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December 10, 2021

ELECTRONIC MAIL

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

LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-143 – CITYWIDE TRASH TMDL ADMINISTRATIVE COMPLIANCE - LABAVN OPPORTUNITY ID: 201565

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 Thursday, December 30, 2021, before 5:00 P.M.

- Ms. Marsa Chan, marsa.chan@lacity.org
- Ms. Wanda Epps, san.oncall@lacity.org

The deadline for proposal submission is Tuesday, January 18, 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. Marsa Chan, marsa.chan@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
Michael Scaduto, LASAN Alfredo Magallanes, LASAN Marsa Chan, LASAN
Taraneh Nik-Khah, 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-143 for

Citywide Trash TMDL Administrative Compliance FY 21/22

December 2021

1. Introduction

The City of Los Angeles (City) manages and implements the Trash Total Maximum Daily Load (TMDL) in citywide watersheds (Upper Los Angeles River-ULAR, Ballona Creek-BC, Santa Monica Bay-SMB, Dominguez Channel-DC, and Machado Lake) including the urban lakes (Echo Park Lake, Machado Lake, Lincoln Park Lake). The Trash TMDL includes monitoring and reporting requirements that are submitted to the Los Angeles Regional Water Quality Control Board (LA Regional Board) annually for each of the watersheds and lakes. These include individual reports for each watershed and lakes. Those reports are: 2-Trash Monitoring Reporting Plan Reports (ULAR and BC), 8-Minimum Frequency Assessment Criteria Reports (ULAR parks next to river, urban lakes, Santa Monica Bay), 2-Plastic Pellet Monitoring and Reporting Plan reports (ULAR and BC), and 5-MS4 Trash TMDL Annual Reports (ULAR, BC, SMB, DC, Machado). These reports encompass both non-point and point discharges as well as plastic pellet discharges.

2. Scope of Services

LASAN is soliciting for a qualified consultant firm to assist staff in the collection, validation, and preparation of the administrative compliance reports for FY 21/22. This work shall include, but is not limited to: field data collection, performing expert analyses and reviews of data, coordination with field operating staff, draft and final report preparation, as well as providing support for meetings.

The qualified consultant may be tasked with other regulatory support services. Such support services shall be on an as-needed and as-directed basis.

The following provides more details regarding the services required from the qualified consultant:

Task 1: Trash Monitoring Reporting Plan (TMRP) Reports for ULAR and BC (2 reports)

The overall purpose of the TMRP is to document the types and quantities of trash in the Los Angeles River or Ballona Creek watersheds and assess the ambient condition of the waterbody for presence of trash conveyed through various modes of transport. The TMRP provides quantitative information on trash which will be useful for management to determine any trends, sudden breaches, and if these changes warrant modifications to the implementation program. As mentioned, compliance with the Trash TMDLs is based on the implementation of BMPs and institutional measures for controlling point sources. Since 2001, BC Watershed Management

Group (WMG) and ULAR WMG agencies, and LASAN have established and implemented BMP programs to reduce trash, comprising of full-capture systems, partial-capture devices, and institutional controls across the watersheds (BC WMG, 2015; ULAR WMG, 2015).

Agencies must have completed their Trash TMDL implementation by September 2016. It is anticipated that any trash found would most likely be from non-point sources. Thus, the information obtained from the TMRP will be used to:

1. Develop a quantitative characterization of trash in the Los Angeles River and Ballona Creek; and,
2. Establish a baseline of trash loading for use to assess the continued health of the watershed with which to compare changes that may trigger actions by the respective impacted agencies.

To accomplish this, LASAN has chosen to develop an alternative approach to the SWAMP protocol as allowed by the MS4 Permit and TMDLs. LASAN's TMRP is designed to prioritize the use of resources in implementation, while providing a monitoring approach that will allow for an establishment of new baseline, and support any needed actions or adjustments to the programs. The protocol can be implemented across large watersheds efficiently without compromising the data or assessment. The consultant will be provided this protocol (**Attachment B**, Final CLA TMRP) to follow to provide the deliverables.

Deliverables:

- Draft and Final Trash Monitoring Reporting Plan Report for ULAR
- Draft and Final Trash Monitoring Reporting Plan Report for BC

Task 2: Minimum Frequency of Assessment Collection Program Reports (8 reports, parks adjacent to LAR, Urban Lakes, Santa Monica Bay)

In response to trash impacts on public health and the environment, the LA Regional Board began developing and adopting trash TMDLs for the Los Angeles area. The Los Angeles River (LAR) Trash TMDL was adopted in 2001 (LARWQCB, 2001). The LAR Trash TMDL was subsequently amended several times to incorporate necessary modifications (LARWQCB, 2007). In 2015, the Trash TMDL was again amended to include a Trash Monitoring and Reporting Plan (TMRP) to address: 1) In-Stream Monitoring for Trash; and 2) Assessment for Plastic Pellets. The amendment also included in the TMRP a monitoring and trash collection program for non-point sources. The non-point sources must meet Load Allocations (LAs) of zero trash discharges to the LAR. Trash that enters the waterbody from other sources and means (such as wind, whether intentional or unintentional disposal) are "non-point" sources. Trash that is discharged from the storm drainage system openings (outfalls) to the LAR are considered "point sources".

Several of the City's parks adjacent to the LAR are listed in the LAR Trash TMDL as "non-point" sources of trash (See Table 1). These parks are required to have a trash collection program referred to as the Minimum Frequency of Assessment and Collection Program, or MFAC (LARWQCB, 2015a). In 2016, the MS4 Permit was amended to incorporate the 2015 amended Trash TMDL. The developed MFAC is required for the City of Los Angeles jurisdictional parks named in the LAR Trash TMDL and located in the Los Angeles River Watershed. For compliance purposes, an MFAC (**Attachment C**, Final CLA MFAC) has been prepared to satisfy the requirements of the September 8, 2016 amended MS4 Permit, and to fulfill the LAR

Trash TMDL non-point source requirements. This document has been submitted to the LARWQCB on December 15, 2018 as a proposed modification to the approved Upper Los Angeles River CIMP through the Annual Reporting requirement.

