

**City of Los Angeles Department of Water & Power
Request For Proposal (RFP)
RFP No. RFP229-09**

**PROFESSIONAL SERVICES FOR THE
CITY OF LOS ANGELES RECYCLED WATER MASTER PLAN**

The Los Angeles Department of Water and Power (hereinafter the "LADWP") is requesting proposals from qualified and experienced firms interested in providing specialized services to research, identify, develop, evaluate and recommend the most cost-effective methods for offsetting potable water use within the City of Los Angeles by utilizing recycled water.

Proposals shall be submitted in accordance with the requirements set in this document. Only written proposals shall be considered. All materials submitted shall become a part of the proposal, and may be incorporated in a subsequent contract between the LADWP and the selected Proposer.

The use of the term "bid" in this RFP shall be considered synonymous with the term "proposal."

A Bidders' Conference is scheduled for **Tuesday, November 18, 2008 at 9:00 am Pacific Standard Time**, at the John Ferraro Office Building, located at 111 N Hope Street, Room 1471, Los Angeles, California 90012.

The conference is a critical component of the City's "Good Faith Effort" (GFE) process and the participation of all potential Proposers is strongly encouraged. Attendees will receive essential information and ten (10) points to be credited toward the successful completion of the GFE requirement outlined in Section 6.20 of this RFP.

Please submit your written proposal, one original, 5 spiral bound copies, and three complete electronic copies in Adobe® Acrobat pdf file on CD-ROM, no later than **2:00 p.m. Pacific Standard Time on Tuesday, December 16, 2008** in a sealed package, clearly marked with the RFP number and title of work to be done. In the event that a discrepancy exists between the hard copy version and the electronic version, the information on the hard copy will prevail.

Proposal shall be addressed to:

Mr. John Hinds
Contract Administrator
Water Recycling Group
Los Angeles Department of Water and Power
433 E. Temple St., Building 5 Room 101
Los Angeles, CA 90012-2607

Proposal shall be identified as:

RFP No. RFP229-09
City of Los Angeles Recycled
Water Master Plan
Due Date: December 16, 2008

Received proposals will be held unopened in a secure place until the response due date and time for all proposals have elapsed. Proposals shall be opened and their contents secured to prevent disclosure during the process of negotiating with competing Proposers. The proposals shall be opened publicly, but only the names of the Proposers shall be revealed. Adequate precautions shall be taken to treat each Proposer fairly and to insure that information gleaned from competing proposals is not disclosed to other Proposers. Prices and other information concerning the proposals shall not be disclosed until a recommendation for award is made to the awarding authority.

All proposals shall be opened publicly on **Tuesday, December 16th, 2008 at 2:05 pm, Pacific Standard Time** or soon thereafter as practicable. The location of the proposal opening shall be in Building 5, Room 101 at 433 E. Temple Street Los Angeles, California 90012.

Proposals must be received by the LADWP at the exact address listed above. No allowance will be made for delays in the U.S. Mail, consumer mailing services, or the LADWP internal mail service. Proposals will be time stamped upon arrival and must be received by the 2:00 pm closing time, unless otherwise instructed (by addendum). Submittals received after this time and date will be considered late and will not be opened or considered for evaluation and will be returned unopened in accordance with purchasing policies.

For questions regarding this RFP or the proposal process, submit all inquiries in writing to Mr. John Hinds, Contract Administrator, via email at john.hinds@ladwp.com and cc: elisa.reynolds@ladwp.com no later than **Tuesday, December 2, 2008**. Please include RFP229-09 in the subject line of the email. The LADWP's responses to the questions will be posted on the LADWP's website at www.ladwp.com under the "Bids & RFPs" section of the "Doing Business" tab no later than **Tuesday, December 9, 2008**. The LADWP recommends all Proposers visit the abovementioned LADWP website on a regular basis as the responses may be posted earlier than the final posting date.



Los Angeles Department of Water and Power

RFP No. RFP229-09

REQUEST FOR PROPOSALS

Professional Services for the City of Los Angeles Recycled Water Master Plan

Issued:	November 5, 2008
Bidders Conference:	9:00 a.m., November 18, 2008
Proposals Due:	2:00 p.m., December 16, 2008

RFP Website: <http://www.ladwp.com/>

REQUEST FOR PROPOSAL

PROFESSIONAL SERVICES FOR THE

CITY OF LOS ANGELES RECYCLED WATER MASTER PLAN

TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
1.0 INTRODUCTION.....	1
1.1 Purpose of Project.....	1
1.2 Background of Project.....	1
1.3 Description of LADWP.....	1
1.4 Contract Administrator.....	2
1.5 Exhibits – City of Los Angeles Water Recycling and Wastewater Collection Systems .	2
2.0 DEFINITIONS	6
2.1 Definition of Terminology.....	6
2.2 Definition of Listed Acronyms.....	7
3.0 SUPPORTING REFERENCES.....	8
4.0 STATEMENT OF WORK.....	9
4.1 Scope of Work.....	9
4.2 Description of Work.....	9
4.3 Deliverables	24
4.4 Transmittal, Delivery, Accessibility	24
4.5 Contract Schedule.....	25
4.6 Progress Reporting	25
5.0 PROPOSAL SUBMISSION, EVALUATION, SELECTION AND AWARD PROCESS ...	27
5.1 Interpretations and Addendum	27
5.2 RFP Schedule	27
5.3 Receipt of Proposals	27
5.4 Proposal Modifications	28
5.5 Proposal Withdrawal	28
5.6 Conference during Proposal Evaluation Period	29
5.7 Selection and Award Process	29
5.8 Evaluation Criteria.....	30
6.0 REQUIREMENTS FOR PROPOSAL	32
6.1 Writing Requirements for Proposal	32
6.2 Coverage of RFP Items.....	33
6.3 Letter of Transmittal	33
6.4 Table of Contents	34
6.5 Introduction	34
6.6 Executive Summary	34
6.7 Personnel and Resources	35
6.8 Proximity of Company to the LADWP	36
6.9 Compensation: Fees and Labor Costs.....	37
6.10 Qualifications and Experience of the Firm.....	38
6.11 Financial Statement.....	38
6.12 Technical Approach.....	38

6.13	References	39
6.14	Previous Services Provided to the City of Los Angeles	39
6.15	Conflict of Interest Determination	40
6.16	Appendices	40
6.17	Non-Discrimination/Equal Employment Practices/Affirmative Action Construction & Non-Construction Contractors (AAP)	40
6.18	Living Wage Ordinance	41
6.19	Child Support Policy	41
6.20	Supplier Diversity	41
6.21	Insurance Requirements	44
6.22	Los Angeles City Tax Registration Certificate	44
6.23	Taxpayer Identification Number	44
6.24	Job Opportunities and Training Policy.....	44
7.0	TASK MANAGEMENT SYSTEM	45
8.0	CONTRACT PERIOD	46
8.1	Contract Period	46
9.0	CONDITIONS FOR SUBMITTED PROPOSAL	47
9.1	Clarification	47
9.2	Responsiveness	47
9.3	Right to Reject Proposals.....	47
9.4	Incurring Costs	47
9.5	Disposition of Proposals.....	47
9.6	Discussions	47
9.7	Award	47
9.8	Council Review.....	47
9.9	Protest Policy and Procedures	48
10.0	STANDARD CONTRACT PROVISIONS	49
11.0	INSURANCE REQUIREMENTS	50
11.1	Additional Insured Status Required	50
11.2	Severability of Interests and Cross Liability Required	51
11.3	Primary and Non-Contributory Insurance Required	51
11.4	Deductibles Subject to LADWP's Discretion	51
11.5	Proof of Insurance for Renewal or Extension Required	51
11.6	Submission of Acceptable Proof of Insurance and Notice of Cancellation.....	51
11.7	Claims-Made Insurance Conditions	52
11.8	Failure to Maintain and Provide as Cause for Termination	52
11.9	Sub-Contractor Compliance	52
11.10	Periodic Right to Review/Update Insurance Requirements	52
11.11	Specific Insurance Requirements.....	53
11.12	Indemnification	53

Appendices

- Appendix A. Draft Professional Services Agreement
- Appendix B. Affirmative Action Program Forms
- Appendix C. Living Wage Ordinance (LWO) Guide
- Appendix D. Certification of Compliance with Child Support Obligations
- Appendix E. LADWP's Outreach Program Documentation
- Appendix F. Contract Insurance Requirements
- Appendix G. Los Angeles City Business Tax Registration Certificate (TRC) Information
- Appendix H. W-9 Forms
- Appendix I. Job Opportunities and Training Policy
- Appendix J. Protest Policy and Procedures
- Appendix K. Contract Fee Schedule
- Appendix L. Task Scenario Cost Estimate

NOTICE OF DISCLAIMER

The information contained in this Request for Proposal (RFP) has been prepared solely to assist prospective Respondents in making the decision of whether or not to submit a proposal. The Los Angeles Department of Water and Power (LADWP) does not purport this information to be all-inclusive or to contain all of the information that a prospective Respondent may need to consider in order to submit a proposal. Neither LADWP nor its employees, officers, nor its consultants will make, or will be deemed to have made, any current or future representation, promise or warranty, express or implied, as to the accuracy, reliability, or completeness of the information contained herein, or in any document or information made available to a Respondent, whether or not the aforementioned parties know or should have known of any errors or omissions, or were responsible for its inclusion in, or omission from , this document.

LADWP reserves the right to modify, suspend, change or supplement this RFP. No part of this RFP and no part of any subsequent correspondence by LADWP, its employees, officers, nor its consultants shall be taken as providing legal, financial, or other advice nor as establishing a contract or contractual obligation. Contractual obligation would arise only if and when definitive agreements have been approved and executed by the appropriate parties having the authority to enter into and approve such agreements.

All recipients of this RFP are responsible for all costs incurred by them when acquiring, evaluating, and responding to this document, and any negotiations costs incurred by the recipient thereafter. LADWP may, in its sole discretion and without limitation, refuse to accept any and all proposals and to evaluate proposals and proceed in the manner it deems appropriate, which may include deviation from its expected evaluation process, the waiver of any requirements, and the request for additional information. Rejected Respondents will have no claim whatsoever against LADWP nor its employees, officers, nor its consultants.

1.0 INTRODUCTION

1.1 Purpose of Project

The purpose of this Request for Proposal (RFP) is to solicit work proposals and qualifications from qualified Consultants who can research, identify, develop, evaluate and recommend the most cost-effective methods for offsetting potable water use within the City of Los Angeles by utilizing recycled water. The Consultant will work with the City in developing and evaluating opportunities for the use of recycled water, to prepare a Recycled Water Master Plan within 18 months of award of the contract, and to perform an Advanced Treatment Pilot Testing within 36 months of award of the contract. This will assist the City in meeting its goal of 50,000 AFY of recycled water use by 2019 and in identifying how the City can maximize recycled water use beyond the 2019 goal.

The Proposer shall agree and state in the proposal letter (Section 6.3, Item 4) that in the event the Proposer is awarded this contract, the Proposer shall not bid as the prime contractor or subcontractor on any contracts resulting from this RFP.

1.2 Background of Project

In 2007, the City of Los Angeles reached a boiling point as several factors converged to create water shortages from all major sources, sparking the need to rethink existing and future water supplies to meet the demand of more than 4 million people in Los Angeles. Among the factors were the lowest snowpack on record in the Eastern Sierra, the driest year on record in the City, continued reductions to imported water for environmental mitigation, limited utilization of the local groundwater basins due to contamination, and the uncertain impact of climate change on all the City's traditional water supply sources.

The convergence of these elements prompted the City of Los Angeles to publish "Securing L.A.'s Water Supply" in May 2008, developing a blueprint for creating sustainable sources of water for the future of Los Angeles. The premise of this Water Supply Action Plan is that the City will meet all new demand for water – about 100,000 acre-feet per year (AFY) – through a combination of water conservation and water recycling. By the year 2019, the plan calls for half of all new demand to be filled by a six-fold increase in recycled water supplies to 50,000 AFY.

