

Department of Public Works

Bureau of Engineering
Report No. 1

April 14, 2025
CD Nos. 1 and 14

ISSUE THE TASK FOR SOLICITATION NO. 94 TO GEOSYNTEC CONSULTANTS FROM THE PRE-QUALIFIED ON-CALL CONSULTANTS LIST TO PROVIDE DESIGN, ENVIRONMENTAL PERMITTING AND DOCUMENTATION, BID AND AWARD SUPPORT, DESIGN SERVICES DURING CONSTRUCTION, AND POST CONSTRUCTION MONITORING FOR THE LA RIVER FISH HABITAT PILOT PROJECT - REACH 8A (WORK ORDER NO. E1908721, CONTRACT NO. C-129657)

RECOMMENDING THE BOARD OF PUBLIC WORKS (BOARD):

AUTHORIZE the City Engineer to issue the task to Geosyntec Consultants (Geosyntec), Contract No. C-129657, from the Pre-Qualified On-Call (PQOC) Wastewater and Environmental Engineering Services List to provide design, environmental permitting and documentation, bid and award support, design services during construction, and post construction monitoring for the LA River Fish Habitat Pilot Project – Reach 8A (Project), as stated in Task Order Solicitation (TOS) No. 94, with a budget authority of \$2,990,617

TRANSMITTALS

Copy of TOS No. 94 entitled “LA River Fish Habitat Pilot Project - Reach 8A,” dated November 6, 2024.

DISCUSSION

Background

On June 26, 2017, the Board approved the PQOC list of consultants to provide wastewater and environmental engineering services for the Environmental Engineering Division. The contract with Geosyntec was executed on July 11, 2017, with an expiration date of July 10, 2022. The contract has been extended for an additional five years until July 11, 2027.

The BOE proposes to conserve, restore, protect, enhance, and assist in the recovery of California native fish and wildlife, and the habitat upon which they depend by implementing the Project. This will be an innovative pilot project to demonstrate a successful riverine passage and migration corridor for native Southern California Steelhead in the LA River.

The Project will benefit the Southern California Steelhead by improving fish passage within a quarter-mile section of the LA River. Currently, this section of the LA River is concrete-lined, and no vegetation is present. This Project includes restoration of ecological and natural physical processes for a more natural hydrologic and hydraulic regime that reconnects historic floodplains and tributaries and reduces flow velocities under low-flow conditions. The LA River watershed historically supported a population of the Southern California Steelhead. Due to extensive urbanization, upstream and downstream migration has been prevented, and the Southern California Steelhead are

no longer present in the lower reaches of the watershed. Suitable spawning and rearing habitat still exist in some upper mountain tributaries, and this Project is intended to pilot future opportunities for linkage and restoration of fish passage for the Southern California Steelhead migration.

The Project will serve as the first fish passage and bottom roughening project within the larger LA River Ecosystem Restoration (LARER) Project. The larger LARER Project includes restoring 11 miles of the LA River where proposed restoration measures include the creation and reestablishment of historic riparian strand and freshwater marsh habitat to support increased populations of wildlife and enhance habitat and ecological connectivity (Figure 1).



Figure 1. Conceptual Project Image

TOS Description

The purpose of TOS No. 94 is to solicit a consultant team to perform design, environmental permitting and documentation, bid and award support, design services during construction, and post construction monitoring for the Project.

The Project is within the LA River concrete channel from the downstream side of the North Main Street crossing and extending to 1,300 feet, or approximately ¼ mile, downstream of the North Main Street crossing, in the Central City North Community Plan Area of the City.

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The Project anticipates including the following restoration measures:

- An inset channel adjacent to the existing low-flow channel.
- Anchored boulder clusters within the existing low-flow channel.
- “Resting pockets” designed to provide low-velocity refuge where the Southern California Steelhead can rest and recover during migration.
- Vegetated habitat features to allow for vegetation establishment within the channel.

The wide range of disciplines and complexity of the Project and the limited availability of staff resources call for the need to solicit consultant expertise.

