

Regulate the Use of Disposable Foodware Accessories Ordinance: Nos. [187030](#)
(<https://www.lacitysan.org/cs/groups/public/documents/document/y250/mdy1/~edisp/cnt065360.pdf>)

ATTACHMENT H

List of organizations with reusable foodware expertise in the scope of requested services
(See attached PDF)