



**THE PORT
OF LOS ANGELES**
Executive Director's
Report to the

Board of Harbor Commissioners

DATE: SEPTEMBER 24, 2019

FROM: ENVIRONMENTAL MANAGEMENT

SUBJECT: RESOLUTION NO. _____ - PERSONAL SERVICES AGREEMENTS AMONG THE CITY OF LOS ANGELES HARBOR DEPARTMENT AND ASPEN ENVIRONMENTAL GROUP; CASTLE ENVIRONMENTAL CONSULTING, LLC; ENVIRONMENTAL COMPLIANCE SOLUTIONS, INC.; ICF JONES & STOKES, INC.; LEIDOS, INC.; AND RAMBOLL ENVIRON US CORPORATION TO CONDUCT AS-NEEDED ENVIRONMENTAL DOCUMENTATION AND SPECIAL ENVIRONMENTAL SERVICES

SUMMARY:

Staff requests approval of the proposed Agreements with Aspen Environmental Group, Castle Environmental Consulting, Environmental Compliance Solutions, ICF Jones & Stokes, Inc., Leidos, Inc., and Ramboll US Corporation to provide the City of Los Angeles Harbor Department (Harbor Department) with as-needed environmental documentation and special environmental services. This action will authorize six as-needed agreements, each for a three-year term, with a combined total not-to-exceed amount of \$18,000,000. The Harbor Department is financially responsible for payment under the proposed Agreements.

RECOMMENDATION:

It is recommended that the Board of Harbor Commissioners (Board):

1. Find that the Director of Environmental Management has determined that the proposed action is administratively and categorically exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) and Article III Class 6(2) of the Los Angeles City CEQA Guidelines;
2. Find that in accordance with the City Charter Section 1022, work under the subject Agreements can be performed more feasibly by independent consultants rather than by City employees;
3. Approve the Agreement with Aspen Environmental Group, for a term of three years for the total not-to-exceed amount of \$3,000,000;

SUBJECT: AS-NEEDED ENVIRONMENTAL DOCUMENTATION AND SPECIAL ENVIRONMENTAL SERVICES

4. Approve the Agreement with Castle Environmental Consulting, for a term of three years for the total not-to-exceed amount of \$200,000;
5. Approve the Agreement with Environmental Compliance Solutions for a term of three years for the total not-to-exceed amount of \$2,800,000;
6. Approve the Agreement with ICF Jones & Stokes, Inc. for a term of three years for the total not-to-exceed amount of \$4,500,000;
7. Approve the Agreement with Leidos, Inc. for a term of three years for the total not-to-exceed amount of \$3,000,000;
8. Approve the Agreement with Ramboll US Corporation for a term of three years for the total not-to-exceed amount of \$4,500,000;
9. Authorize the Executive Director to execute and the Board Secretary to attest to said Agreements for and on behalf of the Board; and
10. Adopt Resolution No. _____.

DISCUSSION:

Background/Context – The proposed Agreements support the Harbor Department in its responsibilities to conduct studies and prepare documents for compliance with California Environmental Quality Act and the National Environmental Policy Act (CEQA/NEPA), and perform other environmental technical work related to sustainability, air quality, and mitigation monitoring and reporting. The Harbor Department's Environmental Management Division (EMD) completes major Environmental Impact Reports (EIR) with assistance from consultant teams reaching as high as 20-30 individuals per EIR, with one dedicated EMD staff person functioning as the project manager. Consultant services also support the completion of Negative Declarations/Mitigated Negative Declarations, mitigation monitoring and reporting, special studies in air quality and cultural resources, and sustainability reporting. The scope and complexity of Harbor Department projects require personnel with specialized skill sets in areas such as health risk assessments, greenhouse gases and climate change, and regional transportation. As a result, staff believes this level and quality of consultant services is necessary to continue to provide ongoing comprehensive and legally defensible environmental assessments for Harbor Department development projects. In support of these and other efforts, staff requests approval of the proposed Agreements for a term of three years (Transmittal 1a-1f).

