

**City of Los Angeles  
LA Sanitation and Environment (LASAN)**

**On-call Consultant Services Contract**

**Task Order Solicitation (TOS) S-041 for**

**Technical Support for Data Management and Analysis Tools**

**April 2025**

**1. Introduction**

The LASAN Watershed Protection Division (WPD) manages water quality data collected from various watershed and receiving water monitoring programs across the Los Angeles region. This includes monitoring for National Pollutant Discharge Elimination System (NPDES) Permits, Total Maximum Daily Loads (TMDL), and other environmental special studies. To carry out the collection, management, and analysis of extensive datasets, WPD utilizes a centralized water quality database system equipped with specialized data collection, visualization, analysis, and reporting tools.

Technical support is required to maintain the database and develop enhancements to the system and complex tools as they continue to grow in scope and capacity. This is essential to meet ongoing and future reporting requirements for LASAN and to ensure consistent and high quality data. Support for data analysis and reporting tools is also needed to complete compliance analyses, integrate new dashboard functions, conduct trends analyses, and support integration for various standardized data formats.

**2. Scope of Services**

LASAN is soliciting a qualified consultant firm to provide as-needed technical support to conduct maintenance and develop enhancements to WPD's water quality database system in order to fulfill ongoing and future reporting requirements for City-led monitoring programs. Such support services shall be on an as-needed and as-directed basis. The following provides more details regarding the services from the qualified consultant:

**Task 1:** Provide technical support for developing, maintaining and troubleshooting the following components of the database system:

- a. Desktop Data Manager Application
- b. Web based Application
- c. Mobile (field) Application
- d. Database Hosting
- e. Data Servers and connectivity with external databases (e.g. LA City's Network servers, Laboratory Information Management Systems (LIMS), lake monitoring servers).
- f. Other miscellaneous components of the system, not limited to the following:

- i. Import and exporting data reports in various Electronic Data Deliverables (EDD) formats, such as the California Environmental Data Exchange Network (CEDEN) standardized reporting templates.
- ii. Data querying (display search data and generate reports).
- iii. Support in migrating historical data sets.
- iv. New features that will improve workflow and consistency with monitoring and reporting requirements.

Deliverables:

- Test environments to test new features and other changes to the system.
- Customizable, robust and user friendly desktop data manager application, web based application, and mobile application.

**Task 2:** Provide technical support for the expansion of dashboard data visualization, analysis and reporting tools, including but not limited to:

- a. Development of dashboards to aid in the visualization of water quality parameters against compliance targets and other performance metrics.
- b. Development of comprehensive data analysis and reporting tools capable of, but not limited to the following:
  - i. Exceedance and compliance analyses to assess water quality monitoring data along with various water quality objectives.
  - ii. Trends analysis such as Mann Kendall non-parametric trends test
  - iii. Rolling geometric means calculation and reporting
  - iv. Other tests and analyses that will support the evaluation of water quality data and will streamline the annual reporting process.
- c. Automate dashboard functions and data analysis and reporting tools.
- d. Integration of specialized GIS functions and ability to display data on interactive maps.
- e. Integration of historical data to conduct long-term trends analysis of water quality data.
- f. Integration of data collection across different platforms/software with the ultimate goal of being able to display real time monitoring data on a web-based interface so that it is readily available to watershed managers.

Deliverables:

- Data visualization dashboards
- User-friendly data analysis and reporting tools capable of the aforementioned functions.

**Task 3:** Specialized Equipment Needs:

- a. Procure specialized equipment, software, hardware, and other materials to support compatibility with upgraded features to database applications maintaining effective and reliable usability.

Deliverables:

- As-needed items such as computers, tablets, cameras, accessories, and other materials needed to perform related work on an urgent basis.

**Task 4:** General Database Support and Training:

- Provide on-call technical support in a timely manner, maintaining the integrity of the data, continuity of user access to the data, and database functionality.
- Meet with users and support staff on an as-needed basis to discuss issues, desired changes/upgrades, and status updates regarding the database system and applications.
- Provide training to users and support staff; demonstrating how to use database components and any updates and new features added.

Deliverables:

- Training materials in the form of meeting recordings, presentation slides, user manuals, SOPs and other forms of documentation requested.
- Status updates on progress of requested work and updated project tracker.

