

CITY OF LOS ANGELES

CALIFORNIA



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September 9, 2025

ELECTRONIC MAIL

To: 31 Pre-Qualified On-Call Contract Consultants of LA Sanitation and Environment

**LA SANITATION ON-CALL CONSULTANT SERVICES CONTRACT ISSUANCE OF TOS S-064-
ENTERPRISE ASSET MANAGEMENT SYSTEM**

LA Sanitation and Environment (LASAN) is soliciting responses from 31 Prime Consultants on the Pre-Qualified On-Call List. Attached are details of required services for the Task Order Solicitation (TOS). To be considered responsive, Prime Consultants must attend a **mandatory** in person pre-proposal meeting to be held on:

Date and Time: Tuesday, September 16, 2025, from 9:00 A.M. to 10:00 A.M. and
Plant Tour from 10:00 A.M. to 11:00 A.M.
Location: 4600 Colorado Blvd, Los Angeles, CA 90039
RAMP ID: See **RAMP Opportunity ID: 225016**

Please note all staff attending the **mandatory** in person pre-proposal meeting must email attendees contact information by **Monday, September 15, 2025 by 2:00 P.M.** to the following LASAN Staff:

- Mr. Emilio Lopez, emilio.lopez@lacity.org

All attendees for the plant tour must have a hard hat, closed toed shoes and vest. In addition, please note that inviting your subcontractors to the meeting is optional.

All **questions** before the meeting regarding this TOS **must be submitted in writing via e-mail to the staff listed below.**

The **deadline for proposal submission** is **Wednesday, October 22 2025, before 2:00 P.M.** If your firm is interested in this TOS, please submit a proposal via e-mail by the indicated due date to the following LASAN staff:

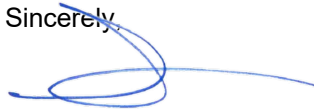
- Ms. Christine Heinrich-Josties, christine.heinrich@lacity.org
- Mr. Emilio Lopez, emilio.lopez@lacity.org
- Mr. David Santos, san.oncall@lacity.org

zero waste • zero wasted water

TOS SN-064 Issuance
9/9/2025
Page 2 of 2

Thank you for your interest and we look forward to receiving your response to this TOS. Should you decide not to submit a proposal, a **negative response is requested** with a brief explanation of the reason. Your decision to not submit a proposal will not affect your eligibility for future work.

Sincerely,



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

NL:el

Attachment: Scope of Services

c: Master Files
On-Call Consultants List
Rowena Lau, LASAN
Christine Heinrich-Josties, LASAN
Emilio Lopez, LASAN
Jason Reid, LASAN
Amir Farah, LASAN
CCU Staff

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

On-call Consultant Services Contract

Task Order Solicitation (TOS) S-064 for

LASAN - Enterprise Asset Management System

September 2025

1. Introduction

The City of Los Angeles (City) Department of Public Works Bureau of Sanitation, herein referred to as LASAN, is seeking task order proposals from the 31 Oncall Consultants list to retain the services of a qualified consultant to provide and support an Enterprise Asset Management System (EAMS). Software must be able to handle LASAN's multiple programs such as Solid Resources, Clean Water, and Watershed Protection by providing full asset lifecycle management. This project requires a software solution that will be fully integrated and implemented. This Task Order Solicitation (TOS) outlines the scope of work, requirements, selection process, and documentation necessary to propose on this project. All Task order proposals are due October 22, 2025.

Background

LASAN's mission is to protect public health and the environment through three (3) core programs: Solid Resources, Clean Water and Watershed Protection with a population of over 4 million people in the City of Los Angeles. These programs all contribute to and build upon an overarching program of environmental sustainability, coupled with environmental justice.

