

DEPARTMENT OF PUBLIC WORKS  
BUREAU OF SANITATION  
BOARD REPORT NO.

CD: ALL

REQUEST FOR AUTHORITY TO AWARD TASK ORDER SOLICITATION S-019 TO TETRA TECH, INC. [CONTRACT C-145667] TO PROVIDE SUPPORT FOR THE LOS ANGELES GREEN BUSINESS PROGRAM (W.O. #S16FPURS)

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### RECOMMENDATIONS

1. Authorize the Director and General Manager of the Bureau of Sanitation (LASAN) to award Task Order Solicitation (TOS) S-019 to Tetra Tech, Inc. (Tetra Tech)[Contract C-145667] from the On-Call Consultant list.
2. Approve a total budget of \$1,500,000.00 (including \$300,007 contingency) to fund the services to certify and recertify businesses as a Los Angeles Green Business using an established list of sustainability standards from the California Green Business Network (CAGBN).
3. Approve the term of engagement beginning with the Notice-to-Proceed date to January 31, 2027, with a 12-month optional extension.

### TRANSMITTALS

1. List of thirty-one On-Call Consultants
2. Copy of TOS S-019

### DISCUSSION

#### **On-Call Contract Background**

On October 7, 2022, the Board of Public Works (Board) authorized LASAN to advertise and issue a new Request for Qualifications for these support services and negotiate a personal services contract with each of the selected firms. On March 13, 2024, the Board approved LASAN's On-Call list and resulting contracts with 31 consulting firms (Transmittal 1). The contracts with these firms were executed on July 1, 2024.

#### **Project Background**

The Los Angeles Green Business Program (LAGBP) recognizes businesses that voluntarily lower their environmental footprint by taking steps to conserve natural resources, prevent pollution, and reduce waste, thereby improving employee well-being and the livability of the communities within Los Angeles. This LAGBP certifies many business types, such as office/retail, airports, restaurants, universities, janitorial, and schools. The program is part of a larger statewide network administered by the CAGBN and utilizes their checklist standards for certification. CAGBN's criteria focuses on waste minimization, reuse and recycling, energy efficiency and conservation, management of water resources and wastewater, use of sustainable and low-toxicity products, and reduction and handling of hazardous materials. Certifications will be based upon CAGBN checklists as published in their existing database. Certification is free for businesses and can lead to significant cost savings from reduced solid waste disposal and reduced water and electricity usage.

The LAGBP serves businesses during this time where resiliency and recovery are important factors in helping businesses during this financial crisis, as well as helping businesses become green ahead of the 2028 Olympics. It serves to promote business assistance programs that can help businesses save money through decreased utility bills and help implement products and improve their operations to achieve more sustainable practices that are better for employee health, well-being, and the environment. The plan is to continue to focus on reaching out to businesses within disadvantaged communities including the Promise, Opportunity, and Disadvantaged Community (DAC) Zones. These efforts address the Mayor's C40 Agenda for a Green and Just Recovery in an effort to adapt and change how we are doing business, with the goal of rebuilding the economy to improve public health in a manner that reduces inequality, and addresses climate change.

Services provided by the TOS are necessary to meet the goals of the Mayor's C40 Agenda and the goals of LA's Sustainable City pLAN (pLAN) to have 1,000 certified and recertified businesses by 2027. Without a TOS in place, the goals of the Mayor's C40 Agenda and pLAN would not be met.

#### **Task Order Solicitation (TOS) S-019**

On August 2, 2024, LASAN issued TOS S-019 to all thirty-one (31) firms on the on-call consultant list (Transmittal 2). During solicitation, LASAN invited all interested firms to the pre-proposal meeting that was held on August 28, 2024. Nine firms attended this meeting: AECOM Technical Services, Inc., ALISTO Engineering Group Inc., Atkins Realis, CWE dba California Watershed Engineering Corp., EPC Consultants, Inc., Joy Langford & Associates, The Morcos Group, Tetra Tech, Inc., and TRC Solutions, Inc. Before the proposal submission deadline, LASAN received negative responses from Parsons, Psomas, and Burns & McDonnell. Parsons and Psomas declined because they could not provide the level of expertise that this TOS requires. Burns & McDonnell declined because scope does not match the expertise of the local resources.