**3. Term of Engagement and Cost Estimate**

The term of engagement is 36 months from the issuance date of the Notice to Proceed (NTP) with an optional 12 month extension if necessary. It is estimated that the cost ceiling for this TOS is approximately \$600,000.

**4. Solicitation Schedule (Tentative)**

- Issue Task Order Solicitation .....Date of Cover Letter.
- Receive Solicitation Responses.....As indicated in Cover Letter.
- Conduct Interviews if necessary.....4 - 8 weeks after issuance of TOS.
- Select and Negotiate.....8 - 12 weeks after issuance of TOS.
- Execute Task Agreement Form.....16 - 24 weeks after issuance of TOS.
- **Estimated Project Start Date: June 2025**

**5. Solicitation Response Requirements**

Solicitation Responses shall not exceed twenty (20) pages, exclusive of cover, dividers and resumes. Solicitation Responses shall be submitted to the following LASAN staff via email, no later than 2:00 pm on the proposal due date indicated in the cover letter:

- Jon Ball, jon.ball@lacity.org
- Kim Tran, kim.n.tran@lacity.org
- David Kim, san.oncall@lacity.org

Solicitation Responses shall include:

- Resume demonstrating that the candidate is capable of meeting the requirements of the Scope of Work. Resume shall include work experience history with dates, and references from past employers, owners, and/or organizations.
- Provide a proposed individual cost breakdown by tasks.
- Provide a breakdown of estimated time for completion of task.
- Proposed Billing Salary Rate Summary for the proposed candidate with all respective direct and indirect costs, markups, expenses, overhead rates and profit. **(See Attachment A below.)**
- MBE/WBE/SBE/EBE/DVBE/OBE subcontractors utilized and the percent utilization. **(See Attachment A below.)** or in the case lump sum tasks, payment breakdown of cost per task. **Note: The proposed billing rates shall be fixed for the duration of the TAF.**
- Subcontractors utilization **(See Attachment B)** .  
Note: Department of Public Works only recognizes:
  - MBE/WBE certifications certified by City of LA – Bureau of Contract Administration (LABCA), LA County Metropolitan Transportation Authority (MTA), CalTrans, The Southern California Minority Supplier Development Council (SCMSDC), or Women's Business Enterprise National Council (WBENC)-WEST; and any member of California Unified Certification Program (CUCP); and
  - SBE/EBE/DVBE certifications certified by LABCA or State of California – Department of General Services (CA-DGS)
  - A firm can only be a MBE or WBE (not both) for a pledged amount
  - A firm with multiple certifications is acceptable (i.e., a MBE/SBE/EBE/DVBE firm will fulfill 4 of 6 required categories)
- Provide a copy of valid MBE/WBE/SBE/EBE/DVBE Certifications of MBE/WBE/SBE/EBE/DVBE subcontractors utilized.
- **If a subconsultant needs to be added to Schedule A, use Mini Outreach Subconsultant Phone Log template uploaded to RAMP (Regional Alliance Marketplace for Procurement) for this TOS.**
- Statement pertaining to the candidate's availability.

## 6. Selection Criteria

The selection team will evaluate the proposals using the following criteria:

- A. Consultant Qualifications, Experience, and Expertise
  - Capability, and experience in providing the Scope of Services as demonstrated by the proposal.
  - Expert knowledge and work experience associated with understanding of the issues, options, and approaches related to water quality database management.
  - Knowledge and understanding of LASAN Watershed Protection Division's stormwater program including data and reporting requirements.
- B. Personnel Qualifications, Experience, and Expertise
  - Expert knowledge and work experience associated with understanding of the issues, options, and approaches related to water quality database management.
  - Proposer's knowledge of the City facilities and other environmental media, procedures, and practices.
- C. Technical Approach

- Familiarity and understanding of LASAN's strategies and goals in water quality-related activities.
- D. Project Management Approach
- Ability to effectively and rapidly meet ongoing needs for technical support of the database.
  - Proven capability in providing technical support for database applications, especially with regard to water quality data.
  - Experience and proven track record delivering related projects, plans, and scientific studies on-time and on-budget.
  - Proposer must have excellent written and verbal communication skills and provide timely responses to LASAN's requests.
- E. Competitive Fees and Costs
- The value offered to the City considering cost in comparison to capabilities and experience of the candidates.
  - Direct and indirect costs, markups, expenses, overhead rates and profit will be considered.