On November 6, 2024, TOS No. 94 was advertised to all 24 consultants on the PQOC Wastewater and Environmental Engineering Services Consultants List (Transmittal). On November 18, 2024, a mandatory pre-bid meeting was held, and four firms on the PQOC list attended along with an additional six subconsultants. In order to encourage response during the holiday season, the TOS due date was extended from December 5, 2024, to December 17, 2024. One proposal was received on December 17, 2024, from Geosyntec. A selection panel comprised of representatives from BOE reviewed the proposal.

Summary of Selection and Negotiations

The panel evaluated the Consultant’s proposal in accordance with the selection criteria outlined in TOS No. 94 and found that Geosyntec met the criteria and has been selected to provide the requested engineering services for the Project.

The selected Consultant demonstrated a strong understanding of the Project’s scope and TOS; has a qualified and experienced team; has knowledge of the City’s procedures, practices, and expectations; and offers good value-to-services to the City based on their response and review.

Documentation supporting the selection of the Consultant as well as a record of the negotiations has been included in the Project file.

Business Inclusion Program (BIP)

This task will be subject to the BIP outreach requirements. The City has set anticipated participation levels of 18 percent minority-owned (MBE), 4 percent women-owned (WBE), 25 percent small (SBE), 8 percent emerging (EBE), and 3 percent disabled veteran-owned (DVBE) business enterprises. For this task, the Consultant is pledging an MBE participation level of 18.17 percent, a WBE participation level of 4.11 percent, an SBE

participation level of 45.49 percent, an EBE participation level of 8.01 percent, a DVBE participation level of 6.60 percent, and an other business enterprise (OBE) participation level of 7.59 percent.

The following MBE, WBE, SBE, EBE, DVBE, and OBE firms are proposed to be utilized by the Consultant:

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

Subconsultants	Gender/ Ethnicity	MBE/WBE/SBE/ EBE/DVBE/OBE	% of Base Task	Task Amount
American Integrated Services	M/HA	MBE	0.37%	\$ 11,000
Calvada Surveying, Inc.	M/C	MBE/SBE/DVBE	2.07%	\$ 62,000
Integrated Engineering Management	F/C	WBE/SBE/EBE	2.78%	\$ 83,000
Lee Andrews Group, Inc.	F/HA	MBE/SBE	8.60%	\$ 257,300
VCA Engineers, Inc.	M/APA	MBE/SBE	4.68%	\$ 140,000
Martini Drilling	M/HA	MBE	1.74%	\$ 52,000
Eco & Associates, Inc.	F/C	WBE/SBE	1.34%	\$ 40,000
Scout Environmental, Inc.		SBE/EBE/DVBE	4.53%	\$ 135,500
AP Engineering & Testing	M/APA	MBE/SBE/EBE	0.70%	\$ 21,000
Stillwater Sciences		SBE	20.79%	\$ 621,700
McMillen, Inc.		OBE	1.83%	\$ 54,800
Northwest Hydraulic Consultants		OBE	5.75%	\$ 172,100
Subtotal Subconsultant Participation			55.19%	\$1,650,400
Prime Participation including reimbursable expenses			44.81%	\$1,340,217
Initial Base Task			100.00%	\$2,990,617
Total Task Budget Authority				\$2,990,617

Geosyntec initiated an effort to identify additional subconsultants to ensure that they could support the Project needs associated with TOS No. 94. Prior to initiating the effort, Geosyntec reviewed the qualifications and availability of firms already on their existing subconsultants list (Schedule A) and concluded that they needed to supplement the skills and expertise to ensure staff availability to meet the potential needs identified in the TOS.

