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BPW-2024-0502

TASK ORDER SOLICITATION (TOS) NO. 88 – ATKINS NORTH AMERICA, INC.

Recommending the Board:

1. AUTHORIZE the City Engineer to issue the task to Atkins North America, Inc., from the Pre-Qualified On-Call Wastewater and Environmental Engineering Services Consultants List to provide an assessment of corrugated metal pipe stormwater infrastructure, as stated in the TOS No. 88 with a budget authority of \$435,196, including contingency.

(W.O. S043CMPR, C-129642)

Department of Public Works

Bureau of Engineering  
Report No. 2

September 6, 2024  
CD Nos. All

**ISSUE THE TASK FOR SOLICITATION No. 88 TO ATKINS NORTH AMERICA, INC., FROM THE PRE-QUALIFIED ON-CALL CONSULTANTS LIST TO PROVIDE AN ASSESSMENT OF CORRUGATED METAL PIPE STORMWATER INFRASTRUCTURE (WORK ORDER No. S043CMPR, CONTRACT No. C-129642)**

**RECOMMENDING THE BOARD OF PUBLIC WORKS (BOARD):**

AUTHORIZE the City Engineer to issue the task to Atkins North America, Inc. (Atkins), Contract No. C-129642, from the Pre-Qualified On-Call (PQOC) Wastewater and Environmental Engineering Services Consultants List to provide an assessment of corrugated metal pipe (CMP) stormwater infrastructure (Project), as stated in the Task Order Solicitation (TOS) No. 88 with a budget authority of \$435,196, including contingency.

**TRANSMITTAL**

Copy of TOS No. 88 entitled “CMP Infrastructure Assessment,” dated April 15, 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 Atkins 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 (Council File No. 22-0738).

The LA Sanitation & Environment (LASAN) and Bureau of Engineering (BOE) maintain an inventory of stormwater assets for conveying stormwater and protecting the health and safety of the City of Los Angeles’ (City)’s residents. Of these stormwater assets, there are approximately 30 miles of City-owned CMP alignments that are mainly used in the hillsides and in limited access areas. Many of these CMP alignments have exceeded their service life. Repairs to these CMP alignments have become a major part of the City’s Emergency Storm Drain Repair Program. This Project is seeking to generate a report that will assess, prioritize, and recommend how to proactively repair the 30 miles of existing CMP over the next 10 years.

***TOS Description***

The purpose of this TOS is to solicit engineering services from a consultant engineering firm (Consultant) to develop an assessment report of existing CMP stormwater infrastructure in the City. The intent is to assess the structural condition of existing CMP, develop a prioritization plan with repair recommendations, and generate cost estimates of the repairs.

The Consultant will provide a complete, comprehensive, and thorough assessment report that will enable the BOE and LASAN to prioritize the repairs of existing CMP infrastructure within the City, over the next 10 years.

On April 15, 2024, TOS No. 88 (Transmittal) was advertised to all consultants on the PQOC Wastewater and Environmental Engineering Services Consultants List. One proposal was received on May 24, 2024, from Atkins. A selection panel comprised of representatives from the BOE and LASAN conducted a review of the proposal.

### ***Summary of Selection and Negotiations***

The panel evaluated the Consultant in accordance with the selection criteria outlined in TOS No. 88 and selected Atkins to provide engineering services for the Project.

The selected Consultant demonstrated a strong understanding of the Project scope and TOS; has a qualified and experienced Project team; has good knowledge of the City's procedures, practices, and expectations; and offers a 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 a MBE participation level of 18.20 percent, a WBE participation level of 7.58 percent, a SBE participation level of 25.78 percent, an EBE participation level of 7.58 percent, and a DVBE participation level of 0 percent.

Atkins was unable to meet the City's anticipated participation level for DVBE for this TOS due to the limited specialty work required for this TOS.