#### **Scope of Services**

The services that Tetra Tech will provide include but are not limited to:

- Conduct certifications and recertifications of Los Angeles-based businesses utilizing the CAGBN established checklists.
- Participate in monthly meetings and provide progress reports.
- Plan and coordinate events for both certified and potential new businesses.
- Conduct outreach to new and existing businesses in need of certification or recertification.
- Procurement of items needed for certification, follow-up inspections and outreach.
- Research and analyze grant opportunities relevant to the LAGBP, as well as provide support in the preparation of grant applications to any relevant opportunities.
- Provide additional services that may be needed during the life of the contract.

#### **Budget**

The following table shows a breakdown of the total budget.

**Table 1: Total Budget**

	% of Task Order	Task Order Amount (\$)
Total Prime Consultant Amount*	42%	\$499,993.00
Total Subconsultant Amount	58%	\$700,000.00
<b>Total Task Order Amount</b>	100%	<b>\$1,199,993.00</b>
Contingency	20%	300,007.00
<b>Total Budget</b>	-	<b>\$1,500,000.00</b>

\*Other direct costs and 5% subconsultant administrative (markup) fee are included.

**Record of Selection**

On September 13, 2024, LASAN received proposals from three firms including: ALISTO Engineering Group Inc., Tetra Tech, Inc., and TRC Solutions, Inc. A selection panel of LASAN staff reviewed the proposals and the panel evaluated the proposals according to the following criteria:

- Consultant and Personnel Qualifications, Experience, and Expertise
  - Team organization, staffing levels, and staffing assignments.
  - Capability, and experience in providing the Scope of Services as demonstrated by the proposal.
- Technical Approach
  - Knowledge and understanding of the City of Los Angeles Green Business Program.
  - Expert knowledge and work experience associated with understanding of the issues, options, and approaches related to the certification areas of energy saving, water conservation, waste reduction, pollution prevention, green purchasing, transportation and sustainable business opportunities.
  - Familiarity and understanding of different business sectors including office retail, auto mechanics, restaurants, breweries, food manufacturers, hotels, arts facilities, etc.
  - Expert knowledge and experience in environmental sustainability measures.
  - Expert knowledge in conducting site assessments and audits of commercial properties.
  - Ability to effectively seek out and reach potential businesses for certification.
  - Knowledge and experience in using GIS applications.
  - Experience hosting recognition and networking events for large organizations.
  - Experience in grant writing and proven record of securing grant awards as it relates to green businesses and sustainability.
- Project Management Approach
  - 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.

Upon evaluation of all proposals, the panel recommends awarding the contract to Tetra Tech. Each firm has different qualifications that could be utilized to best serve the City's needs. Tetra Tech demonstrated a thorough knowledge of the City's procedures and practices and a solid understanding of the Scope of Work. Tetra Tech demonstrates the kind of strategies and flexibility that will complement the Los Angeles Green Business Program as well as provide extensive knowledge and experience navigating the California Green Business Network (CAGBN) certification process. Tetra Tech provides great capability in terms of a wide range of technical expertise related to the multitude of measures a business needs to comply with in order to become certified, as well as the ability and expertise to assist and educate businesses in fulfilling measures previously unmet.

**Contract Negotiation**

The Notice of Selection was issued to Tetra Tech on December 30, 2024. LASAN has negotiated with Tetra Tech and the parties have agreed to tasks for the scope of services shown in Transmittal 2.

**Business Inclusion Program (BIP) Outreach Requirements**

In compliance with the Mayor's Executive Directive No. 14, this Task Order is subject to the BIP requirements. LASAN has set anticipated subconsultant participation levels of 18% Minority-owned Business Enterprise (MBE), 4% Women-owned Business Enterprise (WBE), 25% Small Business Enterprise (SBE), 8% Emerging Business Enterprise (EBE), and 3% Disabled Veteran-owned Business Enterprise (DVBE).

Tetra Tech performed a good faith effort to reach out to qualified subconsultants in order to fulfill the City's anticipated MBE/WBE/SBE/EBE/DVBE participation for this TOS.