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Geosyntec followed the City's procedures and conducted a mini-outreach for subconsultants that led to the addition of the following new subconsultants:

Subconsultant	Certification	Reason for Selection	Work Area
Eco & Associates, Inc.	WBE/SBE	Extensive knowledge and expertise in construction-phase biological monitoring	Environmental Consulting Services
Scout Environmental, Inc.	SBE/EBE/DVBE	Extensive knowledge and expertise in NEPA support	Environmental Consulting Services
Stillwater Sciences	SBE	Extensive knowledge and expertise in fisheries and biological services	Environmental Consulting Services
Northwest Hydraulic Consultants	OBE	Extensive knowledge and expertise in hydrology and hydraulics	Environmental Consulting Services
McMillen, Inc.	OBE	Knowledgeable, with experience in specific technical advisory programs that relate to project	Engineering Services

The following is a summary of the subconsultant utilization pledged by the Consultant by business enterprise:

Total Subconsultant Participation						
Pledged	MBE	WBE	SBE	EBE	DVBE	OBE
% of Base Task	18.17%	4.11%	45.49%	8.01%	6.60%	7.59%
\$ Amount	\$543,300	\$123,000	\$1,360,500	\$239,500	\$197,500	\$226,900

Contractor Performance Evaluation

In accordance with Division 10, Chapter 1, Article 13 of the Los Angeles Administrative Code, 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 completion of the contract.

STATUS OF FUNDING

Total funding for this task shall not exceed \$2,990,617. The task will be fully funded by a grant from the California State Wildlife Conservation Board (WCB) and a grant from the

California Department of Fish and Game (CDFW). Funding in the L.A. River Fish Habitat Pilot Project Fund, Fund No. 682, Department No. 50, Appropriation Unit No. 50YVLB has a current amount of cash in hand of \$1,399,705. This amount was provided as an advance from the WCB. Once billing and invoices begin, additional advance funds can be requested to cover the remainder of the task. NTPs will not be issued unless there are sufficient grant funds available in the account. The WCB can provide advance requests swiftly, taking six weeks between requests and deposits, as has already been demonstrated by the first advance request.

The City's liability under this contract shall only be to the extent of the present City appropriation to fund the contract. However, if the City shall appropriate funds for any succeeding years, the City's liability shall be to the extent of such appropriation, subject to the terms and conditions of the contract.

(CFJ RMK AV AM DW)

Report reviewed by:


BOE (ADM and PAC)

Report prepared by:


Clean Water Division

Christopher F. Johnson, PE, GE
Division Engineer
Phone No. (213) 923-4707

Respectfully submitted,


For Ted Allen, PE
City Engineer

Statement as to funds approved by:


Miguel De La Peña, Director
Office of Accounting
Fund Ref. 682/50/50YVLB/\$1,399,705
Date: 3/14/2025

CFJ/EB/02-2025-0014_CWD.gva

Questions regarding this
report may be referred to:
Edward Belden, Environmental Specialist II
Phone No. (213) 485-1093
E-mail: edward.belden@lacity.org



**Pre-Qualified On-Call (PQOC)
Wastewater and Environmental Engineering Services Consultants List**

Task Order Solicitation (TOS) No. 94

LA River Fish Habitat Pilot Project - Reach 8A

**City of Los Angeles
Department of Public Works
Bureau of Engineering**



Distribution:	All Firms on the Approved PQOC Wastewater and Environmental Engineering Services Consultants List
Task Order Title:	LA River Fish Habitat Pilot Project – Reach 8A
Task Order Solicitation No.:	94
Project Title:	LA River Fish Habitat Pilot Project – Reach 8A
Work Order:	E1908721
Proposal Due Date:	3:00pm 12/5/2024

TRANSMITTAL

1. Introduction:

The City of Los Angeles (City), Bureau of Engineering (BOE), Clean Water Division (CWD), proposes to conserve, restore, protect, enhance, and assist in the recovery of California native fish and wildlife, and the habitat upon which they depend, and restore or provide habitat for California native fish and wildlife by implementing the LA River Fish Habitat Pilot Project – Reach 8A (Project), also known as the LA River Ecosystem Restoration and Recreation Reach 8A Project. This will be an innovative pilot project to demonstrate a successful riverine passage and migration corridor for native southern California steelhead in the LA River. The Project relies on the previously developed data, reports and designs including the Conceptual Ecological Model and Limiting Factors Analysis for Steelhead in the LA River Watershed; 30% level Basis of Design Report; Reach 8A Design Development Technical Memorandum; 60% level Basis of Design report, and 60% Engineering Plan Set developed by the Council for Watershed Health with Stillwater Sciences and other partners including the BOE. The Project has completed the California Environmental Quality Act (CEQA) review and received a Statutory Exemption for Restoration Projects (SERP) Exemption (see Attachments 1-3).