On this particular task, the following MBE, WBE, SBE, and EBE 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

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<b>Subconsultants</b>	<b>Gender/ Ethnicity</b>	<b>MBE/WBE/ SBE/EBE/ DVBE/OBE</b>	<b>(%) of Base Task</b>	<b>Task Amount</b>
Integrated Engineering Management	F/C	WBE/EBE/SBE	7.58%	\$ 30,000
Project Partners, Inc.	M/APA	MBE/SBE	18.20%	\$ 72,000
<b>Subtotal Subconsultant Participation</b>			<b>25.78%</b>	<b>\$102,000</b>
Prime Participation including reimbursable expenses			74.22%	\$293,633
<b>Initial Base Task</b>			100.00%	<b>\$395,633</b>
Contingency				\$ 39,563
<b>Total Task Budget Authority</b>				<b>\$435,196</b>

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

<b>Total Subconsultant Participation</b>						
<b>Pledged</b>	<b>MBE</b>	<b>WBE</b>	<b>SBE</b>	<b>EBE</b>	<b>DVBE</b>	<b>OBE</b>
<b>% of Base Task</b>	18.20%	7.58%	25.78%	7.58%	0.0%	0.0%
<b>\$ Amount</b>	\$72,000	\$30,000	\$102,000	\$30,000	\$0	\$0

### ***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 and Investigation Section upon completion of the contract.

### **STATUS OF FUNDING**

The total funding for this TOS is not-to-exceed \$435,196. Funding in the amount of \$435,196 is available in the SB 1 Fund, Fund No. 100, Department No. 54, Appropriation Unit No. 00Y960.

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

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 )


Report reviewed by:

Respectfully submitted,

BOE (ADM and PAC)



Report prepared by:

For  Ted Allen, PE  
City Engineer  
Bureau of Engineering

Clean Water Division

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

Statement as to funds approved by:



Miguel De La Peña, Director  
Office of Accounting  
Fund Ref. 100/54/00Y960/\$435,196  
Date: 8/19/2024

CFJ/EH/07-2024-0103\_CWD.gva

Questions regarding this  
report may be referred to:  
Eduardo Hernandez, Civil Engineer  
Phone No. (213) 485-1637  
Email: [eduardo.hernandez@lacity.org](mailto:eduardo.hernandez@lacity.org)



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

**Task Order Solicitation (TOS) No. 88**

**CMP Infrastructure Assessment**

**April 11, 2024**

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



Client:



## **1. Introduction**

The City of Los Angeles (City) covers a large geographic area (484 sq.mi.) and contributes runoff to four (4) major watersheds: Santa Monica Bay, Los Angeles River, Ballona Creek and Dominguez Channel. Storm flows often result from localized rain events that are both intense and of short duration.

The Department of Public Works, Bureau of Sanitation (LASAN) is the owner of the City's storm drain system and is responsible for financial management, operation, and maintenance, while the Bureau of Engineering is responsible for engineering support and implementation of capital improvement projects for the Stormwater Program.

Most of the City's storm drain system was designed and built in the 1950s to convey runoff from the projected build-out throughout all of city of Los Angeles existing watersheds for a 10-year design storm event. Since that time, widespread urbanization beyond the projected build-out has had the effect of generating greater runoff from the same 10-year design storm, and as a result portions of the storm drain system have effectively become overwhelmed.

The Bureaus of Sanitation and Engineering maintain an inventory of stormwater assets for conveying stormwater and protecting the health and safety of its residents. Of these stormwater assets, there are approximately 30 miles of City-owned Corrugated Metal Pipe (CMP) alignments that are mainly used in the hillsides and in limited access areas. It is assumed that the 30 miles of CMP have exceeded their service life. This poses a life and safety risk associated with repairing CMP due to their difficult to access or remote location on hillsides properties. This will contribute to a high increase in liability and cost of the repairs. Furthermore, the sporadic nature of the emergency request will cause mobilization and demobilization multiple times with the uncertainty of knowing where the next failure may be which is not feasible and highly costly. Thus, this project is seeking to generate a report that will assess, prioritize, and recommend how to proactively repair the 30 miles of existing CMP over the next 10 years.

## **2. Scope of Services**

The purpose of this TOS is to solicit engineering services from one (1) Consultant Engineering Firm (Consultant) to develop an assessment report of existing corrugated metal pipe infrastructure in the City of Los Angeles. The intent of the assessment is to assess the structural condition of existing CMP, develop a prioritization plan with repair recommendations, and generate cost estimates of the repairs. The Project will require separate sets of deliverables including an outline of the assessment report, draft assessment reports, and a final assessment report.

