

DEPARTMENT OF PUBLIC WORKS  
BUREAU OF SANITATION  
BOARD REPORT NO. 1  
NOVEMBER 9, 2022

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

NOV 19 2022

  
Executive Officer  
Board of Public Works

CD: ALL

REQUEST FOR AUTHORITY TO ISSUE AMENDMENT NO. 1 TO TASK ORDER SOLICITATION SN-108 TO TETRA TECH, INC. [CONTRACT NO. C-124331] TO PROVIDE TECHNICAL SUPPORT FOR DATA MANAGEMENT AND ANALYSIS TOOLS (W.O. SWQDMGMT)

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### RECOMMENDATION

1. Authorize the Director and General Manager of LA Sanitation and Environment (LASAN) or designee to issue Amendment No. 1 to Task Order Solicitation (TOS) SN-108 to Tetra Tech, Inc. (Tetra Tech) (Contract C-124331), extending the term of engagement from August 31, 2022 to July 22, 2024.

### TRANSMITTALS

1. List of twenty-five On-Call Consultants
2. List of twenty-four On-Call Consultants
3. Copy of the Board Report adopted on April 28, 2020
4. Copy of original Task Agreement Form (TAF) executed on May 20, 2020

### DISCUSSION

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

On January 13, 2012, the Board of Public Works (Board) authorized LASAN to advertise and issue a Request for Qualifications to provide engineering consulting services on an as-needed basis and negotiate a personal services contract with each of the selected firms. On July 23, 2014, the Board executed a 5-year contract with 25 consulting engineering firms (Transmittal 1), with an optional 5-year renewal option. On July 15, 2019, the Board authorized LASAN to exercise a five-year renewal option contained in the contract with 24 consulting engineering firms (Transmittal 2). The contract is extended to July 22, 2024.

#### **Project Background**

The LASAN Watershed Protection Program (WPP) manages water quality data collected for various watershed and receiving water monitoring programs, including monitoring for National Pollutant Discharge Elimination System (NPDES) Permits, Total Maximum Daily Loads (TMDL), and other water quality studies.

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To carry out the collection, management, and analysis of extensive datasets, the WPP uses specialized tools such as a centralized water quality database, data analysis and reporting tools, and real-time monitoring systems. Technical support is required to develop and/or maintain these complex tools and systems as they continue to grow in scope and capacity.

Maintenance and enhancements to the Pollution Assessment Section database (PASdb), which manages data collected for receiving water monitoring programs, are necessary to meet ongoing and future reporting requirements for LASAN. Support for data analysis and reporting tools is also needed to complete compliance analyses, integrate GIS functions, conduct trends analyses, and support integration for various standardized data formats. Additionally, technical support for real-time monitoring systems (including specialized equipment acquisition, expansion of existing systems, web-based data access, and maintenance Standard Operating Procedure development) will allow LASAN to constantly monitor water quality and conditions at key locations throughout the City's watersheds instantaneously in real-time.

**TOS SN-108 Background**

On April 28, 2020, the Board authorized LASAN to award TOS SN-108 to Tetra Tech (Transmittal 3). LASAN executed agreements with this firm on May 20, 2020 (Transmittal 4) for two years with a \$700,000 budget.

**Scope of Services**

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

- Provide technical support for developing, maintaining and troubleshooting for the PAS database
- Provide technical support for expansion of data analysis and reporting tools, including but not limited to:
  - a. Development of a comprehensive data analysis tool that assesses water quality monitoring data along with various water quality objectives to conduct exceedance and compliance analyses;
  - b. Integrating historical data to conduct long-term trends analysis of water quality data
- Provide general technical support to maintain and improve the functionality and reliability of real-time monitoring systems in the Upper Los Angeles River (ULAR) and Santa Monica Bay (SMB) watersheds. Tasks include but are not limited to:
  - a. Calibrate, maintain, and operate sensors, flow meters and other equipment according to manufacturer's specifications, sometimes in confined spaces, and as directed by WPP staff.
  - b. Repair and/or replace equipment as needed to ensure the acquisition of high quality data.

- c. Acquire and install equipment and parts that are needed to: maintain the systems in working order, expand the functionality of existing stations, and/or to establish new monitoring stations.
- d. Integrate data collection across different platforms with the ultimate goal of being able to display real time monitoring data on a web-based interface so that it is readily available to watershed managers.
- e. Develop an Operation & Maintenance (O&M) manual that includes concise Standard Operating Procedures (SOPs) for the proper operation, maintenance, and calibration of real-time monitoring systems. Perform O&M as needed until LASAN Staff are adequately trained to assume responsibilities described in the O&M manual.

**Proposed Amendment No. 1 to TOS SN-108**

The purpose of Amendment No. 1 is to extend the term of engagement from August 31, 2022 through July 22, 2024. The approved budget of \$700,000 remains the same.

