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CALIFORNIA



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HYPERION EXECUTIVE PLANT MANAGER

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October 18, 2022

## ELECTRONIC MAIL

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

### **LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS SN-152 – HYPERION WATER RECLAMATION PLANT (HWRP) ELECTRICAL SYSTEMS EVALUATION**

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). To be considered responsive, Prime Consultants must attend a **mandatory** virtual pre-proposal meeting to be held on:

Date and Time: Wednesday, November 16, 2022, from 9:30 A.M. to 10:30 A.M.  
Location: Virtual: [meet.google.com/wwy-abpm-paj](https://meet.google.com/wwy-abpm-paj)  
By Phone: (US) +1 502-530-1054 PIN: 860 013 654#  
**RAMP ID: See RAMP Opportunity ID: 203997**

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

- Adis Gharibian, [adis.gharibian@lacity.org](mailto:adis.gharibian@lacity.org)
- Ms. 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 submission** is **Thursday, December 15, 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:

- Adis Gharibian, [adis.gharibian@lacity.org](mailto:adis.gharibian@lacity.org)
- Ms. 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. 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  
Consultants  
Timeyin Dafeta, LASAN  
Adis Gharibian, LASAN  
Karen Ingalla, LASAN  
David Santos, LASAN

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

**On-call Consultant Services Contract**

**Task Order Solicitation (TOS) SN-152 for**

**Hyperion Water Reclamation Plant (HWRP) Electrical Systems Evaluation**

**October 2022**

**1. Introduction**

Hyperion Water Reclamation Plant's (HWRP) electrical distribution system consists of a vast array of high/medium voltage electrical equipment that includes switchgears, substations, transformers, switchboards, generators, motor control centers, motors, panel boards, and protective relays, among other electrical components.

It is designed to meet the requirements for wastewater treatment and reclamation. Major equipment such as substations and transformers were installed mid 1980's when the plant was upgraded to full secondary treatment.

Due to age and environmental effects, and damage caused by the July 11, 2021 overflow event which caused catastrophic power outages, evaluating the entire electrical distribution system is critical to maintaining safety, compliance with regulatory permit requirements and plant effluent disposal needs. The system evaluation will help HWRP to identify deficiencies in the electrical distribution system and provide recommendations for scheduling replacement and/or repairs to avoid blackouts, equipment failure, short circuits and arc flash in addition to improving system reliability.

**2. Scope of Services**

LASAN is soliciting for a qualified consultant firm to provide a complete and comprehensive inspection and assessment of the electrical distribution system, and conduct an arc flash hazard study to identify potential hazards. This project will help HWRP upgrade/repair the existing electrical system and enhance electrical safety.

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

Task 1:

- i. Verify that existing protection settings are acceptable based on current IEEE and NFPA codes using the Etap 19.0 or higher.

- a) Computer printouts shall accompany the log-log plots and will contain descriptions for each of the devices shown, settings of the adjustable devices, and device identification numbers to aid in locating the devices on the log-log plots and the system one-line diagram.
  - b) The study shall include a separate, computer generated tabular printout containing the “as found” and “recommended” settings of all adjustable overcurrent protective devices, the equipment designation where the device is located, and the device number corresponding to the device on the system one-line diagram.
  - c) Power system model shall utilize data revisions to track system data changes such “provided setting” to “Recommended” settings to ensure management of change with the field devices. Revised data shall be visible graphically on the single-line diagram.
  - d) Identify the device associated with each curve by manufacturer type, function, and tap, time delay, and instantaneous settings recommended.
  - e) List any significant deficiencies in protection and/or coordination and shall provide recommendations for improvements
- ii. Perform Arc Flash Hazard Assessment according to the latest IEEE 1584 equations that are presented in NFPA70E. and federal/state regulations and replace existing arc flash labels based on the following information:
- a) Thermal transfer type label of high adhesion polyester for each work location analyzed with no field markings.
  - b) The labels shall be designed according to the following standards:
    - UL969 – Standard for Marking and Labeling Systems
    - ANSI Z535.4 – Product Safety Signs and Label
    - NFPA 70 (National Electric Code) – Article 110.16
  - c) The vendor supplying the Arc Flash Hazard Analysis shall train the owner’s qualified electrical personnel on the potential arc flash hazards associated with working on energized equipment (minimum of 4 hours).
  - d) The Arc-Flash Risk Assessment shall include all significant locations and 480 volt systems fed from transformers equal to or greater than 125 kVA where work could be performed on energized parts.
  - e) Results of the Arc-Flash Hazard Analysis shall be submitted in tabular form, and shall include device or bus name, bolted fault and arcing fault current levels, flash protection boundary distances, working distances, personal-protective equipment classes and Arc Flash Incident Energy.