Services to be Performed – Contractual services to be performed under the proposed Agreements are detailed in the Scope of Work (Transmittal 2) and include:

SUBJECT: AS-NEEDED ENVIRONMENTAL DOCUMENTATION AND SPECIAL ENVIRONMENTAL SERVICES

- EIRs and Joint EIR/Environmental Impact Studies;
- Negative Declarations and Mitigated Negative Declarations;
- Cultural Resources (historical resources, archaeology and paleontology);
- Air Quality, Toxic Air Contaminants, and Greenhouse Gases;
- Transportation Analysis;
- Noise Analysis;
- Sustainability Planning and Reporting;
- Mitigation Monitoring and Reporting; and
- In-House CEQA/NEPA Project Management.

The terms of the current agreements expire on December 1, 2019, and these new proposed Agreements are needed to continue to provide the necessary environmental documentation and special environmental services for the Harbor Department.

Work Assignments – Work under these proposed Agreements will be authorized through a Project Directive (PD) process and approved by the Executive Director. Each PD will include a detailed scope of work, schedule, Small Business Enterprise (SBE) anticipated participation level, and a cost estimate.

Pre-Request for Proposal Outreach – A City Charter Section 1022 Determination was prepared, which found that the proposed work and staff needed under the proposed Agreements can be performed more feasibly by independent consultants rather than by City employees.

Selection Process – On March 1, 2019, the Harbor Department EMD issued an As-Needed Preparation of CEQA/NEPA Documentation and Special Environmental Services Request for Proposal (RFP). Firms were allowed to submit proposals on CEQA/NEPA Documentation (Category 1) and any or all special services (Category 2), which included the following: cultural resources; air quality, toxic air contaminants and greenhouse gases; transportation analysis; noise analysis; sustainability planning and reporting; mitigation monitoring and reporting; and in-house CEQA/NEPA project management. The RFP was posted on the Port of Los Angeles' website, and automatic email notifications were sent out to all those firms registered on the Los Angeles Business Assistance Virtual Network (LABAVN) under the applicable North American Industry Classification System Codes. A total of 123 LABAVN users downloaded the RFP.

A total of 15 proposals were received by the April 11, 2019 deadline. Proposals were reviewed using evaluation criteria published in the RFP (Transmittal 3). Eleven of the 15 proposers were short-listed and invited to oral interviews that occurred on June 6 and 13 (nine Full-Service and two Special Services). Interview questions were set up in consultation with the Contracts and Purchasing Division (Transmittal 4). The proposal and interview evaluation panel consisted of two Marine Environmental Managers from EMD and the Manager of CEQA/NEPA Practices at the Port of Long Beach.

SUBJECT: AS-NEEDED ENVIRONMENTAL DOCUMENTATION AND SPECIAL ENVIRONMENTAL SERVICES

The evaluation panel completed the scoring on the strength of the oral interview. The proposals were scored to a total of 100 points, as outlined in the RFP. During interviews, teams were only asked and scored on the questions that related to the scope of work items on which they proposed. A Local Preference of 8% was added to the score to determine the Final Score.

Interview Evaluation Summary

Team	Reviewer Average Score (% Total Points Available)			Local Business Enterprise	Final Score
	1	2	3		
FULL SERVICE (CATEGORY 1 AND 2) FIRMS					
1	91	77	77	8	89.7*
2	86	75	79	8	88.0*
3	82	79	69	8	84.7*
4	88	77	66	0	77.0*
5	70	66	63	8	74.3
6	79	65	54	8	74.0
7	77	74	69	0	73.3
8	79	74	67	0	73.3
9	77	63	48	8	70.7
SPECIAL SERVICE (CATEGORY 2) FIRMS					
10	85	85	84	8	92.7*
11	90	75	65	8	84.7*

*SELECTED

Following the evaluation process and interviews, the top six teams were selected as the most qualified to meet the Harbor Department’s anticipated needs over the next three years. This is one less than the Harbor Department’s current list of on-call contractors, which consists of seven teams. Based on work projections, this number of teams is expected to be adequate for the next three years.