This Project will complete the final modeling, engineering and design, agency coordination permitting, outreach, 100% construction documents, monitoring, and design support during construction to provide a pilot of a successful riverine passage and migration corridor in the LA River. This Project is being implemented with grant funding from the Wildlife Conservation Board, the California Department of Fish and Wildlife, and the City.

2. Proposed Project

A. Description

The Project is designed to improve aquatic habitat that will benefit the Southern California steelhead (*Oncorhynchus mykiss*). The Project will benefit the Southern California steelhead by improving fish passage within a quarter-mile section of the LA River. Currently, this section of the LA River is concrete-lined and no vegetation is present. This Project includes restoration elements of reintroduction of ecological and natural physical processes for a more natural hydrologic and hydraulic regime that reconnects historic floodplains and tributaries and reduces flow velocities.

The LA River watershed historically supported a population of the Southern California steelhead. Due to extensive urbanization, upstream and downstream migration has been prevented. The Southern California steelhead are no longer present in the lower reaches of the watershed. Suitable spawning and rearing habitat still exist in some upper mountain tributaries of the watershed. This Project is intended to initiate the linkage and restoration of fish passage for the Southern California steelhead migration to the upper tributaries of the LA River watershed spawning grounds. To accomplish this, the Project is designed to create a fish passage corridor and habitat structures, including an inset channel adjacent to the existing low-flow channel, anchored boulders in the existing low-flow channel, resting pockets for velocity and depth refuge, and vegetation features. The

Project will also address watershed-wide data gaps, opportunities to promote future projects, and other limiting factors to the Southern California steelhead recovery.

The Project will serve as the first fish passage project within the larger LA River Ecosystem Restoration (LARER) Project. Thus, coordination with the U.S. Army Corps of Engineers (USACE) will be an important part of this Project. The larger LARER Project includes restoring 11 miles of the LA River where proposed restoration measures include the creation and reestablishment of historic riparian strand and freshwater marsh habitat to support increased populations of wildlife and enhance habitat connectivity, as well as to provide opportunities for connectivity to ecological zones, such as the Santa Monica Mountains, Verdugo Hills, Elysian Hills, and San Gabriel Mountains. Moreover, this would include the reintroduction of ecological and physical processes, such as a more natural hydrologic and hydraulic regime that reconnects the LA River to historic floodplains and tributaries, reduced flow velocities, increased infiltration, improved natural sediment processes, and improved water quality. Within the larger LARER Project context, the Project would implement different river features within a quarter-mile reach to demonstrate effectiveness in supporting fish migration passage and habitat features.

The Project anticipates including the following restoration measures:

- An inset channel shall be constructed adjacent to the existing low-flow channel. The inset channel will be lined with concrete rock to add roughness and variability to the streambed, with a meandering thalweg to provide diverse hydraulic conditions for fish passage at a range of design flows.
- Anchored boulder clusters shall be installed in the existing low-flow channel, sufficient for the adult Southern California steelhead passage during migration windows. These boulders shall provide recommended water velocities and migration paths without the need for an inset channel.
- Resting pockets for the Southern California steelhead shall be placed approximately every 100 feet to provide in-channel hydraulic diversity, low-velocity zones, and cover that would occur in a natural system. The resting pockets are designed to provide low-velocity refuge where the Southern California steelhead can rest and recover during migration.
- Vegetated habitat features to allow for vegetation establishment within the channel shall be installed, including planter boxes and weep holes/penetrations through the channel lining. The vegetation shall enhance cover for multiple species, provide hydraulic diversity and promote biodiversity throughout the Project site.

