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June 4, 2026

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-033 for

Fork-to-Fuel Initiative

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** virtual pre-proposal meeting to be held on:

Date and Time:	Tuesday, July 7, 2026, from 1:00 P.M. to 2:00 P.M.
Location:	Virtual: meet.google.com/kjz-vise-jhs
By Phone:	(US) +1 505-398-0564 PIN: 963 938 016#
RAMP ID:	**See RAMP Opportunity ID: 230425**

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 **Tuesday, August 4, 2026, 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:

- Mrs. Karina Afework, karina.afework@lacity.org
- Mrs. Mariam Panasyan, mariam.panasyan@lacity.org
- Mr. David Santos, san.oncall@lacity.org

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,

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

NL:ds

Attachment: Scope of Services

c: Master Files
On-Call Consultants List
Luis Durruty, LASAN
Loudmilla Vertanessian, LASAN
Karina Afework, LASAN
Mariam Panasyan, LASAN
CCU Staff

City of Los Angeles
LA Sanitation and Environment (LASAN)

On-call Consultant Services Contract

Task Order Solicitation (TOS) S-033 for

Fork-to-Fuel Initiative

June 2026

1. Introduction

This pilot project will be a feasibility study to determine whether brown grease from automatic grease removal devices (AGRDs) is a suitable feedstock for renewable fuel. Brown grease is the content captured by a grease trap, located under the sink at Food Service Establishments (FSEs), which contains a mixture of fats, oil and grease (FOG), that is normally placed in landfills, or incinerated.

The Fork-to-Fuel project will provide AGRDs to FSEs which will produce a higher quality brown grease compared to conventional grease traps, allowing that grease to be repurposed into a valuable resource. A comparison study will also be conducted, comparing traditional grease traps against AGRDs. The City of Los Angeles (City) has very few AGRDs in the service area, so this program allows the Industrial Waste Management Division to study the technology.

LA Sanitation and Environment (LASAN) has identified a local energy supplier who will be a partner in the Fork-to-Fuel Pilot Project, that can repurpose the higher quality brown grease. This pilot project is expected to install AGRDs in approximately 30 FSEs, from which the brown grease will be collected over an 18-month period.

The Fork-to-Fuel program will set the groundwork for achieving zero waste for FSE's, by diverting waste from landfills, and concurrently reducing greenhouse gas emissions. Also, this project aligns with the broader sustainability goals outlined in Senate Bill (SB) 1383, and the City's Green New Deal.

The City's Green New Deal Waste & Resource Recovery section states chapter targets of:

- Increasing landfill diversion rate to 90% by 2025; 95% by 2035; and 100% by 2050
- Reducing municipal solid waste generation per capita by at least 15% by 2030, including phasing out single-use plastics by 2028
- Eliminating organic waste going to landfill by 2028
- Increasing proportion of waste products and recyclables productively reused and/or repurposed within L.A. County to at least 25% by 2025; and 50% by 2035.

2. Scope of Services

LASAN is seeking a qualified consultant to develop and implement the Fork-to-Fuel Pilot Program. The following provides more details regarding the services required:

Task 1: Logistics and Procurement

- **Select FSEs to participate in the pilot program**
  - FSE must have a grease trap or conditional waiver (presence of grease interceptors disqualifies from participation in the program).
  - FSE should produce greasy foods.
  - FSE must be located within City of Los Angeles boundaries.
- **Recycle/Dispose of Existing Grease Traps:**
  - Determine,document, and implement the process for recycling or disposing of existing grease traps if in use.
  - Provide a report on the recycling/disposal process and compliance with environmental regulations.
  - Complete required plan checks and permits with LA County Health and City of Los Angeles for approval of new installations.
  - Install AGRDs at the participating FSEs.
- **Training Materials:**
  - Develop detailed training material for FSEs' staff on using and maintaining the AGRD.
  - Conduct follow-up training sessions to ensure compliance and address any issues for the duration of the project.
- **Maintenance Plan:**
  - Create a detailed maintenance schedule and checklist for AGRDs.
  - Create and implement a logistics plan for regular grease pickups to deliver to local energy supplier(s).
  - Establish a support hotline or service for FSEs to report and resolve maintenance issues quickly.
- **Grease Quality Analysis:**
  - Identify and collaborate with local green energy supplier(s) who will process the grease.
  - Implement a process for periodically testing the quality of the collected brown grease to ensure it meets the standards for conversion to fuel.
  - Provide periodic reports on the quality, volume, and frequency of grease collected.
- **Grease Trap Comparison**
  - Provide a report on overall performance of the AGRD compared to the conventional grease trap.

Deliverables:

- Procure and install AGRDs at participating FSE locations.
- Recycle or dispose of existing grease traps.
- Provide comprehensive training materials and sessions for FSEs' staff on AGRD maintenance.
- Develop and implement a routine maintenance and troubleshooting plan for the AGRD.

- Establish a support hotline
- Procure, distribute, and perform routine cleaning of storage drums for FSEs.
- Develop a logistics plan for grease collection and delivery, including quality analysis.
- Secure a truck with dolly and driver to do regularly scheduled grease pickups.
- Complete a comparison analysis of the grease traps and AGRDs.

Task 2: Community Outreach/Stakeholder Engagement

- **Educational Material:**
    - Develop promotional material on the Fork-to-Fuel program.
- **Partnership Development:**
    - Identify and establish partnerships with local community organizations, schools, and environmental groups to expand outreach efforts.
- **Feedback Mechanism:**
    - Implement a feedback system (surveys, online feedback forms) to gather input from FSEs on the program's effectiveness and areas for improvement.