**Term of Engagement**

This amendment will extend the contract duration to July 22, 2024.

**Budget**

This amendment will not increase the original contract amount of \$700,000, which includes a \$63,636 contingency. The following Table 1 shows a breakdown of the budget for TOS SN-108:

**Table 1: Total Budget for TOS SN-108**

	% of Task Order	Task Order Amount (\$)
Total Prime Consultant Amount*	54.6%	\$347,614
Total Subconsultant Amount	45.4%	\$288,750
<b>Total Task Order Amount</b>	<b>100%</b>	<b>\$636,364</b>
Contingency	10%	\$63,636
<b>Total Budget</b>		<b>\$700,000</b>

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

**Table 2: A Summary of All Agreements for TOS SN-108**

<b>Contract</b>	<b>Contract Amount Increase by</b>	<b>Contract Amount</b>	<b>Budget Authority</b>	<b>Purpose</b>	<b>Work Status</b>
Original TAF*	N/A	\$700,000	\$700,000	Provide technical support for data management and analysis tools.	40% Completed
Amendment 1	\$0	\$700,000	\$700,000	Extend the term of engagement for completion of tasks.	

\*The original contract amount and budget authority from inception

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

In compliance with the Mayor’s Executive Directive No. 14, this Task Order is subject to the BIP. 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.

Table 3 shows the pledged and achieved subconsultant participation from the original agreement.

Initially, Tetra Tech pledged 28.6% MBE, 4.4% WBE, 39.2% SBE, 19.4% EBE, 15.0% DVBE, and 6.2% OBE (other business enterprise) as shown in Table 3, based on the scope of services required in the TOS.

As of March 9, 2022, Tetra Tech has achieved 21.8% MBE, 14.1% WBE, 35.9% SBE, 35.9% EBE, 21.8% DVBE, and 0.0% OBE based on total invoice of \$242,386 (35% of the cost ceiling of \$700,000) as shown in Table 3.

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Gender/Ethnicity Codes:

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

**Table 3: Pledged and Achieved Subconsultant Participation from Original TAF**

Subconsultant	Gender/ Ethnicity	MBE/WBE/ SBE/EBE/ DVBE/OBE	Original PLEDGED		ACHIEVED As of 3/9/2022	
			% OF TASK ORDER	TASK ORDER (\$) AMOUNT	% OF TASK ORDER	TASK ORDER (\$) AMOUNT
FMF Pandion	M/NA	MBE/SBE/ DVBE/EBE	8.8%	\$56,000	21.8%	\$52,777
Getter Engineering, Inc. (dba Projectline Technical Services, Inc.)	F/APA	WBE/SBE/ EBE	4.4%	\$28,000	14.1%	\$34,257
California Watershed Engineering, Corp. (CWE)	M/SAA	MBE/SBE	19.8%	\$126,000	0%	\$0
OptiRTC, Inc.		OBE	6.2%	\$39,375	0%	\$0
Craftwater Engineering, Inc.		DVBE/SBE/ EBE	6.2%	\$39,375	0%	\$0
<b>Total Subconsultant Amount</b>			45.4%	\$288,750	13.7%	\$87,034
<b>Total Invoiced Amount</b>					38.1%	<b>\$242,386</b>
<b>Total Task Order Amount</b>				<b>\$636,364</b>		
		<b>MBE</b>	28.6%	\$182,000	21.8%	\$52,777
		<b>WBE</b>	4.4%	\$28,000	14.1%	\$34,257
		<b>SBE</b>	39.2%	\$249,375	35.9%	\$87,034
		<b>EBE</b>	19.4%	\$123,375	35.9%	\$87,034
		<b>DVBE</b>	15.0%	\$95,375	21.8%	\$52,777
		<b>OBE</b>	6.2%	\$39,375	0%	\$0

Table 4 shows the pledged subconsultant participation based on the cumulative cost ceiling of \$700,000 for the entire Task Order. Tetra Tech has pledged 8.8% MBE, 4.4% WBE, 39.2% SBE, 19.4% EBE, 15.0% DVBE, and 6.2% OBE as shown in Table 4 below. Please note that the subconsultant California Watershed Engineering (CWE) is no longer certified as an MBE with the City of LA and therefore the pledged MBE amount has been substantially reduced from the original TAF.