1.3 Description of LADWP

The LADWP is the largest municipal utility in the United States, encompassing 464 square miles. The primary function of the LADWP is to provide safe and reliable water and energy services to its more than 4 million customers — the residents, businesses, institutions, and governmental entities in the City. The

LADWP operates facilities throughout the Los Angeles basin, in the Owens Valley and Mono Basin, as well as in adjacent states.

The LADWP is segmented into four major “systems” (Water, Power, Joint, and Financial Services), each of which is directed by an Assistant to the General Manager (AGM). The systems are divided into divisions, which are responsible for specific functions. Typically, contracts originate at and are administered at the division level. The Water Resources Division will be responsible for the contract awarded as a result of this RFP.

1.4 Contract Administrator

The LADWP’s Contract Administrator is Mr. John Hinds.

Contract Administrator
 Mr. John Hinds
 Water Recycling Group
 Los Angeles Department of Water and Power
 433 E. Temple St., Bldg 5 Rm 101
 Los Angeles, CA 90012-2607
john.hinds@ladwp.com

1.5 City of Los Angeles Water Recycling and Wastewater Collection Systems

LADWP, in partnership with the Department of Public Works Bureau of Sanitation, has long worked toward expanding the use of recycled, highly treated wastewater. The BOS is responsible for the City’s wastewater treatment. The City’s four plants produce a total of 463 million gallons per day, or 518,560 AFY, of highly treated wastewater. The LADWP is responsible for the distribution of this highly treated, recycled wastewater.

Los Angeles has used recycled water since 1979 for irrigation and industrial purposes at locations such as Griffith Park, Mount Sinai and Forest Lawn Memorial Parks. Since the early 1990s, the City of Los Angeles has constructed numerous projects that replace potable water with treated wastewater for irrigation, industrial, seawater barrier, and environmental beneficial purposes. Currently, LADWP has over 30 miles of recycled water pipeline serving over 40 customer sites with an anticipated sale of 8,000 AFY recycled water.

Exhibit 1 depicts the existing City of Los Angeles recycled water system as well as projects that have been identified and planned by LADWP through 2014 to achieve a total of 19,350 AFY of reuse. Exhibit 2 depicts the Service Area for the City of Los Angeles Hyperion Sanitary Sewer System. Exhibit 3 depicts the existing and proposed City of Los Angeles Major Interceptor/Relief Sewers.

1.6 Exhibits

EXHIBIT 1

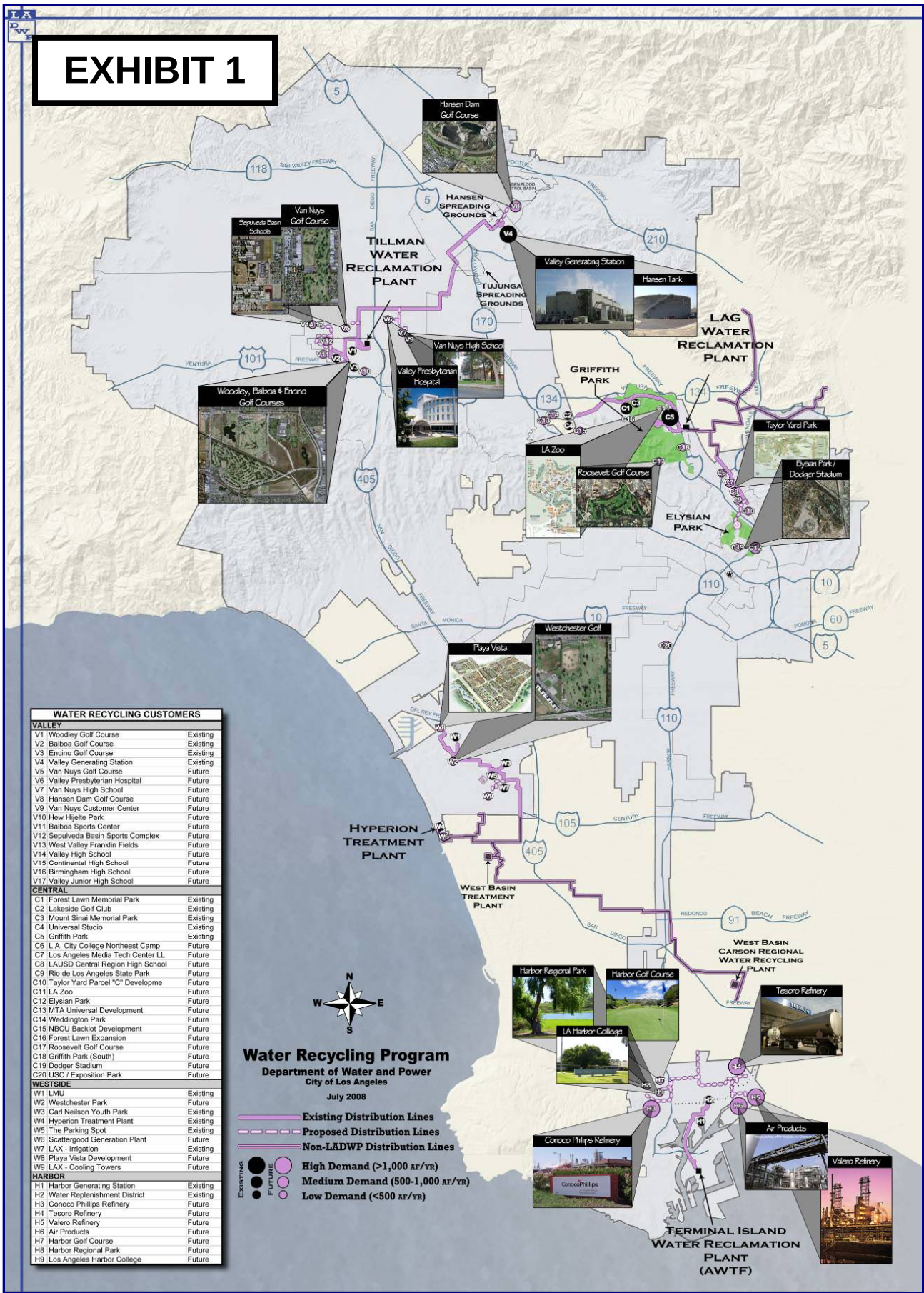
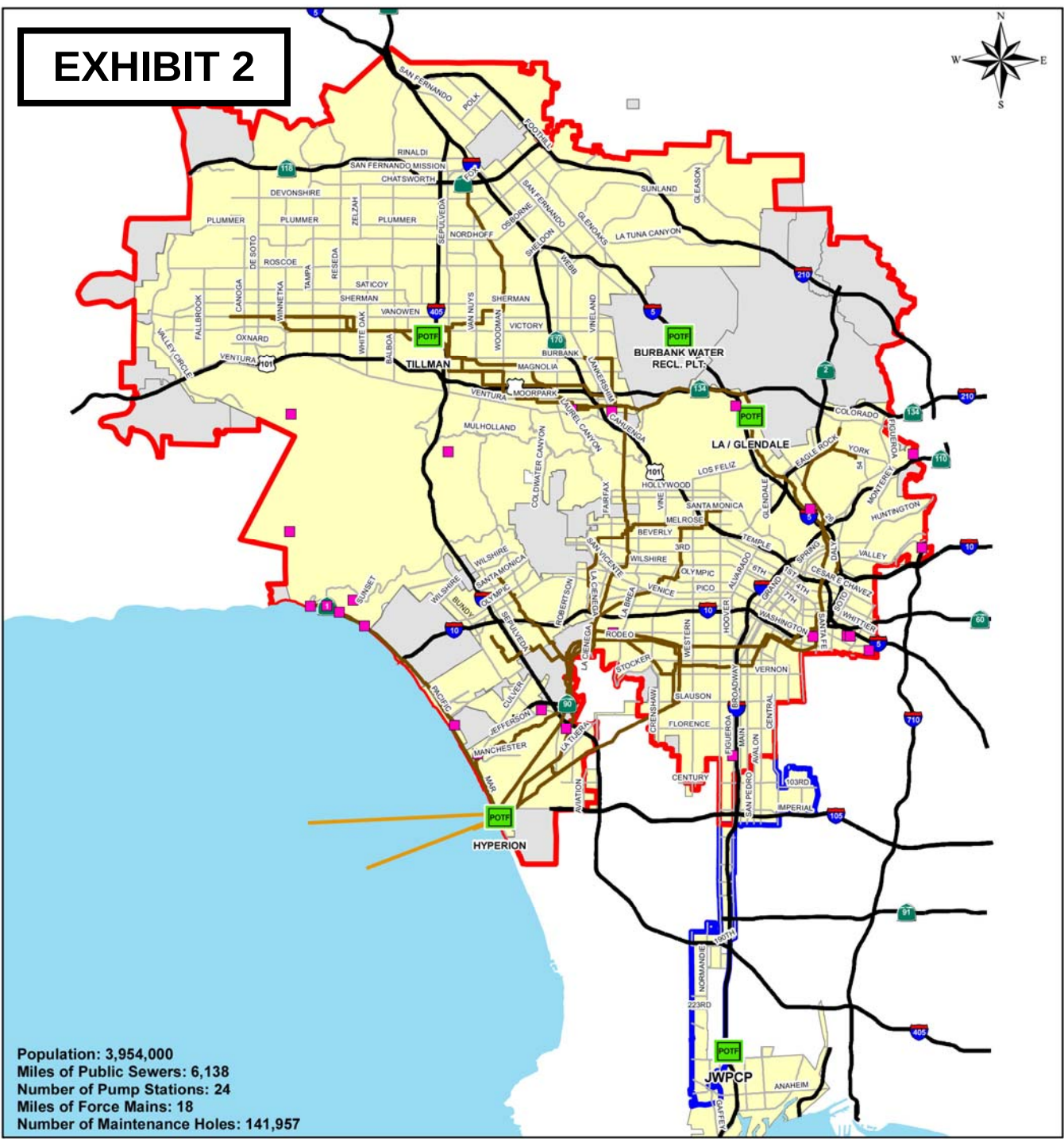


EXHIBIT 2



Population: 3,954,000
Miles of Public Sewers: 6,138
Number of Pump Stations: 24
Miles of Force Mains: 18
Number of Maintenance Holes: 141,957

Hyperion Service Area

0.51 2 3 4 5
Miles

Created 6/26/07

Legend

- City of LA
- Satellite Agency
- Freeway
- Major Street
- Hyperion Service Area Boundary
- CLA Regional Sanitary Sewer System Boundary
- POTF-Publicly Owned Treatment Facility
- Pump Station
- Major Interceptor Sewer
- Effluent Outfall



WASTEWATER ENGINEERING SERVICES DIVISION
BUREAU OF SANITATION
DEPARTMENT OF PUBLIC WORKS
CITY OF LOS ANGELES

S:\Users\LMarrero\Hyperion Service Area Map - 2007-0201
Thomas Bros Data reproduced with permission granted by THOMAS BROS MAP

EXHIBIT 3



2.0 DEFINITIONS

2.1 Definition of Terminology

The following words shall have the following meanings:

1. Bidder - A person, firm, corporation, partnership, or joint venture adopting and submitting a proposal in accordance with this Request for Proposal.
2. Board - The Board of Water and Power Commissioners of the City of Los Angeles, a five-member panel charged with oversight of LADWP operations.
3. Consultant – The person, firm, corporation, partnership or joint venture to whom the Agreement is awarded and has the legal authority to enter into such Agreement and bind the entity to the terms of the Agreement.
4. Contract Administrator - The LADWP personnel assigned to administer the Agreement, as designated in Section 1.4 of this RFP.
5. Contract Documents – The Agreement, including RFP Documents, Appendices, Exhibits, Amendments, Reference Drawings, and Reference Documents and Materials.
6. Contractor - Synonymous with Consultant.
7. Department – The Department of Water and Power of the City of Los Angeles, one of approximately 40 departments in the Los Angeles City Government.
8. DPH - Los Angeles County Department of Public Health
9. LADWP – Synonymous with Department.
10. In Writing - When the term “in writing”, or similar wording, is used it shall mean any hard copy (letter, drawing, etc.) or electronic copy such as e-mail.
11. Proposer - Synonymous with Bidder and Respondent.
12. Respondent - Synonymous with Bidder and Proposer.
13. Service Provider - Synonymous with Consultant.
14. Subconsultant - A person, firm, corporation, partnership, or joint venture other than the Consultant and employees thereof, who is under contract to the Consultant and supplies labor or materials on a portion of the work.
15. Subcontractor – Synonymous with Subconsultant
16. Vendor - Synonymous with Consultant

17. Website - LADWP's web page, www.ladwp.com, where all the RFP documents can be downloaded and viewed in Adobe® Acrobat (.pdf), Microsoft Word (.doc) or Microsoft Excel (.xls).