The Construction budget for this Project is \$3,345,100.00.

B. Location

The Project is within the LA River Concrete Channel from the downstream side of the N Main Street crossing to 1,300 feet, or approximately ¼ mile, downstream of the N Main Street crossing, in the Central City North Community Plan Area of the City (see Figure 1: Project Location).



Figure 1. Project Location

3. Scope of Work

The purpose of this TOS is to solicit a Consultant Team (Consultant) for the Project to perform Project Management, needed studies and technical evaluations, final engineering and design, construction documents, design services during bid and award, design services during construction, and performance monitoring for the Project. The Project scope and deliverables are described below and should also align with the Project Grant Work Plan (Attachment 4).

To successfully deliver the Project, it is critical for the BOE and the Consultant to work closely in developing the Final Project and include coordinating with, but not limited to the USACE, the Los Angeles Department of Water and Power (LADWP), LA Sanitation & Environment (LASAN), the Council for Watershed Health, Los Angeles County Department of Public Works Flood Control District, California Department of Fish and Wildlife, US Bureau of Reclamation and other City departments and Council Offices to coordinate designs, studies, reviews, and approvals that will detail the scope and further facilitate the Project's construction.

The Consultant shall have a thorough knowledge and understanding of various Design Manuals and Standards of the City, County of Los Angeles and USACE.

3.1 Summary of Work

The Consultant shall be responsible for but not limited to the following:

- a. Project Coordination and Management;
- b. Public Outreach, Technical Advisory Group, and Media Campaign;
- c. USACE and Agency Coordination;
- d. Site Survey and Utility Coordination;
- e. Geotechnical Investigation;
- f. Hydraulic 1D, 2D, and Computational Fluid Dynamics (CFD) Modeling;
- g. As needed Physical Modeling Runs and Analysis for Flood and Fish Passage;
- h. Design Refinement;
- i. CEQA/National Environmental Policy Act (NEPA) and Permitting;
- j. 90% Design and Plans;
- k. 100% (Final) Design and Construction Documents;
- l. Design Services During Bid and Award;
- m. Design Services During Construction;
- n. As needed Construction Biological Monitoring;
- o. Project Performance Monitoring and Operations and Maintenance (O&M) Manual;
and
- p. Complete as-built record drawings and Project close-out documents.

3.2 Final Design Phase - Task 1

3.2.1 The Consultants Final Design Activities shall include:

- a. Project management, bi-weekly meeting agendas and notes, invoices and progress reports;
- b. Public Outreach Plan, meetings, and materials for eight (8) meetings including renderings, boards, meeting agenda and notes, and language translation services (at least Spanish);
- c. Media campaign including two (2) videos, presentations, a webpage and GIS StoryMap;
- d. Development of a technical advisory group and host four (4) meetings;
- e. Coordination and Project review with the USACE and agencies on design elements, Risk & Uncertainty Analysis (R&U), and potential 214 agreement with the USACE to facilitate review;
- f. Survey efforts including developing a Project Base Map and providing PDF and electronic copies of GIS and topographic data;
- g. Utility Identification and Coordination for Construction;
- h. Geotechnical Report and Environmental Site Assessment (ESA);
- i. Updating 1D and 2D flood modeling including 2D-Adaptive Hydraulics (AdH) modeling, and a CFD model with results in a Hydraulic Design Memo;
- j. Optional Technical Studies to be determined if needed including U.S. Bureau of Reclamation Physical Modeling Runs and Analysis for Flood and Fish Passage and an additional Geotechnical Analysis such as Phase 2 ESAs;