**Table 4: Amendment 1 Pledged Subconsultant Participation Based on Cumulative Cost Ceiling**

Subconsultant	Gender/ Ethnicity	MBE/WBE/ SBE/EBE/ DVBE/OBE	PLEGGED	
			% of Task Order	Task Order (\$) Amount
FMF Pandion	M/NA	MBE/SBE/ DVBE/EBE	8.8%	\$56,000
Getter Engineering, Inc. (dba Projectline Technical Services, Inc.)	F/APA	WBE/SBE/EBE	4.4%	\$28,000
California Watershed Engineering, Corp. (CWE)	-/-	SBE	19.8%	\$126,000
OptiRTC, Inc.	-/-	OBE	6.2%	\$39,375
Craftwater Engineering, Inc.	-/-	DVBE/SBE/ EBE	6.2%	\$39,375
<b>Total Subconsultant Amount</b>			<b>45.4%</b>	<b>\$288,750</b>
Total Prime Amount			54.6%	\$347,614
<b>Total Task Order Amount</b>			<b>100.0%</b>	<b>\$636,364</b>
Contingency			10.0%	\$63,636
<b>TOTAL BUDGET</b>				<b>\$700,000</b>
Total Subconsultant Participation Levels by Business Enterprise				
		<b>MBE</b>	8.8%	\$56,000
		<b>WBE</b>	4.4%	\$28,000
		<b>SBE</b>	39.2%	\$249,375
		<b>EBE</b>	19.4%	\$123,375
		<b>DVBE</b>	15.0%	\$95,375
		<b>OBE</b>	6.2%	\$39,375

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.

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PROJECT REVIEW BY DIRECTOR (PRD) APPROVAL

The project budget was approved by PRD on August 20, 2018 in the amount of \$700,000.

STATUS OF FINANCING

There is no impact to the General Fund. The total funding for this amendment is not to exceed \$700,000. Funding in the amount of \$700,000 will be made available from the Sewer Operations and Maintenance Fund, Fund No. 760, as shown in the table below:

Budget Year	Department	Fund	Appropriation	Amount
2022-23	50	760	50WX82	\$700,000
TOTAL				\$700,000

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 or designee.

Funds as of the date of this Board Report have been verified and approved by the Director of the Office 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.

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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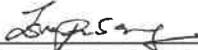
Respectfully submitted,



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BARBARA ROMERO  
Director and General Manager  
Bureau of Sanitation

REVIEWED AND APPROVED BY:



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EVA P. SUNG, Chief Management Analyst  
Bureau of Sanitation

Date: 10/19/2022

Prepared by:  
Miller Zou, Watershed Protection Division  
(213) 485 – 2046

## TRANSMITTAL 1

**LA SANITATION - ON-CALL CONSULTANT LIST**  
**(Contract Duration: 2014-19 plus 5-year renewal option)**

No.	Company
1	ARCADIS U.S. Inc.
2	AECOM Technical Services, Inc.
3	AKM Consulting Engineers, Inc.
4	APTIM Environmental & Infrastructure, Inc. (Formerly CB&I Environmental & Infrastructure, Inc., Shaw Environmental, Inc.)
5	Atkins North America, Inc.
6	Black and Veatch Corporation
7	Brown and Caldwell, Inc.
8	Carollo Engineers, Inc.
9	CDM Smith, Inc.
10	CH2M HILL Engineers, Inc.
11	D R Consultants and Designers, Inc.
12	GeoSyntec Consultants
13	Hazen and Sawyer, P.C.
14	HDR Engineering, Inc.
15	Kennedy/Jenks Consultants, Inc.
16	Larry Walker Associates, Inc.
17	MARRs Services, Inc.
18	Parsons Water & Infrastructure, Inc.
19	Psomas
20	Stantec Consulting Services, Inc. (formerly MWH Americas, Inc.)
21	Tetra Tech, Inc.
22	TRC Solutions, Inc.
23	URS Corporation (dba URS Corporation of Americas) (Subsidiary of AECOM)
24	Woodard & Curran, Inc. (formerly RMC Water and Environment)
25	WSP USA, Inc. (formerly Parsons Brinckerhoff, Inc.)

**LA SANITATION –24 ON-CALL CONSULTING FIRMS**

<b>No.</b>	<b>Company</b>
1	AECOM Technical Services, Inc.
2	AKM Consulting Engineers, Inc.
3	APTIM Environmental & Infrastructure, Inc. (Formerly CB&I Environmental & Infrastructure, Inc., Shaw Environmental, Inc.)
4	ARCADIS U.S. Inc.
5	Atkins North America, Inc.
6	Black and Veatch Corporation
7	Brown and Caldwell, Inc.
8	Carollo Engineers, Inc.
9	CDM Smith, Inc.
10	CH2M HILL Engineers, Inc. (A wholly-owned subsidiary of Jacobs Engineering Groups, Inc.)
11	D R Consultants and Designers, Inc.
12	GeoSyntec Consultants
13	Hazen and Sawyer, P.C.
14	HDR Engineering, Inc.
15	Kennedy/Jenks Consultants, Inc.
16	Larry Walker Associates, Inc.
17	MARRs Services, Inc.
18	Parsons Water & Infrastructure, Inc.
19	Psomas
20	Stantec Consulting Services, Inc. (Formerly MWH Americas, Inc.)
21	Tetra Tech, Inc.
22	TRC Solutions, Inc.
23	WSP USA, Inc. (Formerly Parsons Brinckerhoff, Inc.)
24	Woodard & Curran, Inc. (Formerly Raines Melton & Carella, Inc. dba RMC Water and Environment)

\*Note: URS Corporation contract expired on July 22, 2019 and was not renewed.