Deliverables:

- Fliers and brochures.
- Social media campaign.
- Website with resources, FAQs, and interactive map.
- Participate in educational workshops and organize community events.
- Establish partnerships with local organizations.
- Create a feedback mechanism for continuous improvement.

Task 3: Project Management

- **Performance Metrics:**
    - Develop and track key performance indicators (KPIs) to measure the success of the pilot project, including waste diversion rates, greenhouse gas emission reductions, and participant satisfaction.
- **Risk Management Plan:**
    - Identify potential risks to the project and develop a risk management plan, including mitigation strategies.
- **Financial Management:**
    - Provide detailed financial reports tracking project expenditures, cost savings, and return on investment.
- **Final Report:**
    - Compile a comprehensive final report at the end of the pilot project, summarizing the outcomes, lessons learned, and recommendations for future projects.

Deliverables:

- Provide, maintain, and regularly update documentation of all activities and outcomes.
- Develop and track key performance indicators (KPIs).
- Identify potential risks and create a risk management plan.
- Provide detailed financial reports.

- Compile a comprehensive final report with outcomes and recommendations.

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 a 12-month extension if necessary. It is estimated that the cost ceiling for this TOS is approximately $417,000.

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: October 5th, 2026**

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:

- Karina Afework, karina.afework@lacity.org
- Mariam Panasyan, mariam.panasyan@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 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**.). **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 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)

- **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
   - Expert knowledge and work experience associated with the understanding of the issues, options, and approaches related to the implementation of production of renewable fuel.
   - Identify appropriate testing for feedstock evaluation and provide recommendations on pre-treatment
   - Knowledge and understanding of the LASAN's strategies and goals.
   - Ability to effectively and rapidly meet ongoing needs for program activities.
   - Knowledge and ability to create effective outreach and education campaigns.

B. Personnel Qualifications, Experience, and Expertise
   - Experienced with developing and reviewing plumbing plans
   - Understands systems and processes that includes capacity building, relationship building, forming networks, and leadership development.
   - Ability to effectively and rapidly meet ongoing needs for program activities.
   - Knowledge and experience providing grant oversight, distribution, execution, management, and optimization of program logistics.
   - Familiarity with funding sources and financial management for relevant programs and/or projects.

C. Technical Approach
   - Familiarity and understanding of renewable fuel production and capable of setting the stage for future policy implementations.
   - Familiarity with best practices in renewable energy production and waste management, specifically grease waste.

D. Project Management Approach
   - Capability and experience in providing the Scope of Services as demonstrated by the proposal.
   - Ability to effectively and rapidly meet ongoing needs for the related stakeholder activities.
   - Experience and proven track record with local stakeholders.
   - Strong project planning and organizational skills.
   - Capacity to adapt project management strategies in response to changing conditions or needs.

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.

- Transparency in pricing structure and justification of costs related to the project.
- Ability to propose cost-effective solutions that do not compromise quality.
- Previous experience in delivering projects within budget constraints.

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

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 approved by LASAN, CONSULTANT may submit a proposal that includes the yet to be approved sub.

The scope of work requires a consultant with technical knowledge of the **brown grease (grease trap waste)** supply chain, specifically the ability to manage feedstock characterization, sampling protocols, and the selection of qualified third-party laboratories. Market research within the **RAMP LA, CUCP,** and **CA-DGS** database directories confirms that while there are many general "Environmental Consultants," there is a significant lack of firms with documented expertise in organic waste-to-energy feedstock or biofuel precursors.

Specialization Gap: The specific knowledge required to evaluate brown grease—including managing Free Fatty Acid (FFA) volatility and navigating the specific testing requirements for biofuel off-takers—is not a standard service offering among the available certified firms.

Due to the specialized nature of brown grease feedstock management, it is not feasible to meet the standard participation goals without compromising the quality of the technical consulting required. **There are no set participant levels for sub-consultants.**

8. **Task Order Manager**

LASAN On-Call Contracts Representative: Nancy Lantin, Sr. Management Analyst II, On-Call Contracts Representative, Administration Division, (213) 485-2158, nancy.lantin@lacity.org.

Designated Task Manager for this TOS: Karina Afework, Environmental Engineer, Industrial Waste Management Division, 323-342-6071, [karina.afework@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									

SUMMARY

Firm Name	Status	Fee	%Fee
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		
Total Direct Labor Cost of the Prime			
Total Subcontract Expenses			
5% Administractive Fee (markup)			
Other Direct Costs (with no markup)			
Total Task Order Amount			

Total Subconsultant Participation

Pledged	MBE	WBE	SBE	EBE	DVBE	OBE
% of Total Task Order	%	%	%	%	%	%
$ Amount	$	$	$	$	$	$

ATTACHMENT B

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 SUBSCONSULTANTS (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			
	DOLLARS	PERCENT	Signature of Person Completing this Form
TOTAL MBE AMOUNT	$	%	
TOTAL WBE AMOUNT	$	%	
TOTAL SBE AMOUNT	$	%	Printed Name of Person Completing this Form
TOTAL EBE AMOUNT	$	%	
TOTAL DVBE AMOUNT	$	%	
TOTAL OBE AMOUNT	$	%	Title Date
BASIS BID AMOUNT	$		

MUST BE SUBMITTED PRIOR TO ISSUING A NTP