The prime contractors of the selected teams are Aspen Environmental Group, Castle Environmental Consulting, Environmental Compliance Solutions, ICF Jones & Stokes, Inc., Leidos, Inc., and Ramboll US Corporation. These teams exceed all necessary qualifications and experience to provide as-needed environmental document and related services. The selection of these teams is also designed to provide a certain amount of redundancy in Scope of Work expertise, which allows for flexibility in making work assignments as well as price competition to ensure that the Harbor Department will receive the most cost effective services. Two of the four Full-Service firms, Leidos, Inc., and Aspen Environmental, are new to EMD’s as-needed environmental documentation

SUBJECT: AS-NEEDED ENVIRONMENTAL DOCUMENTATION AND SPECIAL ENVIRONMENTAL SERVICES

and related services. This provides an opportunity for new firms to demonstrate their abilities. The two Special Services firms, Castle Environmental Consulting and Environmental Compliance Solutions are returning firms that are Very Small Business Enterprises (VSBE).

As a result, EMD recommends that the Harbor Department enter into three-year Agreements with the selected six firms at the following identified not-to-exceed agreement amounts:

Aspen Environmental	\$ 3,000,000
Castle Environmental Consulting	\$ 200,000
Environmental Compliance Solutions	\$ 2,800,000
ICF Jones & Stokes, Inc.	\$ 4,500,000
Leidos Inc.	\$ 3,000,000
Ramboll US Corporation.	\$ 4,500,000
TOTAL	\$ 18,000,000

EMD assigned not-to-exceed amounts to each proposed Agreement based on each team's expertise and experience and information gathered from the written proposals and interviews. The types of projects and activities EMD anticipates undertaking over the next three years were also considered. This allocation ensures that consultants with proven capabilities are available, but also allows new teams or team members the opportunity to demonstrate their abilities. Actual assignments for work will be made based on budget allocations in each fiscal year. Further, as described above, where possible, contractors will be asked to submit bids for project work to obtain a competitive price for various work assignments.

Small Business Enterprise and Local Business Enterprise Preference Programs – The required Small Business Enterprise (SBE) participation for each Agreement is 25%, including five percent VSBE participation. This requirement can be met through the prime consultant or sub-consultant. The specific sub-consultant participation levels will be committed through each individual PD when work is assigned. Castle Environmental Consulting and Environmental Compliance Solutions are VSBEs; therefore, 100% of their services will apply towards these goals. The other four teams have sub-consultants that include SBE and VSBE, Disabled Veteran Business Enterprises, and Local Business Enterprises (LBE). The contract opportunity was also eligible for the LBE Preference Program which provides for an eight percent preference in their selection scores for qualifying LBEs. Five of the selected six consultants are local businesses.

SUBJECT: AS-NEEDED ENVIRONMENTAL DOCUMENTATION AND SPECIAL ENVIRONMENTAL SERVICES

ENVIRONMENTAL ASSESSMENT:

The proposed action is approval of six as-needed agreements for as-needed environmental documentation and special environmental services, which is an administrative activity related to basic data collection, field-testing, research, experimental management and resource activities. Therefore, Director of Environmental Management has determined that the proposed action is administratively and categorically exempt from the requirements of CEQA in accordance with Article II Section 2(f) and Article III Class 6(2) of the Los Angeles City CEQA Guidelines.