- k. Design refinement of the existing 60% design based on new data, analysis and model runs to evaluate at least two (2) iterations to adjust for Fish Passage, Flood Constraints and Structural and Civil Design summarized in the Design Report;
- l. Work with the City to complete permits for;
 - 1. USACE Section 404 and 408 Permits,
 - 2. Regional Water Quality Control Board (RWQCB) Section 401 Water Quality Certification,
 - 3. CDFW Streambed Alteration Agreement (1602 Permit),
 - 4. any subsequent wetlands delineation and biological surveys, and
 - 5. Construction Permits;
- m. First Draft 90% Design Report; Second Draft 90% Design Report; 90% engineering plans, specifications, estimated construction schedule, and class A construction cost estimates, Draft BOE Ready to Advertise (RTA) Checklist;
- n. Final 100% Design Report; Final 100% signed and sealed engineering plans, specifications, estimated construction schedule, updated class A construction cost estimate, City Engineer's Estimate, Final 100% design review comments log with completed responses, Final 100% calculations and modeling files package, all necessary construction permits, Final BOE RTA Checklist;
- o. Conduct constructability reviews at 90% Design completion with an independent third-party construction expert. Prepare a constructability review comment and response matrix that evaluates and addresses all constructability review comments, provide meaningful engineer responses to comments, and incorporate pertinent constructability corrections/comments to Final Design documents; and
- p. Coordinate with the BOE's EMG as needed to facilitate CEQA, NEPA, and Environmental Permits reviews and clearances.

The Final Design Phase shall be completed within eight (8) months from the date the Notice to Proceed (NTP) is issued and where appropriate run concurrently with the Bid and Award Phase.

Design Requirements:

The Consultant shall prepare construction plans that are in accordance with the standards of the BOE. Standard Plan Sheets and drawing standards can be found on the BOE's website: http://eng2.lacity.org/techdocs/CADSTDS/cad_details.htm

3.2.2 The City's Final Design Activities shall include:

- a. Provide a City Project Manager (PM) and Project Engineer (PE);
- b. Provide representative staff at meetings and workshops;
- c. Provide reasonable Project site access;
- d. Provide additional Project background or material as requested;
- e. Provide an electronic copy of the BOE Drawing Borders;
- f. Provide a copy of the BOE CAD Standards;
- g. Provide website information to download the City Standard Specifications and Record Drawings;

- h. Provide timely reviews; and
- i. Support the CEQA/NEPA and Permitting review and clearance process.

3.3 Bid and Award Phase - Task 2

3.3.1 The Consultant's Bid and Award activities shall include:

- a. Attend Pre-Bid Meeting and Job Walk;
- b. Prepare Pre-Bid Agenda, Presentation, and Meeting Minutes;
- c. Prepare Addenda (assume up to three (3) addenda);
- d. Address all prospective bidders' questions;
- e. Assist with bid evaluations; and
- f. Prepare "As-bid" documents (plans and specifications). This conforming set must include all Addenda issued during the bidding process.

Upon receipt of construction bids, should the bid amount of the lowest, responsive, responsible bidder exceed the City Engineer's estimate by 10% or more, the Consultant shall, upon request, revise the design of the Project at no cost to the City, to secure bids within budget.

The Bid and Award Stage should take six (6) months or less.

3.3.2 The City's Bid and Award activities shall include:

- a. Prepare Bid Proposal;
- b. Coordinate plan processing of 100% drawings;
- c. Coordinate and lead Pre-Bid Meeting and Job Walk;
- d. Issue Addenda;
- e. Manage and lead Bid and Award activities; and
- f. Prepare the City Board Reports.

3.4 Design Support Services During Construction Phase - Task 3

3.4.1 The Consultant's Design Support Activities during Construction shall include:

- a. As needed support to the City for coordination during construction, including compliance with permits, site observations, and technical assistance with submittal reviews, and site visits;
- b. Respond to Requests for Information (RFIs) and review of certain Change Order Requests;
- c. Special inspections as required by construction permits shall be provided by the Consultant;
- d. Prepare as-built record drawings after construction completion using the construction contractors' redline drawing set; and
- e. As-needed biological monitoring associated with environmental compliance and mitigation measures required during construction of the Project.