2.2 Definition of Listed Acronyms

AFY	- Acre-Feet per Year
AWTF	- Advanced Water Treatment Facility
CEQA	- California Environmental Quality Act
DCT	- City of Los Angeles Donald C. Tillman Water Reclamation Plant
EDC	- Ethylene Dichloride
EED	- City of Los Angeles Bureau of Engineering, Environmental Engineering Division
HSG	- County of Los Angeles Hansen Spreading Grounds
HTP	- City of Los Angeles Hyperion Treatment Plant
BOE	- City of Los Angeles Bureau of Engineering
BOS	- City of Los Angeles Bureau of Sanitation
DPW	- City of Los Angeles Department of Public Works
LADWP	- City of Los Angeles Department of Water and Power
GBIS	- Glendale-Burbank Interceptor Sewer
LAG	- Los Angeles - Glendale Water Reclamation Plant
MCL	- Maximum Contaminant Levels
MGD	- Million Gallons per Day
NDMA	- Nitrosodimethylamine
PPCP	- Pharmaceuticals and Personal Care Products
RO	- Reverse Osmosis
RWMP	- City of Los Angeles Recycled Water Master Plan
TIWRP	- City of Los Angeles Terminal Island Water Reclamation Plant
UV	- Ultraviolet
VGS	- City of Los Angeles Valley Generating Station
VSLIS	- Valley Spring Lane Interceptor Sewer
WCED	- City of Los Angeles Bureau of Engineering Wastewater Construction Engineering Division
WESD	- City of Los Angeles Bureau of Sanitation Wastewater Engineering Services Division
WBMWD	- West Basin Municipal Water District

3.0 SUPPORTING REFERENCES

1. City of Los Angeles Water Supply Action Plan, "Securing L.A.'s Water Supply" (2008). A copy of this document can be downloaded from the following website: <http://www.ladwp.com/ladwp/cms/ladwp010588.jsp>
2. Donald C. Tillman Flow Equalization and Tertiary Filtration Concept Report (2008).
3. Terminal Island Treatment Plant Future Utilization Concept Report (2007).
4. Advanced Wastewater Treatment Facility Concept Report (2007).
5. City of Los Angeles Integrated Resources Program (IRP) (2006). Copies of the IRP documents can be downloaded from the following website: <http://www.lacity.org/SAN/irp/projectdocuments.htm>
6. City of Los Angeles Department of Public Works LASewers Website: <http://www.lasewers.org/>

4.0 STATEMENT OF WORK

4.1 Scope of Work

The Consultant shall research, identify, develop, evaluate, and recommend the most cost-effective options for offsetting potable water use within the city of Los Angeles by utilizing recycled water.

In summary, the consultant shall provide the following deliverables:

- a) Capital Improvement Master Plan for recycling a minimum of 30,650 AFY (28 MGD) by June 30, 2019. The 30,650 AFY is in addition to the 19,350 AFY currently planned by LADWP through 2014 to achieve a total reuse goal of 50,000 AFY by 2019. The recommended list of projects to meet this goal shall have in-service dates no later than June 30, 2018. They shall also include an indirect potable reuse component comprising not less than 15,000 AFY that is to be supported by pilot testing to evaluate proposed advanced treatment processes.
- b) Concept Report and Plan for Maximizing Recycling in the City of Los Angeles. This Concept Report and Plan shall identify the means by which the City will be able to maximize reuse from the City's four wastewater treatment plants beyond those projects already identified to achieve the 30,650 AFY by 2019; thus, allowing the City to maximize its use of internal water sources to supply future water needs in lieu of relying on additional imported water supplies.
- c) Concept Report and Plan for Utilizing Scalping Plants, Sewer Mining, or other Alternative Technologies.
- d) Concept Report and Plan for Increasing Reliability of the Existing Recycled Water System.

In developing the above work products the consultant shall develop each of the alternatives to the extent that they can be examined in a workshop format and further refined prior to evaluation.

The consultant shall consider necessary additions, betterments, and capital improvements to the wastewater collection, treatment, and storage facilities and to the recycled water treatment, storage, and distribution facilities. The consultant shall also consider modifications to existing wastewater and water recycling operations.

4.2 Description of Work

4.2.1 Capital Improvement Master Plan

The work product for this section shall consist of an indirect potable reuse master plan for recycling a minimum of 15,000 AFY; a non-potable reuse master plan for recycling a minimum of 15,650 AFY; and recommendations for AWTF equipment and processes for recycling via groundwater replenishment. The 15,650 AFY shall be supplemental to the 19,350 AFY already identified and planned by LADWP through 2014. For each master plan, include a summary of alternatives considered and

provide an accounting of the selection criteria used in determining the proposed projects.

4.2.1.1 Master Plan: 15,000 AFY of Indirect-Potable Reuse

Develop a master plan for implementing recycled water projects with in-service dates no later than June 30, 2018 in order to meet the minimum indirect-potable reuse goal of 15,000 AFY by June 30, 2019. Proposed projects shall include only indirect potable reuse applications.

- (a) Research and identify potential treatment process for the Donald C. Tillman Water Reclamation Plant tertiary effluent. The primary treatment process to be considered may include microfiltration/ultrafiltration, reverse osmosis (RO), ultraviolet light (UV), and hydrogen peroxide treatment. The proposed treatment process shall have the highest potential for reducing risks associated with carcinogenic, non-carcinogenic, and microbiological contaminant health effects.
- (b) Perform pilot testing of apparatus to evaluate the proposed primary treatment process, as well as the post-treatment processes used to stabilize the product water for distribution. Bench scale testing shall be utilized when necessary. RO membranes shall be run for a minimum of two clean-in-place cycles to evaluate performance.

Develop a detailed pilot test protocol to determine:

- (i) Performance of at least three commercially available RO systems.
- (ii) An effective means of pretreating RO feed water.
- (iii) Compliance with water quality standards and goals (in the stabilized, disinfected permeate), including drinking water maximum contaminant levels (MCL) and secondary MCLs for public acceptance; achieving any limits derived from tentative waste discharge permits of similar, local recycling projects; and reducing priority pollutants specified by the California Regional Water Quality Control Board to their lowest levels.
- (iv) Effectiveness of additional systems or technologies (UV/hydrogen peroxide) for treating emerging constituents (NDMA, EDCs, PPCPs) and any Tentatively Identified Compounds by the California Department of Public Health.
- (v) Post-treatment process effectiveness, viability and efficiency.
- (vi) Suitability of permeate with indirect reuse.

- (vii) Energy recovery system technical and economic feasibility.
 - (viii) Other related criteria that may be identified as desirable in this RFP.
- (c) Recommend a site for the proposed treatment and distribution facilities, specifying at a minimum, the following about the proposed facilities:
- (i) Location
 - (ii) Block plot plan
 - (iii) Square footage and boundaries
 - (iv) Square footage and boundaries of area for future expansion
 - (v) List of major equipment
 - (vi) List of incoming utilities by system and capacity (DCT effluent, electrical power, and potable water)
 - (vii) List of outgoing utilities by system and capacity (Treatment system product water, waste products to sewer, and waste products not entering sewer)
 - (viii) Subsurface soil conditions. This is to rule out fatal flaws which would preclude the site from further consideration. Consultant shall use existing maps, data, and photos for this preliminary assessment. LADWP Geotechnical Group will review submittals and assess if further investigation will be required.

The Sepulveda Basin Cricket Fields and VGS shall be considered among the proposed sites. Treatment facilities shall not be sited on DCT property.

- (d) Develop and recommend groundwater replenishment operational scenarios. Develop the scenarios in conjunction with LADWP Water Resources staff, LA County Public Works Flood Control District, and other responsible agencies.
- (e) Should the proposed location of the treatment facilities be such that the existing recycled water line between DCT and the HSG be considered for conveying indirect potable water to the HSG, then the consultant shall determine the appropriateness of constructing and operating a separate indirect potable recycled water distribution system so that the lower cost non-potable water can continue to be used for irrigation and cooling purposes.

- (f) Develop and recommend effective means of treatment and/or disposal of waste streams from advanced wastewater treatment processes.

4.2.1.2 Master Plan: 15,650 AFY of Non-Potable Reuse

Develop a master plan for implementing recycled water projects with in-service dates no later than June 30, 2018 in order to meet the minimum non-potable reuse goal of 15,650 AFY by June 30, 2019. Projects developed to meet this goal shall be exclusive of direct and indirect potable reuse applications. The San Fernando Valley/Central City Water Recycling and Reliability Project shall be considered among the proposed projects (see Section 4.2.4.1).

The consultant shall identify a sufficient number of customers to reach the goal of recycling 15,650 AFY by 2019 by assuming only 75% of proposed customers will begin receiving water by June 30, 2018.

4.2.1.3 Project Scope of Work Documents

Develop a Scope of Work document for each project proposed to meet the reuse goals of 30,650 AFY, supplemental to the 19,350 AFY already identified and planned by the LADWP through 2014, to achieve the total reuse goal of 50,000 AFY by 2019. The SOW documents shall include a Project Summary, Project Implementation Schedule, and Project Cost Estimate.

(a) Project Summary

At a minimum, the project summary shall identify and document project facilities; operating criteria; project-specific concerns from council offices and neighborhood councils; level of environmental assessment required by CEQA; design and construction challenges (e.g. jacking, soil contamination, groundwater, etc.); required permits and approvals; constructability; and alternatives considered.

Develop potential pipeline alignments supported by substructure research and consult with other city/county/state agencies to become aware of proposed repair and construction projects that may affect project implementation schedule or provide an opportunity for inter-agency project coordination.

In developing potential locations for storage, treatment or distribution facilities, provide preliminary geotechnical analysis with recommendations.

(b) Project Implementation Schedule

Develop a schedule for each project that includes planning (including environmental assessment, right of way purchase and securing necessary easements), design, construction, and post-construction phases with specific start and finish dates. Schedules shall reflect expected rain days, holiday moratoriums, and allowable daytime construction work hours for work occurring on major streets.

(c) **Project Cost Estimate**

Develop a conceptual cost estimate (+50%, -30%) for each project and a cost-benefit analysis for each project.

4.2.1.4 Recycled Water Customer Database

Develop a recycled water customer database in Microsoft Access, or a database software approved by the Contract Administrator, that identifies all existing and potential recycled water customers. Develop screening criteria to assemble a list of recommended customers. The database shall include at a minimum, but not be limited to, the following for each customer entry:

- (a) Billing Address
- (b) Type of use
- (c) Potable water rate code
- (d) Potable water account number
- (e) Potable water consumption – 2 year average
- (f) Latitude and longitude

Complete the following additional fields in the customer database for all existing and recommended customers:

- (g) Site Address (if different than billing address)
- (h) Time of use
- (i) Contact information
- (j) Potential recycled water demand
- (k) Required treatment level
- (l) Customer ID (same as hydraulic model ID)
- (m) Minimum pressure
- (n) Corresponding capital project (either proposed or existing)

4.2.1.5 Technical Memoranda

Develop Technical Memorandums for each of the one hundred recommended customers representing the highest amount of reuse. Each memo shall include at a minimum the following:

- (a) Description of water use
- (b) Current water demand and potential recycled water demand
- (c) Acceptable range of water pressure
- (d) Diurnal curves and peaking factor
- (e) Implementation schedule
- (f) Aerial photo of customer site indicating:
 - (i) Potable meter location(s)
 - (ii) Major facilities to be protected from recycled system
- (g) Water quality issues, concerns or expectations
- (h) Special considerations not specifically described above

For those customers comprising the top 50% of reuse for each project also include the following:

- (i) Description of customer retrofits and associated costs:
 - (i) Site schematic in accordance with DPH Cross-Connection Plan Approval Application
 - (ii) List of modifications required and associated costs
- (j) Description of changes in operation and maintenance and associated annual costs
- (k) Payback period for customer retrofits
- (l) Cost-benefit analysis
- (m) Letter of Commitment

4.2.1.6 Hydraulic Model

The Hydraulic Model, Calibration Plan and User's Manual shall be well structured, organized, and fully documented such that LADWP staff and consultants can readily update or modify the Hydraulic Model for future system analysis.

