

DEPARTMENT OF PUBLIC WORKS
 BUREAU OF SANITATION
 BOARD REPORT NO. 1
 APRIL 30, 2025

ADOPTED BY THE BOARD
 PUBLIC WORKS OF THE CITY
 of Los Angeles California

MAY 14 2025

EFG
 Executive Officer
 Board of Public Works

CD: ALL

REQUEST FOR AUTHORITY TO AWARD TASK ORDER SOLICITATION S-026 TO HAZEN AND SAWYER [CONTRACT C-145655] TO PROVIDE EDIBLE FOOD GENERATOR (EFG) SITE INSPECTION AND OUTREACH SUPPORT SERVICES (W.O. NO. S16YRSDE)

RECOMMENDATIONS

1. Authorize the Director and General Manager of the Bureau of Sanitation (LASAN) or designee to award Task Order Solicitation (TOS) S-026 to Hazen and Sawyer [Contract C-145655] from the On-Call Consultant list.
2. Approve a total budget of \$8,650,000 (including \$1,277,530 contingency), to fund the services: Edible Food Generator (EFG) Site Inspection and Outreach Support Services
3. Approve the term of engagement beginning with the Notice-to-Proceed date to June 30, 2029

TRANSMITTALS

1. List of thirty-one On-Call Consultants
2. Copy of TOS S-026

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 to provide planning and technical support services on an as-needed basis and negotiate a personal services contract with each of the selected firms. On July 2, 2024, the Board executed a five (5)-year contract with 31 consulting engineering firms (Transmittal 1), with an optional five (5)-year renewal option.

Project Background

On November 29, 2022, the Los Angeles City Council adopted Ordinance 187,711, amending Article 6, Chapter VI of the Los Angeles Municipal Code (LAMC) to implement the state-mandated organics program in compliance with California's Senate Bill 1383 (SB 1383) regulations. Effective January 18, 2023, this ordinance required Commercial Edible Food Generators (EFGs), Food Recovery Services (FRSs), and Food Recovery Organizations (FROs) to adhere to specific

provisions designed to enhance edible food recovery, reduce organic waste, and meet the State's goals for reducing short-lived climate pollutants.

To ensure adherence to these regulations, LAMC Chapter VI, Article 6, Section 66.06 mandates that City representatives or designees conduct inspections and investigations, both randomly and as needed, to confirm compliance by EFGs, FRSs, and FROs. The inspection and investigation components of this contract will ensure that EFGs maintain proper records and adhere to their legal obligations, including the validation of records and the verification of agreements with FROs. Additionally, the outreach component will enhance community engagement through targeted campaigns that promote responsible waste management, edible food recovery, and recycling programs.

For EFGs, compliance requires not only proper segregation and diversion of organic waste but also the systematic recovery and donation of edible food. EFGs must maintain accurate records, establish formal agreements with FROs, and adhere to the procedural requirements of Ordinance 187,711. Inspections will verify that these practices are rigorously implemented, ensuring legal compliance, and supporting the state's environmental goals.

Inspectors will conduct both random and targeted evaluations of EFG operations, focusing on record accuracy, the execution of approved food recovery strategies, and consistent engagement with FROs. This process includes reviewing operational data, validating donation records within the Careit system, and confirming adherence to the regulations.

The recovered food generated through compliance with SB 1383 is tracked, documented, and verified using database systems such as Careit, to ensure that it meets strict quality and safety standards. This rigorous process not only confirms adherence to environmental regulations but also guarantees that the recovered food is suitable for use in public procurement. By sourcing recovered edible food, the City can meet its procurement goals under AB 2346, leveraging a sustainable, locally sourced resource that enhances community food security, reduces waste management costs, and contributes to the overall resilience of the local food system.

LASAN applied for the SB 1383 Local Assistance Grant Program (OWR4) administered by the California Department of Resources Recycling and Recovery (CalRecycle). In July 2024, LASAN was awarded \$9,758,951 in grant funding. The approved grant budget allocation includes \$1,000,000 designated for contractual support services to assist with compliance and implementation efforts for Tier 1 and Tier 2 Edible Food Generators (EFGs). EFGs are classified into Tier 1 and Tier 2 categories. Tier 1 generators represent larger, high-volume operations with significant potential for edible food recovery, requiring robust systems to manage substantial organic waste. In contrast, Tier 2 generators are generally smaller operations with lower food waste volumes. This classification enables LASAN and the City to tailor oversight and support measures to the specific needs of each group. TOS S-026 will be utilized to execute project tasks related to edible food recovery initiatives. All grant funds must be expended by April 1, 2026.

Task Order Solicitation (TOS) S-026

On October 30, 2024, LASAN issued TOS S-026 to all thirty-one (31) firms on the on-call consultant list (Transmittal 1). During solicitation, LASAN invited all interested firms to the pre-

proposal meeting that was held on November 19, 2024. Four (4) prime firms attended this meeting: APTIM Environmental & Infrastructure, Inc., Burns & McDonnell Engineering Company, Inc., Hazen and Sawyer, Tetra Tech, Inc.

Scope of Services

The services that Hazen and Sawyer will provide include but are not limited to:

Task 1: Project Management

- Develop and oversee inspection and outreach schedules.
- Assign and manage personnel for field audits, data analysis, and outreach.
- Conduct regular meetings with the City project team and maintain clear communication with the TOS Manager.
- Identify and mitigate risks affecting inspections and outreach efforts.
- Monitor project expenses and ensure budget compliance.
- **Deliverables:** Annual schedule, monthly status reports, quarterly and annual findings reports.