DEPARTMENT OF PUBLIC WORKS

BUREAU OF SANITATION

BOARD REPORT NO. 2

APRIL 28, 2020

CD: ALL

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

APR 28 2020

  
Executive Officer  
Board of Public Works

REQUEST FOR AUTHORITY TO AWARD TASK ORDER SOLICITATION SN-108 TO TETRA TECH, INC. (CONTRACT C-124331) TO PROVIDE TECHNICAL SUPPORT FOR DATA MANAGEMENT AND ANALYSIS TOOLS (W.O. SWQDMGMT)

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RECOMMENDATIONS

1. Authorize the Director and General Manager of LA Sanitation and Environment (LASAN) or his designee to award Task Order Solicitation (TOS) SN-108 to Tetra Tech, Inc. (Tetra Tech) [Contract C-124331] from the On-Call Consultant list to provide technical support for data management and analysis tools.
2. Approve a total budget of \$700,000 (including 10% contingency), to fund the following services: database development; create data analysis and reporting tools; and support for real-time monitoring systems to fulfill LASAN's water quality monitoring requirements.
3. Approve the term of engagement to August 31, 2022.

TRANSMITTALS

1. List of twenty-five On-Call Consultants.
2. Copy of TOS SN-108 Technical Support for Data Management and Analysis Tools.

DISCUSSION

**On-Call Contract Background**

On January 13, 2012, the Board of Public Works (Board) authorized LASAN to advertise and issue a Request for Qualifications to provide engineering consulting services on an as-needed basis, and to negotiate a personal services contract with each of the selected firms. On July 23, 2014, the Board executed a five-year contract with 25 consulting engineering firms, with an optional 5-year renewal. On July 15, 2019, the Board authorized LASAN to exercise the five-year renewal option contained in the contract, extending the contract term to July 22, 2024.

**Project Background**

The LASAN, Watershed Protection Program (WPP) manages water quality data collected for various watershed and receiving water monitoring programs, including monitoring for the National Pollutant Discharge Elimination System (NPDES) Permits, Total Maximum Daily Loads (TMDL), and other water quality studies. To carry out the collection, management, and analysis of extensive datasets, WPP uses specialized tools such as a centralized water quality database, data analysis and reporting tools, and real-time monitoring systems. Technical support is required to develop and/or maintain these complex tools and systems as they continue to grow in scope and capacity.

Maintenance and enhancements to the Pollution Assessment Section database (PASdb), which manages data collected for receiving water monitoring programs, are necessary to meet ongoing and future reporting requirements for LASAN. Support for data analysis and reporting tools is also needed to complete compliance analyses, integrate Geographic Information System (GIS) functions, conduct trends analyses, and support integration for various standardized data formats. Additionally, technical support for real-time monitoring systems (including specialized equipment acquisition, expansion of existing systems, web-based data access, and maintenance Standard Operating Procedure development) will allow LASAN to constantly monitor water quality and conditions at key locations throughout the City of Los Angeles' (City) watersheds instantaneously in real-time.

**Task Order Solicitation (TOS) SN-108**

On January 3, 2019, LASAN issued TOS SN-108 to all twenty-five firms on the on-call consultant list (Transmittal No. 1). During solicitation, LASAN invited all interested firms to the pre-proposal meeting that was held on January 9, 2019. Four firms attended this meeting: Tetra Tech, Carollo Engineers, PSOMAS, and The Morcos Group.

SCOPE OF SERVICES

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

- Provide technical support for developing, maintaining and troubleshooting for the PASdb
- Provide technical support for expansion of data analysis and reporting tools, including but not limited to:
  - a. Development of a comprehensive data analysis tool that assesses water quality monitoring data along with various water quality objectives to conduct exceedance and compliance analyses;
  - b. Integrating historical data to conduct long-term trends analysis of water quality data

- Provide general technical support to maintain and improve the functionality and reliability of real-time monitoring systems in the Upper Los Angeles River (ULAR) and Santa Monica Bay (SMB) watersheds. Tasks include but are not limited to:
  - a. Calibrate, maintain, and operate sensors, flow meters and other equipment according to manufacturer's specifications, sometimes in confined spaces, and as directed by WPP staff.
  - b. Repair and/or replace equipment as needed to ensure the acquisition of high quality data.
  - c. Acquire and install equipment and parts that are needed to maintain the systems in working order, expand the functionality of existing stations, and/or to establish new monitoring stations.
  - d. Integrate data collection across different platforms with the ultimate goal of being able to display real-time monitoring data on a web-based interface so that it is readily available to watershed managers.
  - e. Develop an Operation & Maintenance (O&M) manual that includes concise Standard Operating Procedures (SOPs) for the proper operation, maintenance, and calibration of real-time monitoring systems. Perform O&M as needed until LASAN Staff is adequately trained to assume responsibilities described in the O&M manual.