(Continued on next page)

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For this TOS, Tetra Tech pledged 21% MBE, 0% WBE, 21% SBE, 0% EBE, 0% DVBE, and 37.5% OBE (other business enterprise) as shown in Table 2 based on the scope of services required in the TOS.

Gender/Ethnicity Codes:

AA	= African American	HA	= Hispanic American
APA	= Asian Pacific American	SAA	= Subcontinent Asian American
NA	= Native American	C	= Caucasian
M	= Male	F	= Female

**Table 2: Pledged Subconsultant Participation**

Subconsultant	Gender/ Ethnicity	MBE/WBE/ SBE/EBE/ DVBE/OBE	PLEGGED	
			% of Task Order	Task Order (\$) Amount
US Green Building Council*	-	OBE	37.50%	\$450,000
ETR Consultants, Inc.	F/AA	MBE/SBE	20.83%	\$250,000
<b>Total Subconsultant Amount</b>			<b>58.33%</b>	<b>\$700,000</b>
<b>Total Task Order Amount</b>			<b>100%</b>	<b>\$1,199,993</b>
Total Subconsultant Participation Credits Based on Business Enterprise				
<b>MBE</b>			20.83%	\$250,000
<b>WBE</b>			0%	\$0
<b>SBE</b>			20.83%	\$250,000
<b>EBE</b>			0%	\$0
<b>DVBE</b>			0%	\$0
<b>OBE</b>			37.5%	\$450,000

\*This new subconsultant was added to the Task Order and the pre-approved subconsultant list (Schedule A) with the proper performance of a mini subconsultant outreach.

**CONTRACTOR PERFORMANCE EVALUATION**

In accordance with the City of Los Angeles Administrative Code, Division 10, Chapter 1, Article 13, the appropriate City personnel responsible for the quality control of this personal services contract shall submit Contractor Performance Evaluation Reports to the Bureau of Contract Administration, Special Research & Investigation Section upon the termination of the Contract.

**PROJECT REVIEW BY DIRECTOR (PRD) APPROVAL**

The project budget was approved by PRD on October 2, 2024, in the amount of \$1,500,000.

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STATUS OF FINANCING

There is no impact to the General Fund. The total funding for this project is not to exceed \$1,500,000. Funding in the amount of \$800,000 is available in the Fund No. 46D, Citywide Recycling Trust Fund, Department No. 50, Appropriation Account No. 50V998, Private Sector Recycling Prog, and 50A998, Private Sector Recycling Prog. Full funding information is outlined in the table below:

Budget Year	Fund/Department	Appropriation Account No.	Amount
2021-22	46D/50	50V998	\$450,000
2024-25	46D/50	50A998	\$350,000
Total:			\$800,000

Funds and appropriations for future fiscal years are not yet identified and existing appropriations may change based on available cash balances. Therefore, funds and appropriations will be determined by the Director and General Manager of LASAN.

Funding as of the date of this Board Report has been verified and approved by the Director of the Office of Accounting subject to terms and conditions and cash availability described above.

Notwithstanding any other provision of this Contract, including any exhibits or attachments incorporated therein, and in order for the City to comply with its governing legal requirements, the City shall have no obligation to make any payments to the Contractor unless the City shall have first made an appropriation of funds equal to or in excess of its obligation to make any payments as provided in this Contract.

The Contractor agrees that any services provided by the Contractor, purchases made by the Contractor or expenses incurred by the Contractor in excess of the appropriation(s) shall be free and without charge to the City and the City shall have no obligation to pay for the services, purchases or expenses. The Contractor shall have no obligation to provide any services, provide any equipment, or incur any expense in excess of the appropriation, amount(s) until the City appropriates additional funds for this Contract.