Task 2: Site Inspections and Investigations

- Conduct routine and complaint-based inspections of Tier 1 & 2 EFGs.
- Maintain updated facility lists and conduct background research.
- Analyze food recovery data for compliance verification.
- Develop and implement a field communication protocol.
- Document findings and ensure corrective actions for noncompliant entities.
- **Deliverables:** Updated compliance database, detailed inspection reports, compliance reports, and distribution of educational materials.

Task 3: Outreach and Education

- Develop and execute strategic outreach campaigns to promote recycling, waste reduction, and food recovery.
- Utilize multi-platform engagement (social media, print, online, and in-person events).
- Create and disseminate educational materials and digital content.
- Measure and report on outreach effectiveness and community engagement.
- **Deliverables:** Outreach strategy plans, collateral materials, and periodic effectiveness reports.

Task 4: As-Needed Support

- Provide additional services as required to address emerging project needs.
- Ensure tasks align with project goals and are completed within the agreed timeline.
- Allocate resources efficiently to support unanticipated priorities.

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*	11.1%	\$819,425
Total Subconsultant Amount	88.9%	\$6,553,045
Total Task Order Amount	100%	\$7,372,470
Contingency	15%	\$1,277,530
Total Budget	100%	\$8,650,000

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

Record of Selection

On December 6, 2024, APTIM Environmental & Infrastructure, Inc., Burns & McDonnell Engineering Company, Inc., Hazen and Sawyer, Tetra Tech, Inc. submitted proposals. On January 27, 2025, a selection panel of LASAN staff interviewed the four (4) prime firms. The panel evaluated the proposals according to the following criteria:

- Consultant Qualifications, Experience, and Expertise
- Personnel Qualifications, Experience, and Expertise
- Project Management Approach
- Competitive Fees and Costs

Upon evaluation of all proposals, the panel recommends awarding the contract to Hazen and Sawyer. Each firm has different strengths that could be utilized to best serve the City's needs. Hazen and Sawyer was selected based on its demonstrated expertise, technical qualifications, and cost-effective approach to meeting the requirements of TOS S-026. Their proposal exhibited a comprehensive understanding of Ordinance 187,711 and SB 1383 compliance, supported by a proven track record in conducting EFG inspections, investigations, and stakeholder engagement in other municipalities. Their personnel possess extensive experience in food recovery compliance, outreach, and data management, ensuring seamless integration with the City's objectives. Additionally, Hazen and Sawyer's project management approach balances efficiency with fieldwork execution, prioritizing high-quality inspections while maintaining budget discipline. Their competitive pricing structure provides optimal value without compromising service quality, reinforcing their ability to successfully implement the scope of work.

Contract Negotiation

The Notice of Selection was issued to Hazen and Sawyer on February 4, 2025. LASAN has negotiated with Hazen and Sawyer 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).

Hazen and Sawyer 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.

For this TOS, Hazen and Sawyer exceeded the anticipated participation levels and pledged 24.87% MBE, 26.65% WBE, 60.05% SBE, 60.05% EBE, 13.03% DVBE, and 28.84% 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
SCS Engineers		OBE	28.84%	\$2,126,200
Go2Zero Strategies*		WBE/SBE/EBE	26.65%	\$1,965,100
Murakawa Communications		MBE/SBE/EBE	11.84%	\$872,565
DESIGN STUDIOS INC. dba Ready Artwork*		SBE/EBE	8.52%	\$628,500
Casamar Group, LLC*		MBE/SBE/ EBE/DVBE	0.90%	\$66,330
FMF Pandion		MBE/SBE/ EBE/DVBE	12.13%	\$894,350
Total Subconsultant Amount			88.89%	\$6,553,045

Total Task Order Amount	100%	\$7,372,470
Total Subconsultant Participation Credits Based on Business Enterprise		
MBE	24.87%	\$1,833,245
WBE	26.65%	\$1,965,100
SBE	60.05%	\$4,426,845
EBE	60.05%	\$4,426,845
DVBE	13.03%	\$960,680
OBE	28.84%	\$2,126,200

*These new subconsultants were 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 (NO. SR256) on July 30, 2024 in the amount of \$11,110,000.

STATUS OF FINANCING

There is no impact to the General Fund. The total funding for this project is not to exceed \$8,650,000. Funding for Fiscal Year 2024-25 in the amount of \$1,730,000 is available in the Fund No. 46D, Citywide Recycling Trust Fund, Department No. 50, Appropriation Account No. 50A998, Private Sector Recycling Program. The remaining funding will be budgeted within the Fund No. 46D, Citywide Recycling Trust Fund.

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 Accounting subject to the 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.

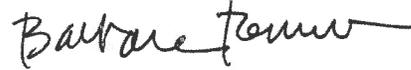
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The Contractor agrees that any services provided by the Contractor, purchases made by the Contractor or expenses incurred by the Contractor in excess of the appropriation(s) shall be free and without charge to the City and the City shall have no obligation 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.

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Respectfully submitted,



BARBARA ROMERO
Director and General Manager
Bureau of Sanitation

REVIEWED AND APPROVED BY:



Sarai Bhaga (Apr 10, 2025 13:22 PDT)
SARAI BHAGA, Chief Financial Officer
Bureau of Sanitation
Date: _____

APPROVED AS TO FUNDS:



MIGUEL DE LA PEÑA, Director
Office of Accounting
46D/50/50A998 \$1,730,000
Date: 4/16/2025

Prepared by:
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