**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*	54.6%	\$347,614
Total Subconsultant Amount	45.4%	\$288,750
<b>Total Task Order Amount</b>	<b>100%</b>	<b>\$636,364</b>
Contingency	10%	\$63,636
<b>Total Budget</b>		<b>\$700,000</b>

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

**Record of Selection**

On January 31, 2019, Tetra Tech, PSOMAS, and Carollo Engineers submitted proposals. In the two weeks that followed, a selection panel of LASAN staff reviewed the proposals. The panel evaluated the proposals according to the following criteria:

- Capability and experience in providing the Scope of Services as demonstrated by the proposal.
- Expert knowledge and work experience associated with understanding of the issues, options, and approaches related to water quality database management.
- Knowledge and understanding of WPP's strategies and existing data infrastructure.

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- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
- Proven capability in providing technical support for database applications, especially with regard to water quality data.
- Ability to effectively and rapidly meet ongoing needs for technical support of the PASdb (or comparable database).

Upon evaluation of all proposals, the panel unanimously decided to award the contract to Tetra Tech. As reflected in their proposal, Tetra Tech possessed the best combination of experience and technical expertise that could be best utilized to serve the City's needs. Tetra Tech has extensive experience in database development and support, and was the only firm of the three to offer a fully developed water quality database that could be deployed immediately by LASAN for its numerous monitoring programs. Additionally, Tetra Tech's senior staff includes water quality and database experts who have worked closely with WPP in the past and understand the management strategies and data infrastructure.

**Contract Negotiation**

The Notice of Selection was issued to Tetra Tech on May 6, 2019. LASAN negotiated with Tetra Tech, and both parties agreed to the scope of services for their respective tasks shown in Transmittal No. 2.

**Business Inclusion Program (BIP)**

This Task Order is subject to the BIP. Tetra Tech performed a good faith effort to reach out to qualified subconsultants in order to fulfill the City's anticipated Minority-owned Business Enterprise (MBE)/Women-owned Business Enterprise (WBE)/Small Business Enterprise (SBE)/Emerging Business Enterprise (EBE)/Disabled Veteran Business Enterprise (DVBE) participation levels for this TOS.

For this TOS, Tetra Tech pledged 28.6% MBE, 4.4% WBE, 19.4% SBE, 19.4% EBE, 15.0% DVBE, and 6.2% Other Business Enterprise (OBE) 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
California Watershed Engineering, Corp. (CWE)	M/SAA	MBE	19.8%	\$126,000
FMF Pandion	M/NA	MBE/SBE/EBE/ DVBE	8.8%	\$56,000
Getter Engineering, Inc. (dba Projectline Technical Services, Inc.)	F/APA	WBE/SBE/EBE	4.4%	\$28,000
Craftwater Engineering, Inc.	-	SBE/EBE/DVBE	6.2%	\$39,375
OptiRTC, Inc.	-	OBE	6.2%	\$39,375
<b>Total Subconsultant Amount</b>			45.4%	\$288,750
<b>Total Prime Amount</b>			54.6%	\$347,614
<b>Total Task Order Amount</b>			100.0%	\$636,364
<b>Contingency</b>			10.0%	\$63,636
<b>Total Budget</b>				\$700,000
<b>Total Subconsultant Participation Levels by Business Enterprise</b>				
<b>MBE</b>			28.6%	\$182,000
<b>WBE</b>			4.4%	\$28,000
<b>SBE</b>			19.4%	\$123,375
<b>EBE</b>			19.4%	\$123,375
<b>DVBE</b>			15.0%	\$95,375
<b>OBE</b>			6.2%	\$39,375

**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 and Investigation Section upon the termination of the Contract.

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

The project budget was approved by PRD on August 20, 2018 in the amount of \$700,000.

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APRIL 14, 2020

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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 \$700,000. Funding in the amount of \$350,000 is available in the Sewer Operation and Maintenance Fund No. 760, Dept. 50, Appropriation Unit No. 50SX82.

The remaining funding will be budgeted within the Sewer Operations and Maintenance Fund:

<b>Budget Fiscal Year</b>	<b>Fund Name</b>	<b>Fund No. / Dept.</b>	<b>Appropriation No.</b>	<b>Amount</b>
2019-20	Sewer Operations and Maintenance Fund	760/50	50SX82	\$350,000
2020-21	Sewer Operations and Maintenance Fund	760/50	TBD	\$350,000
	Total:			\$700,000

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 or designee.

Fund as of the date of this Board Report has been verified and approved by the Director of the Office 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.