LASAN Organization Approximate Users:

Program	Management	Supervisors	End Users	Engineers	Geographic Information System (GIS)	Total
Clean Water	35	65	674	102	6	882
Stormwater	4	13	32	184	2	233
Solids	15	24	116	21	12	188

LASAN is responsible for vehicles, buildings and grounds maintenance at each facility. In addition, LASAN is responsible for the operation, maintenance, preservation and improvements of the following assets but not limited to approximately:

Service Area

- 4+ million population
- Over 750,000 homes
- 944 square miles of service area

- 29 contract agencies

Clean Water Assets

Sewer Collection System

- 158,396 maintenance holes
- 6,700 miles of sewers lines
 - 162,175 segments
- 49 sewer pumping plants

Four (4) Water Reclamation Plants

- Donald C. Tillman
 - 80 MGD dry weather capacity
 - 57 acre site
 - Primary, Tertiary, and Secondary treatment, Advance Water Purification, Equalization Basins, Wet Weather Storage basins, etc.
- Terminal Island
 - 30 MGD dry weather capacity
 - 23 acre site
 - Primary,, Secondary, and Tertiary treatment, Advance Water Purification
 - Biosolids Processing Facility
- Hyperion
 - 450 MGD dry weather capacity
 - 144 acre site
 - Primary, Tertiary, and Secondary treatment, Advance Water Purification
 - Bioenergy facility
 - Biosolids Processing Facility
- Los Angeles-Glendale
 - 18 MGD dry weather capacity
 - 18 acre site
 - Primary, Secondary, and Tertiary treatment

Watershed Protection (Stormwater) Assets

- 12 Green streets and green corridors
- 41 stormwater quality facilities
- 5 watersheds
 - Ballona Creek
 - Dominguez Channel
 - LA River
 - Marina Del Rey
 - Santa Monica Bay
- 176,510 of storm drains pipes
- 126,076 Storm Drain Inlets
- 81 Debris basins

Solid Resources Assets

- Average of 6,652 tons per day of refuse, recycling and yard trimming
 - 2.25 million bins
- 500 solid resource collection clean air vehicles

- 9 recycling and disposal facilities
- 7 Solvents/Automotive/Flammables/Electronics center facilities

Current Data Management

LASAN manages its assets and data through a combination of existing tabular asset management software, access databases, spreadsheets, forms and on paper logs.

GIS Data Maturity

Please utilize City of Los Angeles Geohub to determine GIS maturity level for each core program:

<https://geohub.lacity.org/>

Future State

The City requires a fully functioning asset management cloud based software solution. This software must encompass both mobile and desktop applications. A critical requirement is the inclusion of all historical data currently available in our existing asset management system, which must be fully functional and readily accessible within the system. Furthermore, all tasks and data within the software must be fully functional, meaning that every feature, module, and data point within the system must operate as intended, without errors or limitations. This includes, but is not limited to, asset tracking, maintenance scheduling, inventory management, depreciation calculations, asset risk scoring/prioritization analysis, and reporting functionalities.

2. Scope of Services

LASAN is issuing this Task Order Solicitation for a fully functional asset management software system and its related installation, configuration, data conversion, migration, implementation, and training services. It is LASAN's preference to enter into an agreement with a single on-call consultant that functions as the primary contact in providing the complete range of required functionality and related services. The consultant shall include services to configure, deploy, and manage the system including design, configuration, and training. The consultant shall include all costs and assumptions in the proposal with deliverables the consultant feels will be required should the consultant be chosen. The following tasks are required at a minimum for each proposal:

Task 1: Overall Program, Schedule, and Implementation Plan

The consultant will manage the project, acting as the owner's agent to ensure timely delivery within budget and that the final product meets the City's requirements. This includes responsibility for subcontractors and their performance. The consultant will document all project decisions and activities. They will also collaborate with the City to provide updates, propose best practices and implementation strategies, propose new work flow processes to ensure long term clean and accurate data input to the EAMS, and define project milestones, task deliverables, and the overall project schedule.