- (a) Develop and calibrate one master hydraulic model of LADWP recycled water systems using a version of H2OMap software approved by the Contract Administrator. The Consultant shall work with LADWP to develop the best approach for modeling the multiple independent hydraulic systems owned and operated by LADWP. Model shall be linked to the customer database.

Include or consider the following throughout development:

- (i) Potential future customers
- (ii) Different build-out scenarios

- (iii) Winter and summer peaking of recycled water demand
- (iv) Winter and summer peaking of recycled water supply
- (v) Other system limitations that have been identified

Incorporate all elements of the LADWP recycled water distribution system, including conveyance systems from the Water Reclamation Plants to the recycled water distribution network, pumping and storage systems, and interconnections with adjacent agencies.

- (b) Develop a comprehensive Calibration Plan describing in detail the steps involved in the calibration process, operational procedures, required equipment, and/or supplemental monitoring instruments, field data to be collected, and data collection means and methods. The model(s) shall be calibrated under multiple operating conditions that occur within the existing LADWP recycled water systems. The Calibration Plan shall be submitted as a deliverable to LADWP for review and acceptance.

Calibration efforts shall be coordinated by Consultant and performed by both LADWP Operations staff and Consultant personnel. LADWP will be primarily responsible for operation of the system(s) while the Consultant shall be responsible for observing test procedures and assisting with data collection/recording. The Consultant is responsible for developing an acceptable test procedure and to calibrate the model to predict system pressures within 10% under any condition tested. A minimum 24-hour extended period simulation verification hydraulic model run shall be conducted to confirm the calibrated model(s) produce reliable results.

- (c) Develop a detailed User's Manual specific to the LADWP Recycled Water Systems. The manual shall document the screening criteria used in the development of recommended customers, the model calibration process, assumptions (e.g., peaking factors, time of use, etc.) used in developing the model, and any adjustments made to the hydraulic model(s) as a result of the calibration process.
- (d) Prepare a technical report describing issues and concerns to be addressed. This report shall identify current and build-out system deficiencies and weaknesses.

4.2.1.7 Water System Schematic

- (a) Develop a comprehensive system schematic of LADWP's entire recycled water system. The system schematic shall show the relationship of all significant recycled water facilities, sub-systems, and interconnections with other agencies, in a

“flow-balance” format relative to existing water supply and demand conditions. At a minimum, key hydraulic grade lines and associated flows and take-outs shall be included.

- (b) Incorporate build-out scenario alignments, infrastructures, and customer locations.

4.2.1.8 Master Schedule

- (a) Develop a master schedule that includes planning (including environmental assessment, right of way purchase and securing necessary easements), design, construction, and post-construction phases.
- (b) Develop and submit the criteria used in prioritizing projects in the schedule.

4.2.2 Concept Report and Plan for Maximizing Recycling in the City of Los Angeles

The Concept Report and Plan shall identify the means by which the City of Los Angeles will be able to maximize reuse from the City’s four wastewater treatment plants beyond those projects already identified to achieve the 30,650 AFY by 2019; thus, allowing the City to maximize its use of internal water sources to supply future water needs in lieu of relying on additional imported water supplies.

This Concept Report shall include investigations into any viable opportunities for reusing all potentially available treated wastewater in the City of Los Angeles. These opportunities shall include how to further decentralize wastewater treatment in the Hyperion Service Area to increase influent to DCT and LAG as well as identification of projects and major customers to be supplied by the increased supply.

4.2.2.1 Basic Research

To understand the complexities of the project that might have a bearing on the issues at hand, a certain amount of research and investigation will be required. The following is a listing of required investigations for the Consultant to undertake:

- (a) Coordinate with LADWP’s Water Resources Division to understand timeframe for design and construction of approved water recycling projects.
- (b) Coordinate with the WESD and EED to understand timeframe for design and construction of approved wastewater treatment plant projects (e.g. Phase 3 Improvements for flow equalization, Nitrification/Denitrification Improvements, Additional Tertiary Filtration Improvements, etc).
- (c) Coordinate with WESD and WCED to understand timeframe for design and construction of approved wastewater collection

system projects (e.g. of interceptor improvements (VSLIS,GBIS) and equalization volumes required).

- (d) Coordinate with BOS Plant Operations staff to understand wastewater treatment plant operational challenges and requirements.
- (e) Coordinate with LADWP Water Resources Division and BOS/BOE to understand inter-agency partnerships.
- (f) Coordinate with LADWP Water Resources Division for identification and characteristics of potential groundwater basins such as annual groundwater production and water quality.
- (g) Coordinate with US Army Corps of Engineers to understand construction constraints within the Sepulveda Flood Control Basin and other areas within their jurisdiction.
- (h) Coordinate with Los Angeles County Public Works to understand construction constraints for areas within their jurisdiction, and operation of spreading grounds/percolation basins.
- (i) Research and understand the purpose and recommendations of recently developed plans and reports for the City of Los Angeles wastewater and recycling programs (e.g., Donald C. Tillman Flow Equalization and Tertiary Filtration Concept Report (2008), Terminal Island Treatment Plant Future Utilization Concept Report (2007), Advanced Wastewater Treatment Facility Concept Report (2007), City of Los Angeles Integrated Resources Program (2006)).
- (j) Research and understand the operation and major components of the Orange County Water District's Groundwater Replenishment System and how it can be applied to the City of Los Angeles.
- (k) Coordinate with LADWP Water Resources Division to gather information on the LADWP's existing recycled water system.

4.2.2.2 Identification of Projects

The City has identified these preliminary projects for evaluation. The Consultant shall be expected to consider all viable reuse options and identify other projects for development beyond those initially identified in Section 4.2.1. All projects shall be supplemental to and not supersede approved City projects.

- (a) Increase inflows to the DCT and LAG through the construction of additional sewer projects and/or operational changes.

- (b) Increase dry weather flow equalization capacity for treatment at all wastewater reclamation and treatment plants through the construction of onsite storage structures.
- (c) Increase recycled water storage capacity near all wastewater treatment plants through the construction of off-site storage structures.
- (d) Increase dry weather wastewater treatment capacity at DCT through the construction of 40 MGD Phase III wastewater treatment facilities.
- (e) Increase advanced treatment capacity to produce 12.5 MGD product water at the TIWRP to supplement the existing recycled water supply to the Dominguez Gap Seawater Intrusion Barrier, and supply additional customers in the Los Angeles Harbor area.
- (f) Increase wastewater treatment level of HTP effluent through the construction of tertiary treatment facilities while continuing to purchase tertiary recycled water from WBMWD.
- (g) Increase treatment level of HTP secondary effluent through the construction of tertiary wastewater treatment facilities and discontinuing purchase of tertiary level recycled water from WBMWD.
- (h) Increase treatment level of HTP secondary effluent through the construction of off-site advanced treatment facilities with feasible site locations.
- (i) Increase treatment level of DCT effluent through the construction of advanced treatment facilities at LADWP's VGS or other feasible locations. This effort shall be supplemental to facilities identified in Section 4.2.1.1 of this RFP
- (j) Expansion of Recycled Water Distribution System (Purple-pipe Network).
- (k) Indirect Potable Reuse (Groundwater Replenishment) using advanced treated recycled water.
- (l) Increase the use of recycled water in lieu of potable water supplies for seawater intrusion barriers throughout the Los Angeles area

4.2.2.3 Development of Projects

The following is a preliminary list of activities needed in developing each project.

- (a) All Projects
 - (i) Identify advantages and disadvantages
 - (ii) Identify permitting requirements

- (iii) Identify inter-agency agreement requirements
- (iv) Identify capital facilities
- (v) Identify capital costs
- (vi) Identify proposed facility location
- (vii) Identify potential customers
- (viii) Identify potential recycled water demand
- (ix) Estimate annual costs (O&M, fees, etc)
- (x) Identify implementation schedules
- (b) Pump Stations, Storage, Treatment facilities
 - (i) Prepare preliminary design criteria
 - (ii) Identify system components
 - (iii) Prepare preliminary plot plans and piping plans
- (c) Distribution/Collection Systems (recycled water or sewer lines)
 - (i) Prepare preliminary design criteria
 - (ii) Identify alignments
 - (iii) Identify location for air treatment facilities (ATF)
 - (iv) Prepare preliminary plot plans and piping plans
 - (v) Prepare preliminary hydraulic profile
 - (vi) Identify flow splitting and flow control methodologies
 - (vii) Identify control system philosophies
- (d) Indirect and Direct Potable Recycled Water Systems (special issues that only affect indirect potable or direct potable systems only)
 - (i) Identify regulatory issues, concerns, requirements and restrictions
 - (ii) Prepare process flow diagram for regulatory approval process, including brine disposal
 - (iii) Identify potential public acceptance issues and any necessary studies
 - (iv) Identify potential groundwater basins for replenishment potential (capacity, groundwater rights)

4.2.2.4 Evaluation of Projects

Preliminary evaluation criteria are provided below.

- (a) Net Present Worth Analysis
- (b) Potential recycled water demand
- (c) Potential customers
- (d) Capital Cost
- (e) O&M Costs (labor, utilities, consumables, etc.)
- (f) Inter-Agency feasibility
- (g) Permitting feasibility
- (h) Employee impact
- (i) Operability
- (j) Maintainability
- (k) Environmental stewardship

- (l) Sustainability
- (m) Land Use

4.2.2.5 Recommended Projects

- (a) Description of Projects (Include all items considered in development and evaluation of the alternatives.)
- (b) Implementation Schedules
- (c) Cost/Benefit Ratios

4.2.3 Concept Report and Plan for Utilizing Scalping Plants, Sewer Mining, or other Alternative Technologies

Identify ways to utilize recycled water by means of scalping plants, sewer mining or other alternative technologies in locations where the expansion of the recycled water distribution system is infeasible.

4.2.3.1 Basic Research

- (a) Coordinate with WCED and WESD to understand operation of interceptor sewers.
- (b) Coordinate with EED to understand scope/schedule of other on-going/proposed sewer projects.
- (c) Research current and future flows within the existing sewer system in combination with possible locations within proximity to large recycled water users. Coordinate with WESD.
- (d) Develop criteria to determine when these technologies make more sense than expanding the non-potable recycled water distribution system originating from the City's water reclamation plants.
- (e) Establish a Technical Advisory Committee.

4.2.3.2 Identification of Projects

The City has not identified potential projects for evaluation. Other projects and technologies may also be identified during the course of the master planning effort.

4.2.3.3 Development of Projects

The following is a preliminary list of activities needed in developing each project or technology.

- (a) All Alternatives
 - (i) Identify advantages and disadvantages
 - (ii) Identify alignments
 - (iii) Identify permitting requirements
 - (iv) Identify inter-agency agreement requirements
 - (v) Identify potential customers and describe their water usage
 - (vi) Identify potential recycled water demands

- (vii) Identify capital facilities
- (viii) Identify capital costs
- (ix) Identify proposed facility location
- (x) Estimate annual costs (O&M, fees, etc)
- (xi) Identify implementation schedules
- (b) Pump Stations, Storage, Treatment facilities
 - (i) Identify system components
 - (ii) Prepare preliminary design criteria
 - (iii) Prepare preliminary plot plans and piping plans
- (c) Distribution Systems
 - (i) Prepare preliminary plot plans and piping plans
 - (ii) Prepare preliminary hydraulic profile
 - (iii) Identify flow splitting and flow control methodologies
 - (iv) Identify control system philosophies

4.2.3.4 Evaluation of Projects

Preliminary evaluation criteria are provided below.