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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APRIL 10, 2020

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Respectfully submitted,

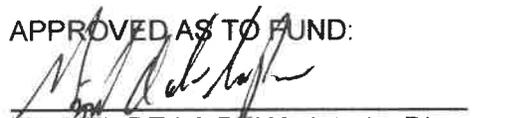


ENRIQUE C. ZALDIVAR, P.E.  
Director and General Manager  
Bureau of Sanitation

REVIEWED AND APPROVED BY:

  
LISA B. MOWERY, Chief Financial Officer  
Bureau of Sanitation  
Date: 3/2/20

APPROVED AS TO FUND:

  
MIGUEL DE LA PENA, Interim Director  
Office of Accounting  
760/50/50SX82 \$350,000  
Date: 3-19-2020

Prepared by:  
Miller Zou, WPD  
(213) 485-2046

## CITY OF LOS ANGELES

CALIFORNIA

ERIC GARCETTI  
MAYOR

May 20, 2020

BOARD OF PUBLIC WORKS  
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ASSISTANT DIRECTORSTIMEYIN DAFETA  
HYPERION EXECUTIVE PLANT MANAGER1149 SOUTH BROADWAY, 9<sup>TH</sup> FLOOR  
LOS ANGELES, CA 90015  
TEL: (213) 485-2210  
FAX: (213) 485-2979  
WWW.LACITYSAN.ORG

## ELECTRONIC MAIL

Tim Joyce  
Tetra Tech, Inc.  
350 South Grand Avenue, Suite 3310  
Los Angeles, CA 90071

Dear Mr. Joyce:

**L.A. SANITATION PRE-QUALIFIED ON-CALL CONTRACT NO. C-124331  
NOTICE TO PROCEED FOR TOS SN-108 – TECHNICAL SUPPORT FOR DATA  
MANAGEMENT AND ANALYSIS TOOLS**

This letter serves as your Notice to Proceed (NTP) with the work specified in the attached executed Task Agreement Form (TAF) for TOS SN-108 under the City of Los Angeles Contract C-124331. The Board of Public Works approved this TOS on April 28, 2020, the effective date of this NTP. The term of engagement for this TOS is through August 31, 2022. Therefore, the effective period of this TOS is from April 28, 2020 through August 31, 2022. The total cost ceiling is \$700,000.

Please be advised that your insurance information must be current throughout the duration of the contract and on file with the Board of Public Works (upload insurance certificates to [kwikcomply.org](http://kwikcomply.org)) before any work can begin.

To ensure prompt payment for your services, all of your invoices including backup documents and a completed Schedule C shall be submitted to the Project Manager (PM) of this TOS:

Vivian Marquez  
Watershed Protection Division  
1149 South Broadway, 10th Floor  
Los Angeles, CA 90015

Also, please email a **copy** of all invoices (without backup documents) and Schedule C to [san.oncall@lacity.org](mailto:san.oncall@lacity.org).

*zero waste • zero wasted water*

AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER



If you have any questions or concerns, please contact Ms. Vivian Marquez at (213) 485-3928 or via e-mail at [vivian.marquez@lacity.org](mailto:vivian.marquez@lacity.org).

Sincerely,

*Nancy Lantin*

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

NL:wae

Attachments: Copy of fully executed Task Agreement Form (TAF)  
Schedule C template

c: Christine Lew, Tetra Tech  
Patti Sexton, Tetra Tech  
Alfredo Magallanes, LASAN  
Vivian Marquez, LASAN  
Miller Zou, LASAN  
Wanda Epps, LASAN  
Martha Yniguez, LASAN  
David Santos, LASAN

**CITY OF LOS ANGELES / DEPARTMENT OF PUBLIC WORKS/BUREAU OF SANITATION**

**ON-CALL CONSULTANT SERVICES CONTRACT NO. 124331**

**TASK AGREEMENT FORM (TAF)**

**Tetra Tech Inc. (Consultant)**

**TOS SN-108: Technical Support for Data Management and Analysis Tools**

Contract Ceiling: \$700,000 Notice-to-Proceed (NTP) Date: May 20, 2020

LASAN TOS SN-108 Manager: Vivian Marquez (213-485-3928)

CONSULTANT TOS SN-108 Manager: Christine Lew (925-280-7426)

**A. BASIS OF INITIATION OF TOS**

The LASAN Watershed Protection Program (WPP) is responsible for water quality data collected for various watershed and receiving water monitoring programs, including monitoring for the National Pollutant Discharge Elimination System (NPDES) Permits, Total Maximum Daily Loads (TMDLs), and other water quality studies. To carry out the collection, management, and analysis of extensive datasets, WPP uses specialized tools such as a centralized water quality database, data analysis and reporting tools, and real-time monitoring systems. Technical support is required to develop and/or maintain these complex tools and systems as they continue to grow in scope and capacity.