(Signature page follows)

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Respectfully submitted,



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BARBARA ROMERO  
Director and General Manager  
Bureau of Sanitation

REVIEWED AND APPROVED BY:

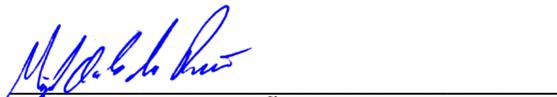
  

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Sarai Bhaga (Jan 17, 2025 12:00 PST)

SARAI BHAGA, Chief Financial Officer  
Bureau of Sanitation  
Date: \_\_\_\_\_

APPROVED AS TO FUNDS:

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MIGUEL DE LA PEÑA, Director

Office of Accounting  
46D/50/50V998 \$450,000  
46D/50/50A998 \$350,000  
Date: 1/22/2025

Prepared by:  
Nuna Tersibashian, SRCRD  
(213) 485-3791

Colette Monell, SRCRD  
(213) 485-2390

Jordan Wooten, SRCRD  
(213) 485-3659

**LA Sanitation - On-Call Consultants Agreement for Planning and Technical Support Services**

<b>No.</b>	<b>Company</b>	<b>Contract No.</b>
1	AECOM Technical Services, Inc.	C-145631
2	APTIM Environmental & Infrastructure, Inc.	C-145654
3	ARCADIS U.S., Inc	C-145642
4	Atkins North America, Inc.	C-145644
5	Brown and Caldwell, Inc.	C-145651
6	Carollo Engineers, Inc.	C-145640
7	CDM Smith, Inc.	C-145643
8	D R Consultants and Designers, Inc.	C-145646
9	Geosyntec Consultants Inc.	C-145649
10	Hazen and Sawyer	C-145655
11	HDR Engineering, Inc.	C-145656
12	Jacobs Solutions Inc. (Jacobs Engineering Group Inc.)	C-145658
13	Larry Walker Associates Inc.	C-145660
14	MARRS Services, Inc.	C-145661
15	Parsons Transportation Group Inc.	C-145664
16	Psomas	C-145665
17	Stantec Consulting Services, Inc.	C-145666
18	Tetra Tech, Inc.	C-145667
19	TRC Solutions, Inc.	C-145652
20	Woodard & Curran, Inc.	C-145668
21	WSP USA, Inc	C-145670
22	ALISTO Engineering Group Inc.	C-145653
23	Burns & McDonnell Engineering Company, Inc.	C-145641
24	Cordoba Corporation	C-145671
25	CWE	C-145645
26	enfoTech & Consulting Inc	C-145647
27	FMF Pandion	C-145648
28	GHD, Inc	C-145650
29	Kleinfelder, Inc	C-145659
30	Michael Baker International, Inc	C-145662
31	Paradigm Environmental	C-145663

# CITY OF LOS ANGELES

CALIFORNIA



KAREN BASS  
MAYOR

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TEL: (213) 485-2210  
FAX: (213) 485-2979  
WWW.LACITYSAN.ORG

August 2, 2024

### ELECTRONIC MAIL

To: 31 Pre-Qualified On-Call Contract Consultants of LA Sanitation and Environment

### LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS S-019 – LOS ANGELES GREEN BUSINESS PROGRAM

LA Sanitation and Environment (LASAN) is soliciting responses from 31 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, August 28, 2024, from 11:00 A.M. to 12:00 P.M.  
Location: Virtual: <https://meet.google.com/xpv-mfeh-hbb>  
By Phone: (US) +1 727-637-0752 PIN: 571 467 425#  
**RAMP ID: See RAMP Opportunity ID: 216063**

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

All **questions** before the meeting regarding this TOS **must be submitted in writing via e-mail to the staff listed below.**

The **deadline for proposal submission** is **Friday, September 13, 2024, 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. Nuna Tersihashian, [san.greenbizla@lacity.org](mailto:san.greenbizla@lacity.org)
- Mr. David Kim, [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

*zero waste • zero wasted water*

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER

On-Call Contracts Representative  
Administration Division  
LA Sanitation and Environment

NL:cm

Attachment: Scope of Services

c:     Master Files  
       On-Call Consultants List  
       Nuna Tersihashian, LASAN  
       Colette Monell, LASAN  
       Jordan Wooten, LASAN  
       CCU Staff

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

**On-call Consultant Services Contract**

**Task Order Solicitation (TOS) S-019 for**

**Los Angeles Green Business Program**

**July 2024**

**1. Introduction**

The Los Angeles Green Business Program (LAGBP) recognizes businesses that voluntarily lower their environmental footprint by taking steps to conserve natural resources, prevent pollution, and reduce waste, thereby improving employee well-being and the livability of the communities within Los Angeles. This LAGBP certifies many business types, such as office/retail, airports, restaurants, universities, janitorial, and schools. The program is part of a larger statewide network administered by the California Green Business Network (CAGBN) and utilizes their checklist standards for certification. CAGBN's criteria focuses on waste minimization, reuse and recycling, energy efficiency and conservation, management of water resources and wastewater, use of sustainable and low-toxicity products, and reduction and handling of hazardous materials. Certifications will be based upon CAGBN checklists as published in their existing database. Certification is free for businesses and can lead to significant cost savings from reduced solid waste disposal and reduced water and electricity usage.