- (a) Net Present Worth Analysis
- (b) Capital Cost
- (c) O&M Costs (labor, utilities, consumables, etc.)
- (d) Inter-Agency feasibility
- (e) Permitting feasibility
- (f) Employee impact
- (g) Operability
- (h) Maintainability
- (i) Environmental stewardship
- (j) Sustainability
- (k) Land Use
- (l) Analysis of impact to existing sewer systems, treatment systems and recycled water supplies

4.2.3.5 Recommended Projects

- (a) Description of Projects (costs, permits, agreements, etc)
- (b) Implementation Schedules
- (c) Cost/Benefit Ratios

4.2.4 Concept Report and Plan for Increasing Reliability of Existing Recycled Water System

Identify improvements needed to enhance the reliability of the recycled water system within the framework of Water Quality, Water Availability, Operational Stability, and Operational Flexibility. Consider operational changes and capital improvements that the LADWP and existing customers can make to their systems to enhance reliability.

4.2.4.1 Basic Research

The City has identified these preliminary areas for evaluation:

- (a) Odor and water quality issues in the Westside Water Recycling System.
- (b) Potable backup for the Greenbelt Recycled Water Tank.
- (c) Pressure spikes in the Greenbelt Recycled Water System.
- (d) Interconnection of the East Valley and Greenbelt Recycled Water Systems (the San Fernando Valley/Central City Water Recycling and Reliability Project).
- (e) Recommend improvement projects (if any) for the existing systems using the hydraulic model simulation.

4.2.4.2 Identification of Projects

The LADWP has identified the following projects for evaluation:

- (a) Evaluate the potential to supply recycled water to neighboring cities and agencies to increase flows in our pipelines, thereby decreasing potential water quality issues relating to stagnant water.
- (b) Evaluate potential partnerships with neighboring cities and agencies (Burbank, Glendale, Central Basin, etc.) to purchase recycled water and offset in-city potable demands in areas of the City where serving LADWP's recycled water is not feasible.

4.2.4.3 Development of Projects

The following is a preliminary list of activities needed in developing each project.

- (a) All Projects
 - (i) Identify responsible party (LADWP or customer Improvement)
 - (ii) Identify advantages and disadvantages
 - (iii) Identify permitting requirements
 - (iv) Identify inter-agency agreement requirements
 - (v) Identify affected recycled water demands
 - (vi) Identify capital facilities
 - (vii) Identify capital costs
 - (viii) Identify proposed facility location
 - (ix) Estimate annual costs (O&M, fees, etc)
 - (x) Identify implementation schedules
- (b) Pump Stations, Storage, Treatment facilities
 - (i) Identify system components
 - (ii) Prepare preliminary design criteria
 - (iii) Prepare preliminary plot plans and piping plans
- (c) Distribution Systems

- (i) Prepare preliminary plot plans and piping plans
- (ii) Prepare preliminary hydraulic profile
- (iii) Identify flow splitting and flow control methodologies
- (iv) Identify control system philosophies
- (v) Identify changes in flows

4.2.4.4 Evaluation of Projects

Preliminary evaluation criteria are provided below.

- (a) Net Present Worth Analysis
- (b) Capital Cost
- (c) O&M Costs (labor, utilities, consumables, etc.)
- (d) Inter-Agency feasibility
- (e) Permitting feasibility
- (f) Employee impact
- (g) Operability
- (h) Maintainability
- (i) Environmental stewardship
- (j) Sustainability
- (k) Land Use

4.2.4.5 Recommended Projects

- (a) Description of Alternatives (costs, permits, agreements, etc)
- (b) Implementation Schedules
- (c) Cost/Benefit Ratios

4.2.5 Project Administration

Project administration tasks to be conducted by the consultant team include the following:

- (a) Project Setup
- (b) Management of subconsultants
- (c) Prepare invoices along with required attachments
- (d) Project filing and record keeping
- (e) Develop Draft Project Quality Control Plan for submittal to the City prior to the project kickoff meeting
- (f) Items listed in Section 4.6

4.2.6 Meetings and Workshops

The consultant shall organize and hold monthly meetings with LADWP staff. The consultant shall organize and hold a project kickoff meeting with LADWP, BOS and BOE. The purpose of the meeting is listed below.

- (a) Introduce the project team members with the City and the consultant team
- (b) Define lines of communication
- (c) Discuss and define project objectives and expectations

- (d) Review information required
- (e) Review work plan and schedule
- (f) Establish anticipated workshop quantities and schedule
- (g) Review draft Project Quality Control Plan

The Consultant shall organize and hold up to five workshops to explore opportunities, refine ideas, discuss findings, and gain consensus relative to outcomes and recommendations. Project and Customer selection/ranking criteria and final recommendations will also be developed and discussed during these workshops.

The Consultant shall organize and hold a meeting with City project staff to present the draft reports. Other meetings between the Consultant team and City project staff will be held during the course of the project as required.

4.2.7 QA/QC and Technical Review

Internal QA/QC activities shall be carried out in accordance with the Consultant's Project Quality Control Plan. The Consultant shall also hold an internal City Technical Review Meeting at an opportune time within the project schedule, for the Consultant team to have the benefit of the City's expert, senior review.

4.3 Deliverables

The method and format of deliverable products shall be specified in each Task Proposal that fully complies with the contract resulting from this RFP. Deliverable products shall include, but are not limited to, preparation of reports, databases, drawings, hydraulic model, field notes, and any other documents and services needed for the investigation, testing, evaluation, recommendation and analysis required during the development of the work described in this RFP.

Deliverable products may also include training, reviews, recommendations, independent expert consulting advice, or other services needed and requested to meet the requirements of the contract resulting in response to this RFP.

A Task Management System will be used to assign, monitor work, and specify deliverables (see Section 7.0).

4.4 Transmittal, Delivery, Accessibility

4.4.1 Contract deliverables shall be provided to the Contract Administrator in both hard copy and electronic format. Contract deliverables shall be developed utilizing any of the following: Microsoft Office suite of applications, Microsoft Project, AutoCAD, GIS Shape Files, H2OMap, and any other software approved by the Contract Administrator.

4.4.2 The Consultant is to be accessible to the Contract Administrator Monday through Friday during the hours of 8 am to 4 pm for discussion of work

products and to receive additional task assignments during the course of the agreement.

4.5 Contract Schedule

The contract begins with the issuance of the notice to proceed within 45 calendar days from the date of award of the Professional Services Contract. The contract has two delivery milestones:

- a) The sections of the contracted related to the master planning documents shall be completed within 18 months of award of the contract. These sections are as follows:

- Section 4.2.1 Capital Improvement Master Plan
(with the exception of Section 4.2.1.1 (b), see below)
- Section 4.2.2 Concept Report and Plan for Maximizing Recycling in the City of Los Angeles
- Section 4.2.3 Concept Report and Plan for Utilizing Scalping Plants, Sewer Mining, or other Technologies
- Section 4.2.4 Concept Report and Plan for Increasing Reliability of Existing Recycled Water System

- b) The portion of the contract related to accomplishing the Advanced Treatment Pilot Testing, Section 4.2.1.1 (b), shall be completed within 36 months of award of the contract.

Schedule requirements of each Task Assignment shall be specified in each Task Proposal.

4.6 Progress Reporting

The Consultant shall provide the Contract Administrator with written monthly progress updates of its activities. The monthly progress update shall include, but not be limited to, the following for each task:

1. Description of Progress for the last Reporting Period
2. Percent Complete
3. Expenditures to-date (as dollar amount and percentage)
4. Expenditures remaining
5. MBE/WBE level of participation
6. Updated task schedules
7. Description of completed activities
8. Description of ongoing activities
9. Description of activities to be completed by the next reporting period

10. Ongoing list of communications and responses

11. Any special direction given by the Contract Administrator

5.0 PROPOSAL SUBMISSION, EVALUATION, SELECTION AND AWARD PROCESS

5.1 Interpretations and Addendum

Should a Proposer find discrepancies or omissions in the RFP documents or should there be doubt as to the meaning, the Proposer shall submit a request in writing for an interpretation or clarification thereof to john.hinds@ladwp.com and cc: elisa.reynolds@ladwp.com on or before the close of RFP clarification question period established in Section 5.2. All requests for interpretation or clarification and the LADWP's responses will be posted on the website on or before the date specified in Section 5.2 of this RFP.

The LADWP reserves the right to revise or amend this RFP and any of its conditions, dates or requirements after it has been issued, but prior to the required response date. Any revision, amendment, interpretation or change in the RFP or associated documents will be made only by written addendum issued by the LADWP via posting on the website. Any such changes or interpretations will become part of this RFP and may be incorporated into any contract awarded thereto. The LADWP will not be responsible for any other explanations or interpretations. Failure to request such clarification or request for interpretation shall constitute a waiver of any claim as to discrepancies or omissions by the Proposer.

5.2 RFP Schedule

The established schedule for this RFP is as follows:

Item	Action	Date	Day	Time (PST)
1	Issue RFP	11/5/08	Wednesday	9:00 AM
2	Bidder's Conference	11/18/08	Tuesday	9:00 AM
3	End of RFP Clarification Question Period	12/2/08	Tuesday	N/A
4	Final RFP Clarification Responses posted on the Website	12/9/08	Tuesday	N/A
5	Proposal Submission Deadline	12/16/08	Tuesday	2:00 PM
6	Conduct Oral Presentations	~Week of 1/5/09	TBD	TBD

All short-listed proposers shall be prepared to participate in oral presentations by Monday, January 5th, 2009. No exceptions shall be made.

5.3 Receipt of Proposals

Proposals shall be delivered in person or by courier service and received at the specified location no later than the time specified in Section 5.2 of this RFP.

Proposals will not be accepted via electronic mail or facsimile. The LADWP will not be responsible for any delay in delivery.

Proposals received after the time specified in Section 5.2 of this RFP, including delivery to a location other than that specified, will be deemed to be non-responsive and will be returned unopened to the Proposer.

As proposals are received, they will be stamped and logged into a Register of Proposals, which will include the name of the Proposer and the date and time of the proposals receipt.

Received proposals will be held, unopened, in a secure place until the proposal submission deadline.

5.4 Proposal Modifications

The person signing the Proposal must initial in ink any modifications or erasures made to the Proposal.

Proposals, once submitted, may be modified in writing before the time and date set for the proposal submission deadline. If it is necessary to modify the Proposal after the Proposal has been submitted to the LADWP, these modifications shall be identified in a written document prepared on the Proposer letterhead, signed by an authorized representative of the Proposer, and state that the new document supersedes or modifies the prior Proposal. These Proposal modifications must be submitted in the same manner as the Proposal. In addition, the sealed envelope must be clearly marked with "RFP229-09 Proposal Modifications" and the RFP due date.

Proposers shall not modify their Proposal after the proposal submission deadline, and any Proposal modification received after the proposal submission deadline will not be considered.

5.5 Proposal Withdrawal

All proposals shall be firm offers and may not be withdrawn for a period of ninety (90) days following the submission deadline date for proposals established in Section 5.2 of this RFP. The proposal offers may be extended by mutual agreement.

A Proposer may request to have their Proposal withdrawn from consideration prior to the proposal submission deadline date/time established in Section 5.2 by submitting to LADWP a written request to withdraw the proposal, prepared on the Proposer letterhead and signed by an authorized company representative. The Proposal withdrawal request must be submitted in the same manner as the Proposal.

5.6 Conference during Proposal Evaluation Period

After submission of proposals and continuing until a contract has been awarded, all the LADWP personnel involved with the City of Los Angeles Recycled Water Master Plan will be prohibited from holding or attending meetings, conferences, or technical discussions regarding this RFP and related issues, except as provided in this RFP. During this time period, Proposers must not communicate in any manner with the LADWP personnel other than with the Contract Administrator, regarding this RFP or related matters, unless authorized by the LADWP's management. Failure to comply with this requirement will terminate consideration of that Firm's Proposal.