## **7. Suggested MBE/WBE/SBE/EBE/DVBE/OBE Participation Levels**

The City has set anticipated participation levels (APLs) for sub-consultants as follows: 18% MBE, 4% WBE, 25% SBE, 8% EBE, and 3% DVBE. Minority, women, small, emerging, disabled veteran owned and controlled businesses must be considered along with other business enterprises whenever possible as sources of subconsulting services.

**Note: Sub-consultants that are not listed on Consultant's current Schedule A - LIST OF POTENTIAL MBE/WBE/SBE/EBE/DVBE/OBE SUBCONSULTANTS (which includes any previously approved mini outreach) cannot be included in a proposal and/or utilized without the performance of a mini outreach and approval of said outreach by LASAN. A Request to Add Sub(s) should be made at least 10 business days prior to proposal due date. If a consultant needs to add a sub to their Schedule A, please see the *Mini Outreach Phone Log and Instructions to Add Sub* document associated with this TOS and available for download within the Regional Alliance Marketplace for Procurement (RAMP). When a CONSULTANT receives from LASAN an approved Request to Add Sub(s), approved sub(s) then may be included in the proposal. Exception: If Request to Add Sub(s) is in the process of being approved by LASAN, CONSULTANT may submit a proposal that includes the yet to be approved sub. The Request to Add Sub(s) must have been submitted prior to the proposal due date deadline.**

## **8. Task Order Manager**

LASAN On-Call Contracts Representative: Nancy Lantin, Sr. Management Analyst II, On-Call Contracts Representative, Administration Division, (213) 440-8237, [nancy.lantin@lacity.org](mailto:nancy.lantin@lacity.org).

Designated Task Manager for this TOS:  
Jon Ball, Environmental Affairs Officer, Watershed Protection Division, (323) 342-1557, [jon.ball@lacity.org](mailto:jon.ball@lacity.org)

Kim Tran, Senior Chemist, Watershed Protection Division, (323) 342-1558,  
[kim.n.tran@lacity.org](mailto:kim.n.tran@lacity.org)

**9. Disclaimer**

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

# ATTACHMENT A

COST REIMBURSEMENT - BILLING SALARY RATE BASIS										
Firm Name	Status	Last Name	First Name	Position	Raw Rate (\$/hr)	Approved Overhead Rate	Profit	Billing Rate (\$/hr)	Effective Date	Note
Prime Firm	Prime									
Prime Firm	Prime									
Prime Firm	Prime									
Subcontracting Firm Name 1	MBE/SBE/EBE									
Subcontracting Firm Name 2	WBE/SBE/EBE									
Subcontracting Firm Name 3	MBE/SBE									
Subcontracting Firm Name 4	WBE/SBE									
Subcontracting Firm Name 4	SBE/EBE/DVBE									
Subcontracting Firm Name 5	SBE/EBE									
Subcontracting Firm Name 6	OBE									

ATTACHMENT B

**SCHEDULE B**

**TASK WORK ORDER LIST OF SUBCONSULTANTS**

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

<b>Project Title / TOS No.:</b>	<b>Contract No:</b>
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<b>Contractor:</b>	<b>Address:</b>
<b>Contact Person:</b>	<b>Phone/Fax:</b>

**LIST ALL SUBCONSULTANTS (SERVICE PROVIDERS/SUPPLIERS/ETC.)**

NAME, ADDRESS, TELEPHONE NO. OF SUBCONSULTANT	DESCRIPTION OF WORK OR SUPPLY	MBE/WBE/SBE/EBE/DVBE/OBE	CALTRANS/CITY/ MTA CERT. NO.	DOLLAR VALUE OF SUBCONTRACT

PERCENTAGE OF MBE/WBE/SBE/EBE/DVBE/OBE PARTICIPATION			<hr style="border: none; border-top: 1px solid black;"/> Signature of Person Completing this Form
	DOLLARS	PERCENT	
TOTAL MBE AMOUNT	\$	%	<hr style="border: none; border-top: 1px solid black;"/> Printed Name of Person Completing this Form
TOTAL WBE AMOUNT	\$	%	
TOTAL SBE AMOUNT	\$	%	
TOTAL EBE AMOUNT	\$	%	
TOTAL DVBE AMOUNT	\$	%	
TOTAL OBE AMOUNT	\$	%	
TOTAL OBE AMOUNT	\$	%	Title Date
BASIS BID AMOUNT	\$		

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