Table 1. City Parks Subject to MFAC

Elysian Park	Moorpark Park
Griffith Park Soccer Field	Northridge Recreation Center
Hansen Dam Park	Paxton Park (Richie Valens Park)
Hermon Park	Reseda Park and Recreation Center
LA River Greenway Park	Sepulveda Basin Recreation Area
Los Feliz Golf Course	Sepulveda Basin Recreation Center
Mae Boyer Center	Vanalden Park
Montecito Recreation Center	West Hills Recreation Center

In 2020, The Regional Board adopted the “Conditional Waiver of Waste Discharge Requirements for Discharges of Trash from Nonpoint Sources in Waterbodies Subject to Total Maximum Daily Loads for Trash” (Conditional Waiver). The Conditional Waiver address sources of trash from non-point sources and requires MFACs for the City’s urban lakes and Santa Monica Bay (See Table 2).

Table 2. City Water Bodies Subject to MFAC

Water Body	Watershed
Lincoln Park Lake	Los Angeles River
Echo Park Lake	Los Angeles River
Machado Lake	Dominguez Channel
Venice Beach	Santa Monica Bay

Deliverables:

- Draft and Final Minimum Frequency Collection and Assessment Criteria Reports for 8 City parks and water bodies.

Task 3: Pellet Monitoring Reporting Plan report for ULAR and BC (2 reports)

Pellet Monitoring and Reporting Plan (PMRP) requirements apply to the City jurisdictional area that is found to support pre-production plastic pellet using industrial facilities, and transportation of these pellets through the City. For LAR Watershed, the City reviewed lists of businesses with specified standard industrial codes and verified the list with field visits. Based on these findings, the City was required by the 2015 revised Los Angeles River (LAR) Trash Total Maximum Daily Load (TMDL) to develop a PMRP (**Attachment D**, Final CLA PMRP).

Similarly, the City jurisdictional area in the Ballona Creek Watershed was found to support industrial facilities using pre-production plastic pellets, and transportation of these pellets through the City. As required by the BC Trash TMDL, the City must conduct monitoring and reporting per the developed PMRP for Ballona Creek Watershed.

The City does not anticipate any pellet losses into the storm drain system as these raw materials are of value and facilities are regulated by the Industrial General Permit. However, the City has determined that in the event 50 milliliters of pellets are observed being discharged from the outfall, inspectors will conduct additional facility visits and initiate enforcement procedures if warranted.

Plastic pellets will be monitored at LAR or tributary outfalls, catch basins, or associated maintenance holes representing the drainage area where plastic pellet industries were identified. The monitoring location is governed by safety and accessibility for staff, and facility representation. Plastic pellet monitoring will occur twice a year; once during the wet season (October 15 to April 15) and once during the dry season (April 16 to October 14) as defined by LARWQCB (LARWQCB, 2015b). Plastic pellets from BC industries will be monitored at the drainage area outside of the facility, per the BC PMRP protocol. Due to the variety of products made by the industries, it appears the raw material volume consumed by the industry as a whole is fairly consistent. LASAN is not aware of any high production “season” where significantly larger amounts of pellets will be transported or used. Therefore, monitoring events will not be linked with any critical industry production days during the dry or wet season.

Deliverables:

- Pellet Monitoring Reporting Plan Report for ULAR
- Pellet Monitoring Reporting Plan Report for BC

Task 4 (as needed): MS4 Trash TMDL Annual Reports for ULAR, BC, SMB, DC, and Machado Lake (5 reports)

Waste Load Allocations (WLAs) for trash are expressed as progressively decreasing allowable amounts of trash discharges from a Permittee’s jurisdictional area within the drainage area to the impaired water body. The Trash TMDLs require each Permittee to make annual reductions of its discharges of trash over a set period, until the numeric target of zero trash discharged from the MS4 is achieved. The City of Los Angeles met its final milestone obligation for all impacted watersheds in 2013.

The selected consultant will be tasked to prepare the annual trash compliance reports demonstrating that the City continues meeting its final Trash TMDL milestone for all watershed under a Trash TMDL.

Deliverables:

- MS4 Trash TMDL Annual Report for ULAR
- MS4 Trash TMDL Annual Report for BC
- MS4 Trash TMDL Annual Report for SMB
- MS4 Trash TMDL Annual Report for DC
- MS4 Trash TMDL Annual Report for Machado Lake

Task 5: As needed technical regulatory stormwater support

The qualified consultant may be tasked with other regulatory support services. Such support services shall be on an as-needed/as-directed basis and negotiated budget.

3. Safe Clean Water Municipal and Regional Requirements

The work being performed is partially funded by Los Angeles Flood Control District (LAFCD) Safe Clean Water Program. The selected consultant(s) will be required to meet the LAFCD Safe Clean Water Municipal Agreement (**Attachment E**, incorporated herein by reference) provisions for this TOS. 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 ten (10) months from the issuance date of the Notice to Proceed (NTP) with a six month extension if necessary. It is estimated that the cost ceiling for this TOS is approximately \$149,000.

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 6 weeks after issuance of TOS.

- **Estimated Project Start Date:** February 15, 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:

- Marsa Chan, marsa.chan@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 MS4 Permit.
 - 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.

Designated Task Manager for this TOS: Marsa Chan, Civil Engineering Associate, Watershed Protection Program, (213) 485-3953,

marsa.chan@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									

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