Maintenance and enhancements to the Pollution Assessment Section database (PASdb), used to manage data collected for receiving water monitoring programs, are necessary to meet ongoing and future reporting requirements for LASAN. Support for data analysis and reporting tools is also needed to complete compliance analyses, integrate Geographic Information System (GIS) functions, conduct trends analyses, and support integration for various standardized data formats. Additionally, technical support for real-time monitoring systems (including specialized equipment acquisition, expansion of existing systems, web-based data access, and maintenance Standard Operating Procedure development) will allow LASAN to constantly monitor water quality and conditions at key locations throughout the City of Los Angeles' (City) watersheds in real-time.

**B. SCOPE OF WORK**

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

1. Provide technical support for developing, maintaining and troubleshooting for the PASdb
2. Provide technical support for expansion of data analysis and reporting tools, including but not limited to:

- a. Development of a comprehensive data analysis tool that assesses water quality monitoring data along with various water quality objectives to conduct exceedance and compliance analyses.
  - b. Integrating historical data to conduct long-term trends analysis of water quality data.
3. Provide general technical support to maintain and improve the functionality and reliability of real-time monitoring systems in the Upper Los Angeles River (ULAR) and Santa Monica Bay (SMB) watersheds. Tasks include but are not limited to:
- a. Calibrate, maintain, and operate sensors, flow meters and other equipment according to manufacturer's specifications, sometimes in confined spaces, and as directed by WPP staff.
  - b. Repair and/or replace equipment as needed to ensure the acquisition of high-quality data.
  - c. Acquire and install equipment and parts that are needed to maintain the systems in working order, expand the functionality of existing stations, and/or to establish new monitoring stations.
  - d. Integrate data collection across different platforms with the goal of being able to display real-time monitoring data on a web-based interface so that it is readily available to watershed managers.
  - e. Develop an Operation & Maintenance (O&M) manual that includes concise Standard Operating Procedures (SOPs) for the proper operation, maintenance, and calibration of real-time monitoring systems. Perform O&M as needed until LASAN Staff is adequately trained to assume responsibilities described in the O&M manual.

### **C. SCHEDULE FOR COMPLETION OF WORK**

The term of engagement is through August 31, 2022 beginning on the NTP date.

### **D. SUBCONSULTANT UTILIZATION**

**Per attached Schedule B – Task Work Order List of Sub-consultants (Attachment 1)**

Consultant shall not change any of these designated sub-consultants nor shall Consultant reduce their level of effort without prior written approval of the City provided that such approval shall not be unreasonably withheld.

### **E. COST REIMBURSEMENT**

The contract ceiling shall not exceed \$700,000. Compensation for the services of the Consultant and its subconsultants under this TAF shall be provided on either of the following reimbursement methods: Hourly Billing Rate Basis or Lump Sum Basis.

Reimbursement Method – Hourly Billing Rate Basis. Per Contract C-124331, The Consultant and its subconsultants are compensated on an hourly basis pursuant to Hourly Billing Rates

set forth in Attachment 2. Consultant's billing rate for this TASK ORDER shall be in accordance with established LASAN policies, existing at the time this contract was executed. Any increase shall not exceed the pay adjustments approved for City employees in their Memoranda of Understanding (MOU) at the same period of time. Billing rate increases are limited to once per year, per employee, on the anniversary date of the TAF execution and are subject to the approval by LASAN On-Call Contract Representative. Any adjustments to Consultant's and subconsultant's billing rates and/or addition of new staff shall be reviewed and approved by LASAN On-Call Contract Representative or his designee prior to invoicing.

Reimbursement Method – Lump Sum Basis. The Consultant shall be reimbursed on a lump sum basis based solely on the LASAN Project Manager's determination of the percent of satisfactory completion for each task. All of the Consultant's costs including employee salaries, overhead, other direct costs, subcontract expenses, markup, and profit are included in the Lump Sum Amount.

All work under this agreement shall be billed by Tetra Tech, Inc.

Due to the complex nature of this TOS, specific tasks are assigned in the form of Work Orders on an as-needed basis. The scope of work, cost, and schedule for each Work Order (or Task Directive) are negotiated and mutually agreed upon by the LASAN and Consultant as separate agreement(s). The reimbursement method for the said services for each Work Order (or Task Directive) shall be at the sole discretion of the LASAN Project Manager. No work can be started unless authorized by the LASAN Project Manager and all deliverables will be specified for each Work Order (or Task Directive). No payment will be made until the agreed upon deliverables in each Work Order (or Task Directive) are accepted by LASAN.

#### **F. ADDITIONAL WORK**

As the project progresses it may become necessary to include additional task into the scope of services. Any additional task shall be negotiated and agreed upon before the services can be rendered.

#### **G. CONSULTANT PRINCIPAL AND STAFF ASSIGNMENTS**

The following consultant staff will be assigned to work on this assignment. Consultant may not substitute staff without permission from LASAN Project Manager.