Note:

- i. It is the consultant's responsibility to become familiar with all regulation(s) applicable to the waste water treatment plant.
- ii. The Power System Study Supplier shall have 20 years of experience in performing power system studies.
- iii. Protective device coordination and arc flash hazard analysis supplier shall be conducted under the responsible charge and approval of a registered professional electrical engineer skilled in performing and interpreting the electrical power system studies with 5 years of service in the field and shall sign and affix their seal to the completed power system study in accordance with state laws.

Task 2:

- i. Visit each of the sites to investigate electrical systems (transformers, switches, MCC's, generators, MV conductors, UPS's, and ....) and provide an evaluation of the electrical equipment and identify and record:
  - a) Age and conditions and expected remaining life. (observation and testing)
  - a. Availability of breakers and relays
  - b. Equipment where they are over-dutied (equipment rating is not high enough, so it may not operate properly and perhaps cause a catastrophic failure during a fault condition).
  - c. Photo-document the equipment that needs repair or replacement
  - d. Recommendations for replacement where breakers or relays are no longer available.
  - e. Recommendations for complete replacement where no upgrade option is available.
  - f. Provide an evaluation of spaces, housing equipment, and their compliance with applicable National Electrical Code requirements.
  - g. Harmonic evaluation based on provided single line for main facilities.
- ii. Provide a Rough Order of Magnitude (ROM) cost for potentially required upgrades.
- iii. Present all findings and recommendations in a final report.

### **3. Safety Requirements**

The selected consultant(s) will be required to read and understand LASAN's Lockout/Blockout Program rules (see **Attachment B** and **Attachment C** - Hot Work Policy) as specified in the City of Los Angeles, Bureau of Sanitation, Wastewater

Treatment Plants Hazard Assessment & Work Authorization Programs. The selected consultant(s) will be required to sign an affidavit (see **Attachment D** for an example) attesting that appropriate staff have read, understood and have been trained on the rules.

**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**

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 \$940,000.

**6. Solicitation Schedule (Tentative)**

- Issue Task Order Solicitation .....Date of Cover Letter
- Receive Solicitation Responses.....As indicated in Cover Letter
- Conduct Interviews if necessary.....12 weeks after issuance of TOS
- Select and Negotiate.....14 weeks after issuance of TOS

- Issue Task Work Order.....24 weeks after issuance of TOS

**Estimated Project Start Date: 06/05/2023**

## **7. Solicitation Response Requirements**

Solicitation Response's shall not exceed twenty (20) pages, exclusive of cover, dividers and resumes. Solicitation Response's 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:

- Adis Gharibian, adis.gharibian@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 below.**)
- MBE/WBE/SBE/EBE/DVBE/OBE subcontractors utilized and the percent utilization. (**See Attachment A below.**)

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 RAMP (Regional Alliance Marketplace for Procurement) for this TOS.**
- Statement pertaining to the candidate's availability.

## **8. Selection Criteria**

The selection team will evaluate proposals using the following criteria:

- A. Consultant Qualifications, Experience, and Expertise
  - Proven capability of medium voltage electrical system studies for water, wastewater, and other industrial facilities. Including load flow, short circuit analyses, arc flash assessment coordination and harmonic studies.
  - Capability, and experience in providing the Scope of Services as demonstrated by the proposal.
  - Expert knowledge and work experience over 20 years performing required tasks and understanding of the issues, options, and approaches to provide solutions.
  - Knowledge and understanding of the LASAN's strategies and goals in integrated wastewater facilities upgrades.
  - Expert knowledge and experience in facilities planning issues in relation to wastewater, recycled water, zero waste as well as City operations and practices.
- B. Personnel Qualifications, Experience, and Expertise
  - Engineers who work on required tasks shall hold a current professional engineering electrical certificate (PE) from State of California.
  - Expert knowledge and work experience associated with understanding of the issues, provide options, and approaches to address the issues of current electrical systems.
  - Familiarity and understanding of the regulatory requirements such as OSHA
  - Expert knowledge and experience in similar facilities issues in relation to wastewater or recycled water, along with City operations and practices.
- C. Technical Approach
- D. Project Management Approach
  - Ability to effectively and rapidly meet on going needs for the related stakeholder activities.
  - Experience and proven track record with local stakeholders.
- 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 subconsultant 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 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. **Exception:** If Request to Add Sub(s) is in the process of being approved by LASAN, CONSULTANT may submit a proposal that includes the yet to be approved sub. The Request to Add Sub(s) must have been submitted prior to the proposal due date deadline.

## **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](mailto:nancy.lantin@lacity.org).

Designated Task Manager for this TOS: Adis Gharibian, PE, Building Electrical Engineer I, Hyperion Water Reclamation Plant, (310) 648-5133, [adis.gharibian@lacity.org](mailto:adis.gharibian@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									
<b>SUMMARY</b>										
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>										
<b>Total Subconsultant Participation</b>										
Pledged	MBE	WBE	SBE	EBE	DVBE	OBE				
<b>% of Total Task Order</b>	%	%	%	%	%	%				
<b>\$ Amount</b>	\$	\$	\$	\$	\$	\$				