5.7 Selection and Award Process

The RFP evaluation, selection, and award process will include the following steps:

1. Review all written proposals for completeness and conformance with the RFP requirements.
2. Evaluate written proposals in accordance with evaluation criteria listed below.
3. Develop a short list of qualified proposals that are within the competitive range for the oral presentation.
4. Evaluate oral presentations in accordance with evaluation criteria. The Proposer receiving the highest combined score for the oral and written proposal will be designated as the preferred Proposer.
5. At the LADWP's discretion, perform a pre-award audit of the preferred Proposer's overhead rates and charges.
6. Evaluate the final proposal and audit results.
7. Issue a Recommendation of Award based on the proposal, presentation and (if applicable) pre-award audit resulting in the best value for the LADWP and conformance with the requirements of the RFP.
8. The Proposer selected shall be required to enter into a written contract with the LADWP in a form approved by the City Attorney. This RFP and/or the selected proposal, or any part thereof, may be incorporated into and made a part of the final contract; however, the LADWP reserves the right to further negotiate the terms and conditions of the contract with the selected Proposer.
9. Preparation of a contract will begin immediately following the final selection of a Proposer by the LADWP. Within five (5) working days of receiving the LADWP's intent to award a contract, the Proposer must

designate a representative to serve as a primary liaison between the Proposer and the LADWP for contract negotiations.

10. The final authority for approval of the Contract, based on a recommendation by the LADWP's Chief Executive Officer and General Manager, rests with the Board of Water and Power Commissioners and is subject to review by the Los Angeles City Council. Any action taken by the Board of Water and Power Commissioners is subject to review by the Los Angeles City Council and therefore any contract awarded by the Board will not be final until such review process has been completed. The successful bidder will be notified, in writing, when such review process has been completed, and of the award date of the contract. No payment can be made for action taken or work started prior to the award of the contract.
11. No binding contract will exist between the selected bidder and the LADWP until the LADWP executes a written contract, approved by all appropriate authorities.

5.8 Evaluation Criteria

A selection committee will evaluate all submitted proposals. The selection committee will be comprised of LADWP representatives and, at the LADWP's sole discretion, representatives from other governmental agencies. The selection committee will evaluate each firm using the same criteria and will use quality-based selection criteria to identify the preferred firm. Selection will be based solely upon the selection committee's review of a written proposal and oral presentation. The LADWP reserves the right to weigh the following evaluation criteria as it deems appropriate:

5.8.1 Written Proposal

5.8.1.1 Qualifications of Firm

Qualifications of Proposer will be evaluated based on the Proposer's response to Sections 6.8, 6.10, 6.11, 6.13, 6.14, 6.15.

5.8.1.2 Qualifications of Project Personnel

Qualifications of Project Personnel will be evaluated based on the Proposer's response to Sections 6.7.1, 6.7.2 6.7.3

5.8.1.3 Technical Approach

Technical Approach will be evaluated based on the Proposer's approach in achieving the scope of work as described in Sections 6.12.1, 6.12.2, 6.12.3 and 6.12.4, and on the Proposer's understanding of the City of Los Angeles Recycled Water Master Plan requirements.

5.8.1.4 Compensation: Fees and Labor Costs

Compensation: Fees and Labor Costs will be evaluated based on the proposed cost to the LADWP as described in Sections 6.9.1 and 6.9.2.

5.8.1.5 Presentation

Evaluate adherence to Section 6.0 requirements.

5.8.1.6 Job Opportunities and Training Program

Evaluate the response to how the firm will comply with the Job Opportunities and Training Policy as presented in Section 6.24.

5.8.1.7 Supplier Diversity – Good Faith Effort: Pass or Fail

The Proposer must show adherence to the LADWP's Suppliers Diversity Outreach Program to MBE/WBE Subcontractors pursuant to Section 6.20.

5.8.2 Oral Presentation

Based on the evaluation results of all the written proposals, the LADWP will select the bidders that are within competitive range of scores to deliver an oral presentation. These bidders shall deliver an oral presentation to the LADWP selection committee in the conference room located at the following address:

433 E. Temple Street
Building 5, Room 101
Los Angeles, California 90012

The oral presentation is subject to a time limit of 2 hours. The presentation should address each of the following major subject areas:

1. Master Plan for Indirect Potable Reuse
2. Master Plan for Non-Potable Reuse
3. Concept Report and Plan for Maximizing Recycling
4. Concept Report and Plan for Utilizing Other Alternative Technologies
5. Concept Report and Plan for Increasing Reliability

After the presentation of each major subject area, allow time for discussion. Additional information may be requested from bidders at this time.

6.0 REQUIREMENTS FOR PROPOSAL

6.1 Writing Requirements for Proposal

Submitted proposals shall conform to the requirements below. Failure to comply with the proposal format requirement may result in a Proposal being deemed non-responsive (e.g. disqualified from further consideration):

- 6.1.1** In the interest of continuity and ease of review, proposals must be made in accordance with the format set forth in this section and must include a table of contents and follow the same titling and numbering schemes. All pages of the proposal must be consecutively numbered.
- 6.1.2** One (1) original, five (5) hard copies and three (3) electronic copies of the proposal, including copies of the issued amendments, shall be enclosed in a single, sealed package, plainly marked with the words "RFP No. RFP229-09, Proposal for Professional Services for the City of Los Angeles Recycled Water Master Plan".
- 6.1.3** Proposals shall be prepared simply and economically, without the inclusion of unnecessary promotional materials.
- 6.1.4** Proposals shall be limited to a maximum of 150 pages (75 duplex sheets), excluding appendices, printed in Arial font at not less than 10 point font size.
- 6.1.5** Proposals submitted shall be written in the English language, in a clear and concise matter.
- 6.1.6** Proposals shall be spiral-bound.
- 6.1.7** Proposals shall be submitted on recycled, 8.5 by 11-inch paper that has a minimum of 30-percent post-consumer recycled content. The Project Schedule submittal may be submitted on 11 by 17-inch paper.
- 6.1.8** The proposals shall be duplex copied (double-sided pages).
- 6.1.9** Neon or fluorescent paper shall not be used.
- 6.1.10** Company/Corporate letterhead or stationary that accompanies the proposal is exempt from these requirements.
- 6.1.11** Additional company material including full resumes, company references, and experiences may be submitted in appendices to the proposal, but must be clearly separated and labeled. These materials will not be counted as part of the maximum 150 pages (75 duplex sheets).

Submittal of a proposal pursuant to this RFP shall constitute acknowledgement and acceptance of all terms and conditions hereinafter set forth unless otherwise expressly stated in the proposal.

6.2 Coverage of RFP Items

The proposal shall cover the statement of work and all the RFP requirements. Any limitation in the Proposer's ability to supply information requested in the RFP or to support or to perform a particular function should be stated in detail in the appropriate section of Proposer's response. Any omissions or deviations from the requirements set forth in this RFP shall be fully described. Failure to adhere to the following format may cause the proposal to be deemed non-responsive.

Any additional documents that the bidder's organization requires to be signed or agreed to, by the LADWP shall be referenced in the letter of transmittal and attached as appendices to the proposal.

6.3 Letter of Transmittal

Each proposal that is submitted in response to this RFP must contain the letter of transmittal including the following information:

1. Provide the name(s) of individuals(s) authorized to represent the Proposer, their titles, addresses, telephone numbers and e-mail addresses;
2. The Proposal must be signed by the officers of the company that are authorized to bind the company to all commitments made in the Proposal and any associated contract with the LADWP;
3. Identify all confidential documents, copyrighted material, trade secrets, or other proprietary information contained in the Proposal;
4. A statement declaring that in the event the Proposer is awarded this contract, the Proposer shall not bid on any contracts resulting from this RFP as described in Section 1.1.
5. The following declarations must be included on the transmittal letter:

This proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named; the Proposer has neither directly or indirectly induced or solicited any other Proposer to put in a sham bid, nor encouraged any other person, firm or corporation to refrain from submitting a proposal; and the Proposer has not in any manner sought by collusion to secure for themselves any advantage over any other actual or potential Proposer.

6.4 Table of Contents

Include a clear identification of the proposal contents by section and by page number. Follow the titling and numbering schemes shown below and described in Sections 6.5 – 6.16.

- 6.5 Introduction
- 6.6 Executive Summary
- 6.7 Personnel and Resources
- 6.8 Proximity of Company to the LADWP
- 6.9 Compensation: Fees and Labor Costs
- 6.10 Qualifications and Experience
- 6.11 Financial Statement
- 6.12 Technical Approach
- 6.13 References
- 6.14 Previous Services Provided to the City of Los Angeles
- 6.15 Conflict of Interest Determination
- 6.16 Appendices

6.5 Introduction

Include a narrative that introduces the Proposer team, and highlights the special strengths of the Proposer to perform the services requested in this RFP.

6.6 Executive Summary

Each proposal shall include an Executive Summary section, indicating the Proposer's:

1. Understanding of the work to be done and commitment to perform the work as scheduled;
2. General overview of proposed approach to provide the requested products and services;
3. Description of any challenges expected during the implementation of the proposed Contract;
4. Summary of deviations or exceptions taken to the proposal requirements, scope of work, and/or proposal contractual terms and conditions and identification of the Proposal section where such deviations/exception are described in detail; and
5. Overview of the benefits likely to accrue to the LADWP as a result of undertaking this effort with the Proposer.

NOTE: Submission of a proposal pursuant to this RFP shall constitute acknowledgement and acceptance of all of the terms and conditions as set forth in this RFP unless otherwise expressly stated in detail in the Proposal executive summary.

6.7 Personnel and Resources

6.7.1 Proposer's Personnel

This section of the proposal must give a brief description of all key personnel to be involved and their relationship to the services to be provided. Key personnel, includes but is not limited to, project manager, contract administrator, subcontractors and technical experts involved in each of the general subject areas identified in Section 4.2. For each person listed, the following information should be provided and included as an appendix to the proposal:

1. Name, titles, licenses, certificates, fields of expertise;
2. Description of the work they will perform;
3. Estimated or anticipated amount of time they will be assigned to work on the RWMP;
4. Academic achievements, including all college undergraduate and graduate education, as well as any pertinent specialized courses or training that were successfully completed;
5. Relevant work experience in years and level of responsibility, title or function while gaining experience, the approximate start and end dates of projects cited for relevant experience, and the relationship of the key person to the major goals of the project cited; and
6. Experience in performing similar work (client names and dates).

NOTES:

1. The LADWP reserves the right to verify each such person's experience and/or education.
2. The LADWP reserves the right to approve any changes in personnel assigned to the RWMP by the selected Proposer. Replacement personnel must have similar levels of relevant experience and overall work experience as the individual being replaced.

6.7.2 Organization Chart

Proposers must also provide an organizational chart of their company depicting its parent company, subsidiaries and subdivisions, if any, plus relationships to other companies. Proposer must illustrate the chain of command from the head of the company to the Proposer's Project

Manager and subcontractors. The Proposer must also illustrate all professional, technical and non-clerical positions assigned to the Project and their relationship to the Project Manager. For each lead technical and managerial position on the chart include the name, title, brief description of their functions, limits of responsibility and authority.

6.7.3 Subcontractors

Should the use of subcontractors be offered, the Proposer shall provide the same assurances of competence for the subcontractor. The Proposer shall also demonstrate ability to manage and supervise the subcontracted work.

The Proposer shall submit all data on the subcontractor required by Sections 6.7.1 above. This information should be provided and included as an appendix to the proposal.

If subcontractors are changed or added during the course of the contract, written approval by the Contract Administrator is required before any change or addition is made. Provide the following information for each proposed subcontractor:

1. Subcontracting firm's name, address, telephone number, and status (e.g. certified MBE/WBE);
2. Summary description of work to be performed by each subcontractor;
3. Qualifications of subcontractor to provide similar services;
4. Written statement from each subcontractor, signed by a principal of the subcontractor's firm, indicating the specific portion of the work to be performed by the subcontractor's firm.

NOTE: Subcontractors shall not be allowed to further subcontract with others for work on the RWMP without prior written approval of the Contract Administrator. The LADWP reserves the right to approve any changes or additions of subcontractors. Replacement subcontractors must have similar levels of relevant experience and overall work experience as the individual being replaced.

6.8 Proximity of Company to the LADWP

Provide the location of offices, including the most accessible to the LADWP's John Ferraro Building (JFB) at 111 North Hope Street in Los Angeles. Indicate the number of full-time employees at those offices most accessible to the LADWP and their primary functions.

1. Main
2. Regional (if applicable)
3. Local (if applicable)
4. Any other office locations important for the services of this RFP to be performed. Include a statement as to why they are important.