To successfully deliver the Project, it is critical for the BOE, LASAN and the Consultant to work closely in developing the assessment report and coordinating with but not limited

to, other Los Angeles City (City) departments and all Council District to obtain material and information that will detail the scope and further facilitate the Project completion.

The Consultant shall have a thorough knowledge and understanding of various Design Manuals and Standards. These Design Manuals and Standards may include, but not limited to the following:

- County of Los Angeles Hydrology Manual 2006;
- BOE Storm Drain Design Manual;
- BOE Approved Products and Materials Lists.

## **2.1 Summary of Work**

The Consultant shall be required to provide a complete, comprehensive, and thorough assessment report that will enable the BOE and LASAN to prioritize the repairs of existing CMP infrastructure within the City of Los Angeles, over the next 10 years. Considering the time involved in evaluating the City's large CMP infrastructure, the assessment shall be conducted by utilizing a statistical representative sample of the CMP system and extrapolating the results throughout the study area. The Consultant shall be responsible for, but not limited to the following:

- Develop a grading system to classify the structural integrity of the CMP.
- Develop a scoring system criterion that will prioritize the repairs of the existing CMP infrastructure.
- Develop a prioritization matrix based on the scoring criteria (pdf and excel file).
- Determine if the existing CMP infrastructure is hydraulically capable of handling the localized flows it conveys, or if there is a need to upsize.
- Generate a cost estimate to replace and/or rehab the 30 miles of CMP infrastructure over the next 10 years (including CMPs located within City easements and CMP owned by the City of LA on private parcels in the absence of an easement).
- Include recommendations on how to proactively replace and/or rehab the existing CMP infrastructure over the next 10 years.
- Work closely with BOE and LASAN to prepare a report detailing the City's total project expenditures, originating from emergency requests, over the past 5 fiscal years to replace/rehab CMP infrastructure.
- Work closely with BOE and LASAN to evaluate and assess drainage complaints near the study areas.
- Complete and finalize an outline of the assessment report, a draft assessment report at 50% completion, 90% completion, Draft 100% completion, and a Final 100% assessment report.
- Deliver all findings/recommendation and the phased approach to remediation of the CMP alignments in GIS files compatible with BOE and LASAN system requirements in addition to any physical or digital reports.



## 2.2 Consultant's work activities shall include:

- Project Management;
- Provide Project work plan;
- Site investigations (including any City easement locations)
- Bi-Weekly Project meetings with City staff at a City location or virtually, which may include various agencies to aid the discussion;
- Monthly Progress Report (include photos, existing CCTV footage, or other proof of exploration when applicable), Expenditure Report, and Actual vs. Planned Work Progress;
- Schedule for the Project with Activities and Milestones, which will include revisions or updates on a regular basis;
- Quality Assurance (QA)/ Quality Control (QC) Plan;
- Research As-Builts and obtain existing CCTV footage from BOE and or LASAN;
- Conduct workshop with City staff from the BOE and LASAN at 50%, 90%, and Draft 100% completion of assessment report.

The Assessment Report shall be submitted to the City in the following drafts:

- 50% Assessment Report (PDF digital copy, GIS files);
- 90% Assessment Report (PDF digital copy, GIS files);
- Draft 100% Assessment Report (PDF digital copy, GIS files);
- Final 100% Assessment Report (three (3) hard copies and PDF digital copy, GIS files).

## 2.3 City's work activities shall include:

- Provide suitable representative staff at meetings and workshops;
- Provide a City Project Manager (PM) and Project Engineer (PE);
- Provide website information to download record drawings;
- Provide necessary electronic files, record drawings, etc. not found on City website;
- Provide timely reviews.
- Provide support on access to City Easements if needed.

## 3. Project Schedule

The following is the proposed schedule for the Project:

Task	Duration
50% Assessment Report	2 Months
90% Assessment Report	2 Months

Draft 100% Assessment Report	2 Months
Final 100% Assessment Report	1 Months

The 50% Assessment Report shall be completed by the deadline of September 30, 2024.