The LAGBP serves businesses during this time where resiliency and recovery are important factors in helping businesses during this financial crisis, as well as helping businesses become green ahead of the 2028 Olympics. It serves to promote business assistance programs that can help businesses save money through decreased utility bills and help implement products and improve their operations to achieve more sustainable practices that are better for employee health, well-being, and the environment. The plan is to continue to focus on reaching out to businesses within disadvantaged communities including the Promise, Opportunity, and Disadvantaged Community (DAC) Zones. These efforts address the Mayor's C40 Agenda for a Green and Just Recovery in an effort to adapt and change how we are doing business, with the goal of rebuilding the economy to improve public health in a manner that reduces inequality, and addresses climate change.

Services provided by the TOS are necessary to meet the goals of the Mayor's C40 Agenda and the goals of LA's Sustainable City pLAN (pLAN) to have 1,000 certified and recertified businesses by 2027. Without a TOS in place, the goals of the Mayor's C40 Agenda and pLAN would not be met.

**2. Scope of Services**

LASAN Solid Resources Citywide Recycling Division (SRCRD) is soliciting for a qualified consultant firm to provide as-needed technical support to the LAGBP. Such support services shall be on an as-needed and as-directed basis.

The scope of services includes, but is not limited to:

- Certification and recertification of Los Angeles based businesses utilizing the CAGBN established checklists for Certified Tier and Innovator Tier. Tasks include:
  - Utilize the CAGBN database, GreenBiz Tracker, to prepare businesses to fulfill the certification requirements.
    - Participate in kick-off meetings with the interested business(es) to discuss the overall program and its requirements.
    - Work with the business to assist in completion of the CAGBN checklist including uploading documentation and photographic proof of meeting the requirements.
    - Conduct, at a minimum, one (1) site visit to confirm that all backup documentation has been provided and all requirements have been met.
    - Follow up with the businesses to revise any documentation, as needed.
    - Submit the completed checklist to LASAN for their review.
    - Address any questions or collect any additional documentation LASAN and/or CAGBN requires to complete the review of the checklist and move the business to “Certified” or “Recertified.”
  - Participate in monthly conference calls, virtual and/or in-person meetings with LASAN at a minimum of once a month and provide a progress report.
  - Complete at least 400 new/recertifications over the life of the contract (assuming two years).
  - Update tracking sheets (GIS and Google Sheets) weekly and provide monthly progress reports to document:
    - Total outreach conducted;
    - Site Visits conducted;
    - Businesses checklists submitted to LASAN; and
    - Businesses certified/recertified and the dates for each.
  - Provide a final report.
- Business engagement activities include not limited to:
  - Plan and coordinate events for certified and potential new businesses. Types of events include:
    - Host 2-3 recognition and/or networking events to continue the expansion of the program including into Disadvantaged Community (DAC) zones/Environmental Justice communities, and adding new business categories.
    - Engagement activities that will encourage business collaboration between certified and new businesses.
    - Conduct follow-up inspections to keep businesses engaged in the LAGBP and sustainability practices during and after certification.
    - Provocative engagement with businesses to renew their certifications prior to expirations.

- Conduct outreach to new businesses and existing businesses in need of recertification. Outreach includes:
  - Working with businesses needing recertification prior to the expiration of their current certification.
  - Contacting businesses located in areas of interest including Disadvantaged Community (DAC) Zones/Environmental Justice communities.
  - Conduct in-person canvassing, as needed, to alert businesses of the Green Business Program, its benefits, and requirements to become certified.
  - Visit businesses in close proximity to a business currently undergoing recertification to build community collaboration.
  - Monitor and participate in CAGBN activities including online discussions, committees, and meetings. Tasks includes but not limited to:
    - Evaluate the cost saving metrics and greenhouse gas reporting done by the CAGBN database.
  