The Project Manager should be located at the Company's local office.

6.9 Compensation: Fees and Labor Costs

6.9.1 Rates will be assessed for competitiveness. Provide the Contract Fee Schedule, showing the hourly rates for all classifications of employees, and each proposed subcontractor employee classifications involved in subject areas identified in Sections 4.2 and 6.7. See the sample Contract Fee Schedule in Appendix K.

Cost plus percentage of cost or markups shall not be considered by the LADWP on Consultant or Subconsultant fees and rates.

Note: Prior to contract award, the successful bidder shall supply a detailed breakdown of the applicable overhead and fringe benefit costs that are part of the labor rates and other direct costs associated with the services to be performed.

6.9.2 Task Assignment Cost Estimate

6.9.2.1 Provide a task assignment cost estimate for each task described in Sections 4.2.1.2 through 4.2.1.6 using the Sample Task Assignment Cost Estimate found in Appendix L. Assume the following in the development of your cost estimate:

Section	Assumption
4.2.1.2	100 Customers
4.2.1.3	5 Distribution Pipeline Scope of Work Documents
4.2.1.4	100 Customers
4.2.1.5	100 Technical Memoranda
4.2.1.6	1 Hydraulic Model consisting of all LADWP recycled water systems

Make any additional assumptions you feel are necessary and include them in the documentation but be sure they are consistent with the work described in Sections 4.2.1.2 through 4.2.1.6. Documentation should be included in an appendix to the proposal.

6.9.2.2 Summarize the cost estimates for each task described in Sections 4.2.1.2 through 4.2.1.6 on the Summary Cost Estimate form found in Appendix L.

Notes:

1. The provided labor rate schedule will serve as the basis for any task authorizations issued to the consultant.
2. The LADWP may not authorize the work described in Section 4.2 in its entirety to the Contractor and there is no guaranteed minimum

dollar amount to be expended in any contract awarded in response to this RFP.

6.10 Qualifications and Experience of the Firm

The proposal must include a description of the Proposer's qualifications to perform the work, including but not limited to, the following:

1. Firm's name;
2. Contact person's name, address, phone number(s) and email;
3. Number of years firm has been in business;
4. Average number of employees during the past five years;
5. Qualifications of the firm to provide professional services, including experience in developing large scale, comprehensive master plans including non-potable and indirect potable planning, knowledge of equipment and processes for advanced treatment of recycled water, knowledge and experience in dealing with recycled water regulatory issues, experience in the operations & maintenance of recycled water systems, experience in development and calibration of water system hydraulic models, and knowledge of wastewater treatment operations.
6. Ability to comply with contract terms.

6.11 Financial Statement

The bidder must provide documentation of the company's financial status, annual financial report, or other independently audited financial report or tax return, to permit the LADWP to determine the vendor's ability to reliably perform the work of the contract. This financial information will be reviewed to ensure adequacy of financial resources to enable the Service Provider to perform services as required under the proposed contract. These items should be included in a separate appendix of your proposal by reference. Each Proposal shall include a statement of the company's financial condition and annual revenues for the previous three (3) years, or for each fiscal year the company has been in business if less than three (3) years, including audited annual reports.

6.12 Technical Approach

6.12.1 Include a narrative which shows the Contractor's understanding of the project and regulatory requirements affecting the project. The narrative should include the Contractor's proposed approach to undertaking the various items listed in Section 4.2.

6.12.2 Include a description of any challenges expected during development of the tasks listed in Section 4.2 and how the Consultant plans to address these challenges.

6.12.3 Include a description of the Contractor's proposed approach to managing all aspects of the various items listed in Sections 4.2 – 4.6

6.12.4 Provide additional tasks or pertinent information that was not specified in the scope of work, but believed should have been included and may impact the proposal.

6.13 References

Proposer should provide a minimum of four client references that may be contacted for projects similar in scope to this RFP which were performed in recent years. Similar reference information shall be provided for at least one client for each major subcontractor.

Information should include:

1. Name of Reference organization.
2. Project Information (title, description, location, total cost, start and completion dates).
3. Name, telephone number and email of contact person directly familiar with the contractor's performance whom the LADWP can contact for verification purposes.
4. Role of the contact person in the project.
5. Role of Proposer in the project and Proposer's contract amount.
6. Name of Proposer's project manager, team members and their roles and responsibilities
7. Description of work done by the Proposer
8. Subcontractors used, if any

Documentation shall be included as an appendix to the proposal.

NOTE: The LADWP reserves the right to review references other than those listed and to review other work done for the LADWP or other City Departments.

6.14 Previous Services Provided to the City of Los Angeles

The bidder and each of its known subcontractors shall submit a listing of any services rendered to the City of Los Angeles or the LADWP within the last five years, either as a prime contractor or as a subcontractor, either under the current bidder's name or any other name or organization. Include the name of the project, the City's Project Manager, the name of the City Department/Section, the dates of the bidder's participation on the project and a brief description of services provided. The bidder shall identify any disputes that arose and/or any legal action associated with any of these projects. Documentation shall be included as an appendix to the proposal.

6.15 Conflict of Interest Determination

The bidder and each of its known subcontractors shall submit a listing of completed projects in the last five years, ongoing engineering engagements or work, and proposed joint ventures and/or partnerships which may be used by the LADWP to determine conflicts of interest. Include the name of the project, the name and contact information of the Project Manager, the dates of the bidder's participation on the project and a brief description of services provided.

Also include any completed projects occurring longer than five years ago involving the development of recycled water projects in the City of Los Angeles and/or neighboring cities. Include the name of the project, the name and contact information of the Project Manager, client name and contact information, project objectives, the regulatory agency(ies) involved and the order that was issued to comply with or to prepare the investigation for the project. In addition, include a summary of the findings of the investigations.

Documentation shall be included in an appendix to the proposal. If the bidder perceives that the presence of an actual or potential conflict of interest exists or may exist and believes that the actual or potential conflict of interest could be mitigated, the bidder shall include in their proposal any supporting documentation that describes and identifies the actions that the bidder proposes to be taken to eliminate the actual or potential conflict of interest. Bidders may be requested to submit additional information to assist the LADWP in evaluating whether a conflict exists or if there is a potential for a conflict to arise. The existence of an actual conflict or the potential for a conflict to arise may be used as the ground for the elimination of a bidder from consideration, but the presence of an actual or potential conflict of interest will not necessarily eliminate a proposal.

Note: The LADWP reserves the right to verify the information provided.

6.16 Appendices

Any appendices to the proposal should contain pertinent information that the Contractor deems appropriate, such as resumes of key personnel, references, previous relevant experience, financial documents, and task assignment cost estimate. Similarly, any other supporting documentation to the written proposal may be included in the appendices.

6.17 Non-Discrimination/Equal Employment Practices/Affirmative Action Construction & Non-Construction Contractors (AAP)

The Proposer and each of its known Subcontractors shall complete and file an acceptable Affirmative Action Plan as set forth in Appendix B of this RFP as a part of its written proposal responding to the RFP.

Each contractor shall submit the following properly completed forms and documents for the City of Los Angeles' Affirmative Action Program:

1. A signed Affirmative Action Certificate Form.

2. A signed Affirmative Action Plan. This plan must be reviewed and approved by the LADWP to determine its acceptability.

Each of the above documents, if approved, shall be effective for twelve (12) months following the date of approval for the Affirmative Action practices. An Affirmative Action Plan shall be in effect and on file with the LADWP for the duration of the contract period. These items may be included in a separate appendix of the proposal by reference.

6.18 Living Wage Ordinance

Submittal of a response to this RFP stipulates and confirms that the undersigned (Proposer) agrees to comply with the applicable provisions of the Service Contract Workers Retention Ordinance (Section 10.36) and Living Wage (Section 10.37) of the Los Angeles Administrative Code. (SCWRO/LWO). The City of Los Angeles policy regarding Living Wage/Service Contractor Worker is presented in Appendix C.

SCWRO/LWO forms must be completed by the successful Proposer, only. Refer to instructions and forms attached in Appendix C.

6.19 Child Support Policy

In accordance with the City of Los Angeles Ordinance No. 172401, the LADWP requires all contractors and Subcontractors performing work for the LADWP to comply with all reporting requirements and wage earning assignments relative to court ordered child support.

All Proposers are required to complete the attached Certification of Compliance with Child Support Obligations, Appendix D. Failure to return the completed certification as part of the proposal may result in the proposal being deemed non-responsive to this RFP. These items may be included in a separate appendix of the proposal by reference.

6.20 Supplier Diversity

It is the policy of the LADWP to provide Women Business Enterprises (WBEs), Minority Business Enterprises (MBEs), and all other business enterprises an equal opportunity to participate in the performance of all LADWP contracts. Proposers shall assist the LADWP in implementing this policy by taking all reasonable steps to ensure that all available business enterprises, including WBEs and MBEs, have an equal opportunity to compete for and participate in the work being requested by this RFP.

Efforts to obtain participation of MBEs, WBEs, and other business enterprises could reasonably be expected to produce a level of participation by interested Subconsultants including 7 percent MBE and 3 percent WBE.

6.20.1 Good Faith Effort

All bidders shall make a good faith effort to reach out to WBEs, MBEs, and all other business enterprises in response to this RFP. The LADWP's Outreach Program constitutes a requirement of this RFP, regardless of the number or kind of Subcontractors a successful bidder may ultimately retain. If a bidder initially intends to perform all work under any contract resulting from this RFP through their own resources, without employing any Subcontractors, it is nevertheless required that the bidder make a good faith effort as specified in this Section of the RFP.

WBE/MBE Defined: "Women's Business Enterprise" (WBE) or "Minority Business Enterprise" (MBE), as used herein means a business enterprise that is certified as meeting both of the following criteria:

1. A business that is at least 51 percent owned by one or more women or, minority person(s), in the case of any business whose stock is publicly held, at least 51 percent of the stock is owned by one or more women or minority person(s).
2. A business whose management and daily business operations are controlled by one or more women or minority person(s).

6.20.2 LADWP's Supplier Diversity Program

Each proposal shall include a statement of the Proposer's good faith effort in the form and format described in Appendix E. These items may be included on a separate appendix of Proposer's proposal by reference.

The LADWP will determine the adequacy of each bidder's good faith effort based upon the documentation provided. Bidders not receiving a passing score may be found non-responsive and disqualified from participating in any contracts resulting from this RFP.

6.20.3 Factors and Weights for Evaluation of Good Faith Effort

Bidder's good faith effort to reach out to WBEs, MBEs and all other business enterprises will be determined by the factors specified herein. The LADWP will determine the adequacy of each bidder's good faith effort to utilize this Outreach Program by considering all factors set forth and the weights for evaluation. The total points possible are 100, and a passing score of 75 points must be achieved. The factors and weights are as follows:

1. Attendance at the Bidder's Conference. (Weight: 10 points)

2. Identifying selected portions of work being proposed in response to this RFP to be performed by Subconsultants in order to provide participation by MBEs, WBEs, and other business enterprises. The Proposers shall, when economically feasible, divide total work requirements into small portions or quantities to permit maximum participation of MBEs, WBEs, and other business enterprises. (Weight: 15 points)
3. Preparing and issuing Requests for Proposals to interested business enterprises and publishing proposals in newspapers, trade association publications, minority or trade-oriented publications, trade journals, or other appropriate media to solicit interest in participating in the work proposed in response to this RFP, not less than 10 calendar days prior to the submittal date of proposal. (Weight: 10 points)
4. Preparing and distributing written invitations to those business enterprises, including MBEs and WBEs, having an interest in participating in the work proposed in response to this RFP and documenting any invitations sent not less than 10 calendar days prior to submittal date of proposal. (Weight: 10 points)
5. Documenting efforts to follow up initial solicitations of interest by contacting the business enterprises to determine whether the enterprises are interested in participating in the work. (Weight: 13 points)
6. Providing interested enterprises with information about the plans, specifications, and requirements for the selected subcontracting work. (Weight: 7 points)
7. Requesting assistance from organizations that provide assistance in the recruitment and placement of MBEs, WBEs, and other business enterprises not less than 15 calendar days prior to the bid submittal date. (Weight: 13 points)
8. Negotiating in good faith with interested MBEs, WBEs, and other business enterprises and not unjustifiably rejecting proposals prepared by any enterprise. As documentation, the bidder shall submit a list of all sub-bidders for each portion of potential work for MBEs, WBEs, and other business enterprises. (Weight: 13 points)
9. Documenting efforts to advise and assist interested MBEs, WBEs, and other business enterprises in obtaining bonds, lines of credit, or required insurance. (Weight: 9 points)

6.20.4 Monthly Records

The successful bidder shall maintain records monthly to determine compliance with the LADWP's Outreach Program and shall submit such records to the Contract Administrator. The records shall be submitted on LADWP forms and shall show the following:

1. The name of each participating Subcontractor.
2. Description of work each Subcontractor has contracted to perform.
3. The percentage completion of the work under each subcontract.
4. The compensation contracted to be paid to each Subcontractor.
5. The cumulative compensation earned by each Subcontractor.
6. The cumulative compensation paid to each Subcontractor.