Examples of deliverables that may be required under this task are:

- a. Project Documentation
- b. Project meetings/workshops
- c. Change management approach

- d. Project kick off meeting
- e. Overall project schedule
- f. Implementation plan
- g. Best practice & implantation strategies report
- h. Work flow process documentation

Task 2: Prepare Sanitation Asset Inventory

The consultant shall analyze existing data and recommend the asset hierarchy for Sewer Pipes, Pumping Plants, Stormwater System and Water Reclamation Plants. The consultant shall prepare Sanitation's vertical and horizontal asset inventory for mapping with respect to the City's Solid Waste, Clean Water, and Watershed Protection programs. The data set and software interface should be able to only show the desired program based on LASAN discretion.

2.1 Asset Location and GIS

The consultant is responsible for walking all LASAN sites and proposals should assume a minimum of walking four (4) water reclamation plants, 12 greenways, 9 solid resource facilities and 29 pumping plants to determine assets and digital tagging needed. Also, the consultant to evaluate and develop ArcGIS files to link to LASAN assets. Consultant to provide cost for additional as needed LASAN sites. Proposals should also include cost for 100 mobile tablets and price for additional tablets. The following steps, should be undertaken at a minimum:

- Perform walkthroughs of the facilities housing the assets
- Determine the location of the assets
- Barcode the assets
- Geocoding assets
- Identify asset data minimum for each asset

2.2 Migrate Existing Data

Evaluate and assess existing datasets to determine the optimal asset hierarchy, including asset identification and location, and then migrate the data to asset management application all available tabular data. Consultant will be responsible for merging existing data to GIS data with clear audit trails and reports. The following, should be undertaken at a minimum:

- Describe the plan for the data migration and hierarchy of the data
- Data field mapping
- Ensure data is high quality

Task 3: Evaluate and Develop a Risk Scoring and Prioritization Methodology to Identify Critical Assets

Consultant to develop a risk scoring and prioritization methodology for the Water Reclamation Plants, Pump Stations, and Stormwater Systems. Other systems may be included in the future and cost to develop additional methodologies should be included in proposals.

Task 4: Business Process Mapping

Consultant to work with at least 25 LASAN divisions to identify and document current and future states business processes for impacted groups. Consultant should assume a minimum of 2 business process mapping workflows per division or 50 total. Additional business process mapping may be needed and consultants to provide pricing for any additional workflows. During this process the consultant should evaluate existing City software and applications and asset management software should be able to integrate with all existing systems. The consultant will be responsible for developing process workflows to ensure data integrity is prioritized. The following areas should also be included:

- *Request Management*
- *Work Management*
- *Lifecycle Asset Management*
- *Resource Management*
- *Mobile/Field Access*
- *Reporting and Exporting Data*
- *Data Integration*

EAM System will require but not limited to the following Integrations:

- Honeywell Distributed Control System (DCS)
- Honeywell Uniformance
- AVEVA Pi
- Wastewater Information Systems Analytical Research Database (WISARD)
- Esri, ArcGIS, Survey123
- Field Automation for Sanitation Trucks (FAST)
- Paradigm
- FlowWorks
- IT Pipes
- CGI Advantage
- Workday
- E-builder
- SalesForce
- AssetWorks
- OpenGOV
- BuildLA
- Bioedge
- Pretreatment Information Management System/Watershed Protection Information Management System (PIMS)
- Laboratory Information Management System (LIMS)

Consultant shall provide cost for additional integrations.

Task 5: Configuration

Consultant to configure a fully functioning asset management software solution that includes all of LASAN's 25 divisions work processes. This software must encompass both mobile and desktop applications. This includes, but is not limited to, asset tracking, maintenance scheduling, inventory management, depreciation calculations, and reporting functionalities. Consultant should create, at a minimum, ad-hoc user reports as needed once business process

mapping is completed, proposal should include a cost assumption and pricing for additional reports.