3.4.2 The City's Construction activities shall include:

- a. Lead Construction Management activities;
- b. The City's BCA will administer the construction contract and inspect construction;

3.5 Post-Construction Monitoring - Task 4

3.5.1 The Consultant's Post Construction Monitoring Activities shall include:

- a. 90% O&M manual and long-term monitoring plan;
- b. Final 100% O&M manual and long-term monitoring plan;
- c. Implement Performance Monitoring Requirements per the plan; and
- d. Performance Monitoring Plan and Reporting should align with the LA River Watershed Monitoring Program and the Surface Water Ambient Monitoring Program protocol for biological assessments to document the physical, biological, and water quality performance of the constructed elements.

3.5.2 The City's Post Construction Monitoring activities shall include:

- a. Review of the Performance Monitoring approach and draft reports; and
- b. Assistance with site access.

4. Construction Budget

The Project's Final Design should be developed so that the City Engineer's Estimate is within the following construction budget. This budget includes escalation but excludes the contingency.

Construction Contract without Contingency is \$3,345,100.00.

5. Compensation Method

Compensation for services provided shall be on a Lump Sum basis for the Final Design Phase Task 1 and on a Cost Reimbursement - Hourly Billing Rate basis as specified in Article 10 of the Contract for the remaining three (3) tasks.

6. Project Schedule

The following is an estimated schedule for the Project:

Phase	Duration
Final Design	8 months
Bid and Award	6 months
Construction	18 months (two dry seasons)
Post Construction	4 years

7. Estimated Solicitation Schedule

The following is a tentative selection schedule:

Issue Task Order Solicitation.....November 6, 2024
Mandatory Pre-Proposal Meeting.....November 18, 2024
Deadline for Consultant(s) to Submit Questions..... November 19, 2024
Response to Questions via Addendum.....November 25, 2024
Deadline for Proposal Submittal.....December 5, 2024
Select and NegotiateDecember 5 - December 20, 2024
Tentative Board of Public Works (BPW) Approval.....January 6 – January 22, 2025
Issue Task Order Notice to Proceed.....1-2 weeks from BPW Approval

Questions will be accepted anytime up to the Deadline for Questions.

Mandatory Pre-Proposal Virtual Meeting

Monday, November 18, 2024

1:00 PM – 2:00 PM

Video call link: <https://meet.google.com/szt-gdph-byh>

Or dial: (US) +1 401-903-3426 PIN: 812 898 848#

8. Solicitation Response Requirements

Solicitation Responses shall be a single PDF not to exceed 25 pages, exclusive of cover, dividers, resumes, Task Work Order List of Subconsultants Form (Schedule B), and Non-Collusion Affidavit. One (1) PDF shall be emailed no later than 3:00 PM on Thursday, December 5, 2024, to edward.belden@lacity.org.

Edward Belden, Environmental Specialist II
Clean Water Division, LA River Group
1149 S. Broadway, 8th Floor
Los Angeles, California 90015-2213

Proposals shall include the following:

- **Section 1. Project Understanding.**
Explain the Firm's overall approach to the Project. This includes the proposed method for management and coordination and approach to studies and final design.
- **Section 2. Related Experience.**
Provide the Project Team's experience in designing and implementing similar projects.
- **Section 3. Project Team.**
 - Provide the Project team organization and describe the background, roles, and responsibilities of team members, reference resumes in the appendix. This includes the relevance of the Project team's background, experience, and familiarity with the solicited task.
 - For subconsultants, in addition to the information above, provide information on Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Small Business Enterprise (SBE), Emerging Business Enterprise (EBE), Disabled Veteran Business Enterprise (DVBE), and Other Business Enterprise (OBE) involvement if utilized. See Section 11 below for Business Inclusion Program Anticipated Participation Levels (APLs).
- **Section 4. Detailed Scope of Work and Schedule.**
Expand upon the Scope of Work and Schedule contained herein. Upon field investigation and review of the provided scope, the Consultant shall expand on the Project scope and provide a detailed schedule to demonstrate an understanding of the Project requirements.
- **Section 5. Fee Estimate.**
The cost estimate shall detail and be broken down based on the proposed scope of work tasks using the Compensation Method, see Section 5. A detailed cost breakdown for both the Lump Sum and Cost Reimbursement shall include the proposed staff, billing rates, subcontractor cost breakdown, direct costs, and anticipated hours shall be provided. List all assumptions associated with the cost calculations.
- **Appendix:** Include resumes.