6.21 Insurance Requirements

Describe the Contractor's ability to comply with the Insurance Requirements presented in Section 11.

6.22 Los Angeles City Tax Registration Certificate

Provide the Proposer's Business Tax Registration Certificate or Business Tax Exemption Number. Policy regarding Business Tax Registration is presented in Appendix G.

6.23 Taxpayer Identification Number

Provide the Proposer's Federal Taxpayer Identification Number (Tax ID) on Form W-9. Form W-9 is presented in Appendix H.

6.24 Job Opportunities ad Training Policy

Provide response that complies with the Job Opportunities and Training Policy, Revised 3/17/2006 as presented in Appendix I.

7.0 TASK MANAGEMENT SYSTEM

The LADWP's Task Management System is a means to contract for a specific service when the exact work product is not known at the initiation of the contract. Rates quoted in the proposal are used as the basis for establishing the compensation for the tasks requested.

Any contract awarded as a result of this RFP will be administered and managed using the LADWP's Task Management System with compensation for a task being calculated and established on a time-and-material basis. Upon acceptance of a task letter, the Service Provider agrees to provide the deliverable(s) required by letter within the cost and schedule estimates included in the task letter. See Article V, Task Order Development and Approval, Appendix A, Draft Professional Services Agreement.

8.0 CONTRACT PERIOD

8.1 Contract Period

The contract term shall be for a period of thirty-six (36) months, commencing with the date of contract award.

9.0 CONDITIONS FOR SUBMITTED PROPOSAL

9.1 Clarification

If additional information is needed to interpret RFP, written questions shall be submitted to the LADWP as stipulated in the cover letter and Section 5.1 of the RFP. Please keep all questions concise for a uniform reply to all interested proposers.

9.2 Responsiveness

The detailed requirements set forth in Section 6.0 above are mandatory. Failure by a Proposer to respond to a specific requirement may result in disqualification.

9.3 Right to Reject Proposals

The LADWP reserves the right to reject any or all proposals.

9.4 Incurring Costs

The LADWP is not liable for any costs incurred by Proposers in responding to this RFP. Any and all costs incurred responding to this RFP, including interviews or other related activity, shall be borne by the Proposer.

9.5 Disposition of Proposals

All proposals submitted in response to this RFP shall become the property of the LADWP and a matter of public record. In addition, the Proposer must identify all copyrighted material, trade secrets, or other proprietary information that they claim are exempt from disclosure under the Public Records Act (California Code Sections 6250 et seq.). In the event such an exemption is claimed, the Proposer shall be requested to state in the proposal that they will defend any action.

9.6 Discussions

The LADWP may award a contract on the basis of proposals submitted, without discussions, or may negotiate further with those Proposers within a competitive range. Proposals should be submitted on the most favorable terms the Proposer can provide.

9.7 Award

The LADWP reserves the right to award a contract anytime after receipt of proposals, based on the original proposal submitted as if no negotiations had taken place.

9.8 Council Review

Any action taken by the Board will be subject to review by the Los Angeles City Council and an award of contract will not be final until such review process has been completed. The successful bidder will be notified, in writing, when such review process has been completed, and of the award date of the contract. No payment can be made for action taken or work started prior to the award date of the contract and execution of bonds and insurance if applicable.

9.9 Protest Policy and Procedures

Policy and Procedure for the above is in Appendix J.

10.0 STANDARD CONTRACT PROVISIONS

At the conclusion of the evaluation process, negotiations between the LADWP and the successful bidder for a contract will proceed. In order to ensure the negotiations are successfully completed within an appropriate time frame, the standard terms and conditions required by the LADWP is presented in Appendix A, Draft Professional Services Agreement. This draft includes Standard Terms and Conditions that will be made part of the final contract including City/LADWP required socioeconomic programs and requirements.

Execution of any contract is not a guarantee that work will be assigned.

11.0 INSURANCE REQUIREMENTS

Insurance – General Statement

It is the policy of Los Angeles Department of Water and Power (LADWP) that upon the award of a contract, the selected Bidder/Proposer/Vendor must provide evidence of insurance that conforms to the insurance requirements of the bid/proposal/agreement. Insurance requirements are explained in detail in the following language and “Contract Insurance Requirements” sheet, which specifically outlines the types and amounts of coverage required for this project. For your information and use, “Special Endorsement Forms”, “Guidance for Submitting Evidence of Insurance” and information on our insurance program for small vendors are available on our website.

When and if you are awarded a contract/agreement, acceptable evidence of required insurance, from insurers acceptable to the LADWP, will be required to be submitted within 30-days of the date of award and maintained current throughout the term of the contract. Said evidence of insurance must be on file with the Risk Management Section in order to receive payment under any contract for services rendered, and in order to commence work under your contract.

For further information regarding these requirements, please contact:

Los Angeles Department of Water and Power
Risk Management Section
Phone: (213) 367-4674
Fax: (213) 367-0214
Web: <http://www.ladwp.com/ladwp/cms/ladwp005363.jsp>

Insurance – Applicable Terms and Conditions

11.1 Additional Insured Status Required

Contractor/Vendor shall procure at its own expense, and keep in effect at all times during the term of this Agreement, the types and amounts of insurance specified on the attached Contract Insurance Requirements page. The specified insurance shall also, either by provisions in the policies, by City's own endorsement form or by other endorsement attached to such policies, include and insure City, its Department of Water and Power, its Board of Commissioners (hereinafter referred to as "Board"), and all of its officers, employees and agents, their successors and assigns, as Additional Insureds (except for Professional Liability and Workers' Compensation), against the area of risk described herein as respects Contractor's/Vendor's acts or omissions in its performance of the agreement, hereunder or other related functions performed by or on behalf of Contractor/Vendor. Such insurance shall not limit or qualify the liabilities and obligations of the Contractor/Vendor assumed under the contract.

11.2 Severability of Interests and Cross Liability Required

Each specified insurance policy (other than Workers' Compensation and Employers' Liability and Property coverage) shall contain a Severability of Interest and Cross Liability clause which states, "It is agreed that the insurance afforded by this policy shall apply separately to each insured against whom claim is made or suit is brought except with respect to the limits of the company's liability," and a Contractual Liability Endorsement which shall state, "Such insurance as is afforded by this policy shall also apply to liability assumed by the insured under this Agreement with the City of Los Angeles."

11.3 Primary and Non-Contributory Insurance Required

All such insurance shall be Primary and Noncontributing with any other insurance held by City's Department where liability arises out of or results from the acts or omissions of Contractor/Vendor, its agents, employees, officers, assigns, or any person or entity acting for or on behalf of Contractor/Vendor. Any insurance carried by the LADWP, which may be applicable, shall be deemed to be excess insurance and the Contractor's/Vendor's insurance is primary for all purposes despite any conflicting provision in the Contractor's/Vendor's policies to the contrary.

11.4 Deductibles Subject to LADWP's Discretion

Deductibles and/or self-insured retentions shall be at the sole discretion of the Risk Manager of the LADWP (hereinafter referred to as "Risk Manager"). The LADWP shall have no liability for any premiums charged for such coverage(s). The inclusion of the Department of Water and Power, its Board, and all of its officers, employees and agents, and their agents and assigns, as additional insureds, is not intended to, and shall not, make them, or any of them a partner or joint venturer with Contractor/Vendor in its operations.

11.5 Proof of Insurance for Renewal or Extension Required

At least ten (10) days prior to the expiration date of any of the policies required on the attached Contract Requirement page, documentation showing that the insurance coverage has been renewed or extended shall be filed with the LADWP. If such coverage is canceled or reduced in coverage, Contractor/Vendor shall, within fifteen (15) days of such cancellation or reduction of coverage, file with the LADWP evidence that the required insurance has been reinstated or provided through another insurance company or companies.

11.6 Submission of Acceptable Proof of Insurance and Notice of Cancellation

Contractor shall provide proof to the LADWP's Risk Manager of all specified insurance and related requirements either by production of the actual insurance

policy(ies), by use of LADWP's own endorsement form(s), by other written evidence of insurance acceptable to the Risk Manager, but always in a form acceptable to the Risk Manager and the Office of the City Attorney. The documents evidencing all specified coverages shall be filed with the LADWP prior to Contractor beginning operations hereunder. Said proof shall contain at a minimum, the applicable policy number, the inclusive dates of policy coverages, the date the protection begins for the Department of Water and Power, and the insurance carrier's name. It shall bear an original signature of an authorized representative of said carrier, and shall provide that such insurance shall not be subject to cancellation, material reduction in coverage or non-renewal except after written notice by certified mail, return receipt requested, to the City Attorney of the City of Los Angeles at least thirty (30) calendar days prior to the effective date thereof. The notification shall be sent by registered mail to: The Office of the City Attorney, Water and Power Division, Post Office Box 51111, JFB Room 340, Los Angeles, California 90051-0100.

11.7 Claims-Made Insurance Conditions

Should any portion of the required insurance be on a "Claims Made" policy, the Contractor/Vendor shall, at the policy expiration date following completion of work, provide evidence that the "Claims Made" policy has been renewed or replaced with the same limits, terms and conditions of the expiring policy, or that an extended three (3) years discovery period has been purchased on the expiring policy at least for the contract under which the work was performed.

11.8 Failure to Maintain and Provide as Cause for Termination

Failure to maintain and provide acceptable evidence of the required insurance for the required period of coverage shall constitute a breach of contract, upon which the LADWP may immediately terminate or suspend the agreement.

11.9 Sub-Contractor Compliance

The Contractor/Vendor shall be responsible for all sub-contractors'/sub-vendors' compliance with the insurance requirements.

11.10 Periodic Right to Review/Update Insurance Requirements

The LADWP and Contractor/Vendor agree that the insurance policy limits specified on the attached Contract Insurance Requirements page may be reviewed for adequacy annually throughout the term of this Agreement by the Risk Manager/City Attorney, who may thereafter require Contractor/Vendor to adjust the amounts and types of insurance coverage however the Risk Manager/City Attorney deems to be adequate and necessary. City reserves the right to have submitted to it, upon request, all pertinent information about the agent and carrier providing such insurance, including applicable license and ratings.

11.11 Specific Insurance Requirements

See Appendix F, "Contract Insurance Requirements" for specific insurance and per occurrence dollar limits.

11.12 Indemnification

The Contractor/Vendor undertakes and agrees to indemnify and hold harmless the City of Los Angeles, the Department of Water and Power, the Board of Water and Power Commissioners of the City of Los Angeles, and all of their officers and employees, and, at the option of the LADWP, defend the LADWP, and any and all of their Boards, officers, agents, representatives, employees, assigns and successors in interest from and against any and all suits and causes of action, claims, charges, damages, demands, judgments, civil fines and penalties, or losses of any kind or nature whatsoever, for death, bodily injury or personal injury to any person, including Contractor's/Vendor's employees and agents, or damage or destruction to any property of either party hereto, or third persons in any manner arising by reason of the negligent acts, errors, omissions or willful misconduct incident to the performance of this contract on the part of the Contractor/Vendor, or the Contractor's/Vendor's officers, agents, employees, or sub-contractors/sub-vendors of any tier, except for the active negligence or willful misconduct of the LADWP, its Board, officers, agents, representatives or employees.