

# CITY OF LOS ANGELES

CALIFORNIA



**ERIC GARCETTI**  
MAYOR

April 21, 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-124 – SUPPORT FOR TMDL MONITORING & REPORTING IN LOS ANGELES RIVER WATERSHED**

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 **virtual pre-proposal meeting** for this TOS will be held on:

Date and Time: Thursday, April 29, 2021, from 10:00 A.M. to 11:00 A.M.  
Location: **See BAVN Opportunity #42106** for link to the online meeting.

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

- Jon Ball, [jon.ball@lacity.org](mailto:jon.ball@lacity.org)
- 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 submittal is Thursday, May 13, 2021, 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:

- Jon Ball, [jon.ball@lacity.org](mailto:jon.ball@lacity.org)
- Wanda Epps, [san.oncall@lacity.org](mailto:san.oncall@lacity.org)

Thank you for your interest and we look forward to receiving your response to this TOS.

Sincerely,

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

NL:wae

Attachment: Scope of Services

c: Jon Ball, LASAN Taraneh Nik-Khah, LASAN  
Jonathan Plato, LASAN Bryan Truong, LASAN Wanda Epps, 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-124 for**

**Support for TMDL Monitoring & Reporting in the Los Angeles River Watershed**

**April 2021**

**1. Introduction**

The Los Angeles River Watershed is subject to Total Maximum Daily Loads (TMDLs) for several key pollutants that are known to impact beneficial uses, including metals, bacteria, nitrogen compounds, and trash. Other pollutants are known to occur in the River, and may be subject to TMDL regulations in the near future. The Los Angeles River is a receiving water body for multiple dischargers permitted through the National Pollutant Discharge Elimination System (NPDES) which is administered through the Los Angeles Water Quality Control Board (Regional Board). The City of Los Angeles Bureau of Sanitation (LASAN) owns and operates two wastewater reclamation plants that discharge to the River, and is also responsible for compliance with the discharge requirements of the Municipal Separate Storm Sewer System (MS4) NPDES Permit.

The Watershed Protection Division (WPD) is responsible for conducting TMDL monitoring and reporting in the Los Angeles River Watershed, and works with other Divisions within LASAN to accomplish this task. WPD plans to utilize consultants to provide specialized and expert services for certain tasks related to monitoring, assessment, and reporting of Total Maximum Daily Loads (TMDLs) which are beyond the technical expertise of in-house staff. The Consultant will need to work closely with WPD staff to meet important reporting deadlines and to present complex information to watershed managers and other stakeholders in a manner that is easily understood.

**2. Scope of Services**

The scope of work includes providing assistance for assessment of existing TMDLs associated with the Los Angeles River watershed, and will also include analysis for other pollutants of concern which have potential for TMDL development in the future. This work will be performed as needed, and sometimes on an emergency basis, during the course of a three-year period. These services may include, but are not limited to: 1) Water quality data analysis and TMDL compliance reporting, and 2) As-needed monitoring support.

WPD is seeking a Consultant that has considerable experience in obtaining and assessing water quality data in the Los Angeles River, along with knowledge of the potential impacts from various types of permitted and non-permitted discharges to the river. The Consultant must have an extensive knowledge of the history and background for the TMDLs that affect the City, including their incorporation into the Coordinated Integrated Monitoring Programs (CIMPs) and other monitoring programs, and must have knowledge of how these TMDLs affect the City's

various NPDES discharge permits. The Consultant will also need to have extensive experience working with standardized monitoring formats (including CEDEN) and the application of scientifically sound approaches to assessment of TMDL numeric targets, waste load allocations, and other water quality standards. The Consultant will also need to provide expert support for complex statistical analyses, including but not limited to, trends analysis, TMDL attainment analysis, and others. Such support services shall be on an as-needed and as-directed basis.

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

**Task 1:** Water Quality Data Analysis & TMDL Reporting:

- a. Assess water quality data obtained through Upper Los Angeles River CIMP (and potentially other monitoring programs) with TMDL targets and other applicable water quality standards.
- b. Provide technical support to ensure water quality data are properly formatted according to standardized reporting templates (i.e., CEDEN).
- c. Perform complex statistical analysis on an as-needed basis

Deliverables:

- Monthly meetings (approximately) and/or conference calls with WPD staff to discuss assignments, deadlines, and findings.
- Provide scientifically sound, defensible, and properly formatted Exceedance Analysis for Upper Los Angeles River CIMP, including both the 6-month and Annual data submissions.
- Provide technical summaries to managers, as needed.

**Task 2:** As-needed Monitoring Services and Regulatory Support.

- a. Provide technical support for TMDL-related monitoring programs and special studies.
- b. Provide as-needed technical support and oversight for Toxicity Reduction Evaluations (TRE) & Toxicity identification Evaluations (TIE).
- c. Specialized laboratory support (for testing that cannot be done by LASAN's in-house lab).
- d. Provide staff augmentation during periods of peak demand (e.g. wet weather sampling).

Deliverables:

- Monthly meetings (approximately) and/or conference calls with WPD staff to discuss assignments, deadlines, findings, and/or coordination of monitoring activities.
- Provide as-needed technical support in a timely manner, so that LASAN can meet TMDL monitoring and reporting deadlines.

### **3. Term of Engagement**

The term of engagement is from the Notice to Proceed (NTP) issuance date through July 22, 2024. It is estimated that the cost ceiling for this TOS is approximately \$148,500.

#### 4. **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.....7 weeks after issuance of TOS.
- Issue Task Work Order.....9 weeks after issuance of TOS.

#### 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 LASAN staff via email, no later than 2:00 pm on the proposal due date indicated in the cover letter:

- Jon Ball, jon.ball@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 utilized as a MBE or WBE (not both)
- 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.
- Statement pertaining to the candidate's availability.

#### 6. **Selection Criteria**

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

- Capability and experience in providing the Scope of Services as demonstrated by the proposal.
- Expert knowledge and experience related to TMDL monitoring and reporting programs.
- Expert knowledge of water quality objectives that apply to the Los Angeles River watershed.
- Experience and expertise in assessment of water quality data obtained through NPDES monitoring programs.
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Ability to effectively meet deadlines and to respond quickly to LASAN's needs

## **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. The City encourages the Primes to utilize these subconsultants wherever feasible, especially MBE/WBE subconsultants.

**Note: Sub-consultants that are not listed on Schedule A in your contract cannot be added and/or utilized without the performance of the outreach and approval of the LASAN.**

## **8. Task Order Manager**

The Task Manager for this designated TOS is: Jon Ball, Environmental Supervisor II, Watershed Protection Program, 323-342-1557.

The LASAN On-Call Contracts Representative is: Nancy Lantin, Sr. Management Analyst II, On-Call Contracts Representative, Administration Division, (213) 485-2158.

## **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		
<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>	\$	\$	\$	\$	\$	\$