Principal-in-Charge: Patti Sexton

Project Manager: Christine Lew

#### **H. SIGNATURES**

Work performed under this TAF is governed by Contract 124331 between the City of Los Angeles and Tetra Tech Inc. (Consultant). LASAN Watershed Protection Division and Consultant agree to the above stated terms of this TAF. The terms of this TAF can only be modified by written agreement of the LASAN Project Manager. This Agreement may be executed in one or more counterparts, and by the parties in separate counterparts, each of

which when executed shall be deemed to be an original but all of which taken together shall constitute one and the same agreement. The parties further agree that facsimile signatures or signatures scanned into .pdf (or signatures in another electronic format designated by City) and sent by e-mail shall be deemed original signatures.

LASAN Project Manager: *Vivian Marquez* Date: 5/14/2020  
Vivian Marquez

LASAN Division Manager: *Alfredo Magallanes* Date: 5/15/2020  
Alfredo Magallanes

Consultant Principal-in-Charge: *Patti Sexton* Date: 5/20/2020  
Patti Sexton

LASAN On-Call Contracts Representative: *Nancy Lantin* Date: 5/20/2020  
Nancy Lantin

Distribution: Master Files  
Christine Lew, Tetra Tech  
Wanda Epps, LASAN  
Alfredo Magallanes, LASAN  
Vivian Marquez, LASAN  
Miller Zou, LASAN

## SCHEDULE B

### TASK WORK ORDER LIST OF SUBCONSULTANTS

(NOTE: COPY THIS PAGE AND ADD ADDITIONAL SHEETS AS NECESSARY, SIGN ALL SHEETS)

<b>Project Title / TOS No.: SN-108 Technical Support for Data Management and Analysis Tools</b>		<b>Contract No: C-124331</b>
<b>Contractor: Tetra Tech</b>	<b>Address: 3475 E. Foothill Blvd, Pasadena, CA 91107</b>	
<b>Contact Person: Jaime Sayre</b>	<b>Phone/Fax: (626) 470-2303</b>	

LIST ALL SUBCONSULTANTS (SERVICE PROVIDERS/SUPPLIERS/ETC.)				
NAME, ADDRESS, TELEPHONE NO. OF SUBCONSULTANT	DESCRIPTION OF WORK OR SUPPLY	MBE/WBE/SBE/EBE/DVBE/OBE	CALTRANS/CITY/MTA CERT. NO.	DOLLAR VALUE OF SUBCONTRACT
<b>FMF Pandion</b> 721 Snapdragon Street Encinitas, CA 92024 760-405-6805 / Tommy Wells	stream channel surveying, rating curve development, equipment installation and technical support	MBE DVBE EBE SBE	1796509	\$56,000
<b>ProjectLine Technical Services, Inc.</b> 2900 Bristol Street, Suite D-103 Costa Mesa, CA 92626 714-540-5460 / Robert Getter	Wastewater Program, Urgent Operational Enhancements & Upgrades	SBE WBE		\$28,000
<b>California Watershed Engineering, Corp</b> 2100 E. Howell Avenue, Suite 209 Anaheim, CA 92806 714-385-2600 / Jason Pereira	Stormwater Program	MBE SBE/EBE		\$126,000
<b>OptiRTC</b> 356 Boylston St, 2nd Floor, Boston, MA 02116 844-678-4782 / Matt Willis	Real-time monitoring and telemetry	OBE		\$39,375
<b>Craftwater Engineering, Inc</b> 10711 Oakbend Dr San Diego, CA 92131 213-598-4178 / Oliver Galang	Strategic, real-time monitoring and assessment	DVBE SBE EBE		\$39,375

PERCENTAGE OF MBE/WBE/SBE/EBE/DVBE/OBE PARTICIPATION			<div style="font-family: cursive; font-size: 1.2em; margin-bottom: 10px;">Jaime Sayre</div> <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> Signature of Person Completing this Form  Jaime Sayre, PhD, PE <hr style="border: 0; border-top: 1px solid black; margin-bottom: 10px;"/> Printed Name of Person Completing this Form
	DOLLARS	PERCENT	
<b>TOTAL MBE AMOUNT</b>	\$126,000	18%	
<b>TOTAL WBE AMOUNT</b>	\$28,000	4%	
<b>TOTAL SBE AMOUNT</b>	\$221,375	31.6%	
<b>TOTAL EBE AMOUNT</b>	\$95,375	13.6%	
<b>TOTAL DVBE AMOUNT</b>	\$95,375	13.6%	

Project Manager

8/12/2019

<b>TOTAL OBE AMOUNT</b>	<b>\$450,540</b>	<b>64.4%</b>	<b>Title</b>	<b>Date</b>
<b>BASIS BID AMOUNT</b>	<b>\$699,915</b>			

**MUST BE SUBMITTED PRIOR TO ISSUING A NTP**