FINANCIAL IMPACT:

Approval of the proposed Agreements authorizes a total not-to-exceed amount of \$18,000,000 over three years for environmental consulting services, a reduction of \$4,000,000 from the current as-needed agreements. The demand for environmental services will be guided by the Harbor Department's determination of scheduled capital development projects and lease negotiations that are approved. It is anticipated that funds under the proposed Agreements will be expended as follows:

Fiscal Year	Operating Budget	Receivable	Capital	Total
FY 19/20	\$300,000	\$700,000	\$3,000,000	\$4,000,000
FY 20/21	\$500,000	\$1,000,000	\$4,500,000	\$6,000,000
FY 21/22	\$500,000	\$1,000,000	\$4,500,000	\$6,000,000
FY 22/23	\$100,000	\$400,000	\$1,500,000	\$2,000,000
Total	\$1,400,000	\$3,100,000	\$13,500,000	\$18,000,000

A total of \$4,000,000 is anticipated to be expended in Fiscal Year (FY) 19/20 under the proposed Agreements.

\$300,000 of the funds to be expended in FY 19/20 will be operating in nature. FY 19/20 Operating Funds in the amount of \$300,000 are available in Account 54260 (Environmental Assessment Services), Center 0330, Program 000.

\$700,000 of the funds to be expended in FY 19/20 will be reimbursed by third parties and recorded as receivables within Account 11225 (Reimbursable Costs – Environmental Projects), Center 7000, Program 000 as cash outflows occur. Outstanding balances within Account 11225 will be subsequently amortized as reimbursements are received.

\$3,000,000 of the funds to be expended in FY 19/20 will be capital in nature. FY 19/20 Capital Funds in the amount of \$3,000,000 are available in Account 54260 in various Centers and Programs.

DATE: SEPTEMBER 24, 2019

PAGE 7 OF 8

SUBJECT: AS-NEEDED ENVIRONMENTAL DOCUMENTATION AND SPECIAL ENVIRONMENTAL SERVICES

Future year funds will be requested through the Harbor Department's annual budgeting process, upon Board approval. The Harbor Department's financial obligations after the current fiscal year are contingent upon the Board appropriation of funds. If any subsequent fiscal year funds are not appropriated by the Board for the work required by the proposed Agreements, the Agreements shall be terminated. However, such termination shall not relieve the parties of liability for any obligations previously incurred. A funding out clause is included in each proposed Agreement.

CITY ATTORNEY:

The Office of the City Attorney has prepared and approved the proposed Agreements as to form and legality.

DATE: SEPTEMBER 24, 2019

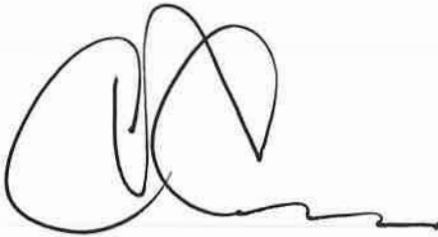
PAGE 8 OF 8

SUBJECT: AS-NEEDED ENVIRONMENTAL DOCUMENTATION AND SPECIAL ENVIRONMENTAL SERVICES

TRANSMITTALS:

1. Proposed Agreements
 - a. Agreement with Aspen Environmental Group
 - b. Agreement with Castle Environmental Consulting
 - c. Agreement with Environmental Compliance Solutions
 - d. Agreement with ICF Jones & Stokes, Inc.
 - e. Agreement with Leidos, Inc.
 - f. Agreement with Ramboll US Corporation
2. Scope of Work
3. Proposal Evaluation Criteria
4. Oral Interview Questions

FIS Approval: MB
CA Approval: gme



CHRISTOPHER CANNON
Director of Environmental Management



MICHAEL DiBERNARDO
Deputy Executive Director

APPROVED:



EUGENE D. SEROKA
Executive Director

CC/LW/lyo
AUTHOR: L. WUNDER

FILE: Y:\ADMIN\BOARD REPORTS\CEQA\CEQA 2019\Environmental_As-Needed CEQA_Board Report - FINAL.docx
UPDATED: 9/24/2019 4:14 PM - MRX