#### **4. Estimated Solicitation Schedule**

Issue Task Order Solicitation	4/12/2024
Mandatory Pre-Proposal Meeting	4/18/2024
Question Submittal	4/26/2024
Response to Questions	5/3/2024
Receive Solicitation Responses	5/24/2024
Select and Notify	6/6/2024
Finalize and Negotiate Proposal	6/13/2024
Issue Task Order	7/26/2024

#### **5. Mandatory Pre-Proposal Meeting**

##### **1. Mandatory Pre-Proposal Virtual Meeting**

Thursday, April 18, 2024

2:00 PM – 3:00 PM

Video call link: <https://meet.google.com/egb-dxot-trk>

(US) +1 339-545-0859 PIN: 763 166 717#

#### **6. Solicitation Response Requirements**

Solicitation Responses shall be bound and not exceed 25 pages, exclusive of cover, dividers, and resumes. Five (5) hard copies and one flash drive shall be submitted no later than 3:00 PM on Thursday, April 26, 2024, to:

Roshanak Varjavand, Senior Project Manager

Department of Public Works

Bureau of Engineering

Clean Water Division

1149 South Broadway, 6<sup>th</sup> Floor

Los Angeles, California, 90015

Solicitation Responses may also be mailed in; however, the Consultant shall be responsible for advising the Task Order Manager if Solicitation Responses are mailed to the above address.

Solicitation Responses shall include:

- **Section 1 – Project understanding:** Explain your firm's overall approach to the Project.
- **Section 2 – Related Experience:** Provide the Project Team's experience in developing similar reports.
- **Section 3 – Project Team:** Provide the Project Team's organization chart, background, roles, and responsibilities, and resumes of the team members that will be assigned to the Project. List Minority Business Enterprise (MBE)/Women Business Enterprise (WBE)/Small Business Enterprise (SBE)/Emerging Business Enterprise (EBE)/Disabled Veteran Business Enterprise (DVBE) participation.
- **Section 4 – Detailed Scope of Work and Schedule:** Expand the City's Scope of Work and Schedule contained herein. Upon 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:** Provide a firm detailed cost breakdown for the work described in Section 2 Scope of Services. The Consultant shall be compensated on a Lump Sum basis for the work described in Section 2.
- **Appendix:** Include resumes.

## 7. Selection Criteria

The selection team will evaluate the proposals based on the following criteria:

A.	Capability and qualifications in providing the Scope of Services as demonstrated by the solicitation response and interview. A key element will be the individual member's experience related to the scope of services	(20%)
B.	Capability and experience of the Consultant's team to demonstrate detailed familiarity and understanding of the Project. Development of the Scope of Work (i.e. Content of Section 2: Scope of Services, and Schedule)	(30%)
C.	The value offered to the City considering cost in comparison to capabilities and experience of the Consultant's Project Team	(20%)
D.	Project Team's knowledge of City requirements, procedures, and practices	(20%)
E.	History of Consultant's successful budget and schedule compliance and Project Manager's experience, qualifications, and availability	(10%)

## 8. Anticipated Participation Levels

The anticipated participation levels for this TOS are 18% MBE, 4% WBE, 25% SBE, 8% EBE, and 3% DVBE. The proposal shall include a complete **Task Work Order List of Subconsultants Form** (Schedule B), see Attachment A.

#### **9. Solicitation Manager**

The City's Task Order Manager is Eduardo Hernandez, [eduardo.hernandez@lacity.org](mailto:eduardo.hernandez@lacity.org), Project Manager, Clean Water Division, (213) 485-1637.

#### **10. Disclaimer**

The City may or may not decide to award any or part of this Task Order based on its sole convenience and shall not be responsible for any solicitation response costs.

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.

#### **11. Non-Collusion Affidavit**

A Non-Collusion Affidavit must be included with your proposal declaring that this proposal is genuine, not sham or collusive, nor made in the interest or on behalf of any person named and the proposer had not directly induced or solicited any other proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal, and that the proposer has not in any manner sought by collusion to secure for him/herself an advantage over any other proposer. See Attachment B.

## **Appendices**

Attachment A - Task Work Order List of Subconsultants Form (Schedule B)

Attachment B - Non-Collusion Affidavit