- Procurement of items needed for initial assessments, follow-up inspections and outreach including but not limited to products, flyers, and certificate frames. Pre-approval is needed prior to all purchases. Multiple quotes for each item need to be provided. Products can be purchased and provided to businesses undergoing certification to help meet the measures, at the approval of LASAN. Any flyers or artwork created for the program must also be approved by LASAN.
  
- Research and analyze grant opportunities to help support and expand the Green Business Program.
  - Assist in preparation of grant applications in collaboration with LASAN.
  
- Provide additional services that may be needed during the life of the contract.

**3. Term of Engagement and Cost Estimate**

The term of engagement is 24-months from the issuance date of the Notice to Proceed (NTP) with an optional extension, if necessary, to be exercised at LASAN’s sole discretion. It is estimated that the cost ceiling for this TOS is approximately \$1,200,000.

**4. Solicitation Schedule (Tentative)**

- Issue Task Order Solicitation .....Date of Cover Letter.
- Receive Solicitation Responses.....As indicated in Cover Letter.
- Conduct Interviews if necessary.....4 - 8 weeks after issuance of TOS.
- Select and Negotiate.....8 - 12 weeks after issuance of TOS.
- Execute Task Agreement Form.....16 - 24 weeks after issuance of TOS.

● **Estimated Project Start Date:**

**5. Solicitation Response Requirements**

Solicitation Responses shall not exceed fifteen (15) 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:

- Nuna Tersibashian, san.greenbizla@lacity.org
- David Kim, san.oncall@lacity.org

Solicitation Responses shall include:

- Resumé 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 be credited with 4 certifications)
- 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 the Mini Outreach Subconsultant Phone Log template uploaded to RAMP (Regional Alliance Marketplace for Procurement) for this TOS.**
- Statement pertaining to the candidate's availability.

## 6. Selection Criteria

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

- A. Consultant and Personnel Qualifications, Experience, and Expertise
  - Team organization, staffing levels, and staffing assignments.
  - Capability, and experience in providing the Scope of Services as demonstrated by the proposal.
- B. Technical Approach

- Knowledge and understanding of the City of Los Angeles Green Business Program.
- Expert knowledge and work experience associated with understanding of the issues, options, and approaches related to the certification areas of energy saving, water conservation, waste reduction, pollution prevention, green purchasing, transportation and sustainable business opportunities.
- Familiarity and understanding of different business sectors including office retail, auto mechanics, restaurants, breweries, food manufacturers, hotels, arts facilities, etc.
- Expert knowledge and experience in environmental sustainability measures.
- Expert knowledge in conducting site assessments and audits of commercial properties.
- Ability to effectively seek out and reach potential businesses for certification.
- Knowledge and experience in using GIS applications.
- Experience hosting recognition and networking events for large organizations.
- Experience in grant writing and proven record of securing grant awards as it relates to green businesses and sustainability.

#### C. Project Management Approach

- Ability to effectively and rapidly meet ongoing needs for the related stakeholder activities.
- Experience and proven track record with local stakeholders.

#### D. 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.

### 7. Anticipated 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 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.**

**8. Task Order Manager**

LASAN On-Call Contracts Representative: Nancy Lantin, Sr. Management Analyst II, On-Call Contracts Representative, Administration Division, (213) 485-2158, [nancy.lantin@lacity.org](mailto:nancy.lantin@lacity.org).

Designated Task Manager for this TOS: Nuna Tersibashian, Compliance and Sustainability Unit Manager, Solid Resources Citywide Recycling Division (SRCRD), [Nuna.Tersibashian@lacity.org](mailto:Nuna.Tersibashian@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		
<b>Total Direct Labor Cost of the Prime</b>			
<b>Total Subcontract Expense s</b>			
5% Administratrive Fee (markup)			
Other Direct Costs (with no markup)			
<b>Total Task Order Amount</b>			

Total Subconsultant Participation						
Pledged	MBE	WBE	SBE	EBE	DVBE	OBE
% of Total Task Order	%	%	%	%	%	%
\$ Amount	\$	\$	\$	\$	\$	\$