

CITY OF LOS ANGELES

CALIFORNIA



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December 3, 2021

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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-136 – DISTRIBUTED CONTROL SYSTEMS SUPPORT

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, December 15, 2021, 12:30 P.M. – 1:30 P.M.
Location: Virtual: <https://meet.google.com/hat-xeqf-onp>
By Phone: (US) +1 414-436-8734 (PIN: 338 206 358#)
LABAVN ID: See LABAVN Opportunity ID: 201521

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

- Mr. Charles Lee, charles.lee@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 Wednesday, January 19, 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. Charles Lee, charles.lee@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

NL:wae

Attachment: Scope of Services

- c: Master Files
- Nicholas Tran, LASAN
- Charles Lee, LASAN
- Ken Pham, LASAN

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

On-call Consultant Services Contract

Task Order Solicitation (TOS) SN-136 for

Distributed Control Systems Support

December 2021

1. Introduction

LASAN has a Los Angeles Wastewater Information System (LAWINS) maintenance contract that covers upgrades, updates, and hardware refresh. Daily Operation support, unforeseen failures, and natural emergency damages are not part of LAWINS maintenance service contract. This TOS shall bridge the gap to provide daily operational support and emergency engineering services to all sites.

LASANS's overall goal for this TOS is to be able to provide support services from an experienced contractor as the need for Honeywell Distributed Control System (DCS) expertise arises. LASAN will request services on an as needed basis. The Consultant is expected to provide on-site service for support of troubleshooting of unexpected system failures and any other support tasks that LASANS deems necessary.

2. Scope of Services

The scope of this TOS is to provide support coverage for the Honeywell Distributed Control System (DCS), Honeywell Programmable Logic Controllers (PLC), and any non-Honeywell Programmable Logic Controller outside of LAWINS Maintenance Contract. It includes all Honeywell Distributed Control Systems and Programmable Logic Controllers installed at Hyperion Water Reclamation Plant (HWRP), Donald C. Tillman Water Reclamation Plant (DCTWRP), Los Angeles Glendale Water Reclamation Plant (LAGWRP), Terminal Island Water Reclamation Plant (TIWRP) and Collection Systems. Additionally, the scope of work shall include support for all CIPs. This support will include all Honeywell DCS/PLC and non-Honeywell PLCs install by the CIPs. ICSD will also utilize the Contractor to provide engineering services to control systems related projects such as PLC interface to DCS, wireless HMI connection for pilot project etc.

The successful proposer will provide Honeywell DCS application experts to the LASAN's Information and Control Systems Division (LASAN ICSD) to troubleshoot and maintain the Honeywell DCS installed at HWRP, DCTWRP, LAGWRP, TIWRP and Collection Systems on an as-needed basis. Examples of typical tasks are, but are not limited to:

- **Task 1:** Honeywell DCS 24 X 7 Telephone Support: In case of a technical question(s) regarding the Honeywell DCS arise, the contractor should respond immediately.
- **Task 2:** Honeywell DCS on-site service: Report on-site in case of a system failure. Honeywell personnel should respond within an hour in the event of a critical situation and within 2 hours for non-critical issues.
- **Task 3:** Honeywell DCS engineering support: In case of a PLC/DCS interface fails, the contractor should respond within an hour and assign an engineer to report on-site to remedy the problem.
- **Task 4:** Honeywell DCS software upgrade: When required, provide software upgrade to keep all LASAN's facilities on the same software version.
- **Task 5:** Installation of parts to keep system running in normal conditions.
- **Task 6:** Provide support for Honeywell Programmable Logic Controller (PLC), and non-Honeywell Programmable Logic Controller. Provide maintenance and troubleshooting for historian. Maintain and troubleshoot Honeywell DCS network.
- **Task 7:** Provide daily operational support.
- **Task 8:** Provide CIP support – include DCS/PLC and non-Honeywell PLCs install by the CIPs.
- **Task 9:** Provide support for offline development unit and training units.

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.

4. Term of Engagement

The term of engagement is from the issuance date of the NTP through July 22, 2024. It is estimated that the cost ceiling for this TOS is approximately \$1,000,000.

4. 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.

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

5. 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:

- Charles Lee, charles.lee@lacity.org
- Wanda Epps, wanda.epps@lacity.org

Solicitation Responses shall meet the following experience requirements and will be engaged in some or all of the following activities:

- 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., an 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.

6. Selection Criteria

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

- A. Consultant Qualifications, Experience, and Expertise
 - Experience and proven track record with local stakeholders.
- B. Personnel Qualifications, Experience, and Expertise
 - Capability, and experience in providing the Scope of Services as demonstrated by the proposal.
- C. Technical Approach
 - Expert knowledge and work experience associated with understanding of the issues, options, and approaches related to Honeywell DCS.
- D. Project Management Approach
 - Knowledge and understanding of the Bureau's strategies and goals in Honeywell DCS and related activities.
 - Expert knowledge and experience in facilities planning issues in relation to Honeywell DCS, as well as City operations and practices.
 - Ability to effectively and rapidly meet on going needs for the related stakeholder activities.
- E. Competitive Fees and Costs
 - The value offered to the City considering cost in comparison to capabilities and experience of the candidates

7. 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.

8. 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 TOS Project Manager: Charles Lee, Control Systems Engineer, Information and Control Systems Division, (310) 648-5450, charles.lee@lacity.org.

9. 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	\$	\$	\$	\$	\$	\$