- **Required Forms:** A signed copy of the Non-Collusion Affidavit Form (Attachment 5) and Schedule B (Attachment 6) must be signed and returned with all proposals.

Proposals shall be prepared in accordance with the terms and conditions of the current PQOC Wastewater and Environmental Engineering Services (Contract) between the City and your firm. The technical proposal must address all requirements of the scope of work and must include a cost breakdown and a schedule of completion.

9. Selection Criteria

Proposals shall be evaluated using the following criteria:

- A. **Technical Qualifications and Past Experience - 40%.** This includes the firm's background, experience, and familiarity with similar public works projects and tasks, and the qualifications of personnel.
- B. **Approach and Understanding of the Work - 30%.** This includes Project Management and the capability and experience of the Consultant's team to demonstrate detailed familiarity and understanding of the Project. Detail and development of the Scope of Work.
- C. **Value to the City - 20%.** This includes value offered to the City considering cost in comparison to the capabilities and experience of the Consultant's Project Team.
- D. **Record of Past Performance - 10%.** This includes the history of the Consultant's successful completion of work on time and within budget, quality of work, the response of references, and qualifications.

10. Selection Process and Disclaimer

This TOS is distributed to all firms on the City's PQOC Wastewater and Environmental Engineering Services Consultants List. All proposals received will be reviewed and a firm will be selected based on the selection criteria identified above.

The City reserves the right to interview all proposers or to award solely based upon the written proposal. The City reserves the right to negotiate the technical scope, schedule, and cost breakdown of any proposal submitted. The City shall or shall 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. No fee or payment shall be made for costs associated with the preparation of proposals under this TOS. All proposals become the property of the City.

Any errors, omissions or revisions from the Consultant's Task Order Proposal will not be accepted if received after the deadline. If you are the successful firm, the City will expect you to honor your proposal as submitted.

The City also reserves the right to select one (1) or multiple Consultant Teams, as well as the right to reject proposals. Issuance of this Task Order is not an assurance that any work whatsoever shall commence under this Project. For additional information, please contact Edward Belden at edward.belden@lacity.org.

When the Task Order is awarded, the selected firm will be notified through a written NTP that may include all or only portions of the Task Order to proceed. As needed to expedite the process, a written notice may be preceded verbally, via email, or fax. Firms not selected will be notified via email.

11. Business Inclusion Program Anticipated Participation Levels (APLs)

Pursuant to Article 17 of the Contract, your firm has agreed and obligated itself to utilize the services of MBE/WBE/SBE/EBE/DVBE/OBE firms. The City has set APLs of 18% MBE, 4% WBE, 25% SBE, 8% EBE, and 3% DVBE. Firms are encouraged, to the extent possible, to maintain these percentages throughout the invoices for each of the task orders.

As part of the Contract requirements, your firm submitted a List of Potential MBE/WBE/SBE/EBE/DVBE/OBE Subconsultants (Attachment 6).

12. Insurance Requirements

Insurance policies must be current and on file with the Office of the City Administrative Officer (CAO) Risk Management when the Task Order is awarded to the selected PQOC Consultant. Work cannot commence or continue and invoices will not be paid if the proper proof of insurance form(s) is not on file with the CAO.

CWJ/eb

TOS 94_10-24-24

Attachments:

1. 60% level Basis of Design Report
2. 60% Engineering Plan Set
3. Completed CEQA Document and received a SERP Exemption
4. LA River Fish Habitat Pilot Reach 8A Project Grant Work Plan
5. Non-Collusion Affidavit form
6. Schedule B