Examples of deliverables that may be required under this task are:

- a. User access configuration
- b. System acceptance testing
- c. Dashboard and reporting
- d. Configuration of all standard preventive maintenance
- e. Configure specific LASAN templates
- f. High data integrity process procedures
- g. System administrator and user accounts will be established. LASAN will conduct

Task 6: Training

The consultant is to provide the best training method or methods for learning provided software solution. Training must be tailored to the software being implemented with all configuration and customizations. This will include but is not limited to workshops (video, manuals and live sessions) for each division. Consultant should include training cost for all 1,303 users and provide cost for additional training.

Task 7: Performance Testing

The consultant shall develop a rigorous performance testing process and procedure in advance to go-live to ensure the system is fully functional. The consultant is required to fix bugs found in testing to a user acceptance level prior to go-live. Software should be able to handle preventive maintenance monthly load of 137,000 for each working group and be able to handle 1,303 users concurrently.

Task 8: Go-Live and Maintenance Management Scheduling

Consultant to provide a minimum of two (2) years maintenance and support. The following should be included in the maintenance management:

- a. Provide policies that govern the frequencies of necessary maintenance
- b. Outline strategies to perform maintenance tasks
- c. Supply staff to perform maintenance that is out of LASAN's ability
- d. Provide strategies for LASAN to perform maintenance after two (2) years

Task 9: As Needed Services & Other Tasks

Provide as needed support for the onboarding and configuration and implementation of the EAMS.

- a. Provide support after implementation/go live activities.
- b. Additional implementations as needed.

3. Term of Engagement and Cost Estimate

The term of engagement is from the issuance date of the Notice to Proceed (NTP) to 6/30/2029. It is estimated that the cost ceiling for this TOS is approximately **\$5,700,000**.

4. **Solicitation Schedule (Tentative)**

- Issue Task Order SolicitationDate of Cover Letter.
- Receive Solicitation Responses.....As indicated in the Cover Letter.
- Conduct Interviews if necessary.....6 - 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: January 2026**

5. **Solicitation Response Requirements**

Solicitation Responses shall not exceed twenty (20) pages, excluding cover, dividers and resumes. Soliciting Responses shall not exceed the following limits per section:

- One (1) page maximum for team organization
- Approach 8 pages maximum per section

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:

- Emilio Lopez, Emilio.Lopez@lacity.org
- David Santos, 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 at least five (5) project references that match the scope of work with the proposed team members.
- Provide a proposed individual cost breakdown by tasks for a lump sum contract.
- Prove a proposed cost of additional items per task.
- 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.**) 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 TOS.**
- 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 be counted as either 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 be credited with 4 of 6 certified categories)
- **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:

- Capability, and experience in providing the Scope of Services as demonstrated by the proposal.
- Expert knowledge and work experience associated with Enterprise Asset Management Software.
- The value offered to the City considering but not limited to cost comparison to capabilities and experience in implementing LASAN's sized Enterprise Asset Management of the proposer's team.
- Software capability, user-friendliness, and ability to meet all requirements necessary within the scope of work.

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) to the Consultant's Schedule A should be made at least 10 business days prior to proposal due date. If Request to Add Sub(s) is in the process of being reviewed by LASAN, CONSULTANT may submit a proposal that includes the yet-to-be-approved sub.

8. **Task Order Manager**

Designated Task Manager for this TOS:

Emilio Lopez
Environmental Engineer; WESD
Emilio.Lopez@lacity.org
(323) 342-6203

LASAN On-Call Contracts Representative:

Nancy Lantin
Sr. Management Analyst II;
On-Call Contracts Representative; Administration Division
nancy.lantin@lacity.org
(213) 440-8237

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									

SCHEDULE B

TASK WORK ORDER LIST OF SUBCONSULTANTS

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

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

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: 0; border-top: 1px solid black;"/> Signature of Person Completing this Form	
	DOLLARS	PERCENT		
TOTAL MBE AMOUNT	\$	%	<hr style="border: 0; 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	\$	%		
BASIS BID AMOUNT	\$		Title	Date

MUST BE SUBMITTED PRIOR TO ISSUING A NTP