



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

Board of Harbor Commissioners

DATE: JULY 29, 2011

FROM: GOVERNMENT AFFAIRS

**SUBJECT: RESOLUTION NO. _____ - PERSONAL SERVICES AGREEMENT
BETWEEN THE CITY OF LOS ANGELES HARBOR DEPARTMENT
AND NORMAN H. EMERSON DBA EMERSON & ASSOCIATES FOR
THE TRANSPORTATION POLICY ADVOCACY SERVICES**

SUMMARY:

Staff recommends approval of the subject agreement between City of Los Angeles Harbor Department (Harbor Department) and Norman H. Emerson dba Emerson & Associates (Los Angeles, CA) for transportation policy advocacy services. The agreement is for a term of three years in the not-to-exceed amount of \$360,000.

RECOMMENDATION:

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

1. Find that in accordance with the City Charter Section 1022, work under the subject agreement is temporary in nature and can be performed more feasibly by an independent contractor rather than by City employees;
2. Approve the subject 3-year agreement with Norman H. Emerson dba Emerson and Associates for a total amount not-to-exceed \$360,000;
3. Authorize the Executive Director and the Board Secretary to execute and attest to said agreement for and on behalf of the Board; and
4. Approve resolution No. _____.

DISCUSSION:

Background - The Port of Los Angeles, as a gateway of commerce to the Southern California region and the nation as a whole, has current and future needs to undertake capital improvement and development projects. A range of funding sources is available at the federal, state and regional levels for these transportation improvements, urban waterfront development and environmental projects.

DATE: JULY 29, 2011

**SUBJECT: PERSONAL SERVICES AGREEMENT FOR THE TRANSPORTATION
POLICY ADVOCACY SERVICES**

On March 30, 2011 the personal services agreement for professional transportation funding development expired.

Services to be Performed:

- Consultant will work with the Government Affairs Division to evaluate and update funding strategies for Harbor Department infrastructure projects, based in-part on available funding sources. Consultant will support Harbor Department management and staff in the implementation of the Harbor funding strategy at the federal, state, and regional level, for priority infrastructure projects. This includes but is not limited to, monitoring legislative and administrative activity, providing bill analyses, and meeting with government officials.
- On an on-going basis, the Consultant will identify a full range of viable transportation funding sources and strategic approach to those funding sources at the federal, state and regional levels to support the implementation and construction of port-related transportation infrastructure projects. Priority should be given to sources which augment and or replace Harbor Department capital funding.
- Consultant will provide Harbor Department management with a timely assessment of strategic actions targeted to secure and access the respective sources of funding.
- Consultant will provide timely reports to the Harbor Department with action recommendations based on technical and policy related activities of selected federal, state and regional agencies and bodies with potential transportation funding implications for the Harbor Department. The agencies and bodies should include, but not be limited to, United States Department of Transportation, California Department of Transportation, California Transportation Commission, Southern California Association of Governments, and Los Angeles County Metropolitan Transportation Commission.

Consultant Selection:

In keeping with Charter requirements and Board policies of open competition for contractual services, on June 8, 2011, a Request for Proposals (RFP) was published on the Port of Los Angeles website and was posted on the Los Angeles Business Assistance Virtual Network.

DATE: JULY 29, 2011

**SUBJECT: PERSONAL SERVICES AGREEMENT FOR THE TRANSPORTATION
POLICY ADVOCACY SERVICES**

After a complete evaluation of all five proposals by the selection committee (including interviews with the top candidates) made up of Harbor Department staff and Los Angeles World Airport (LAWA) staff, Norman H. Emerson dba Emerson & Associates was selected. Based on the evaluation scores, Emerson & Associates, located at 3250 Wilshire Boulevard, Suite 900, Los Angeles, was selected due to their strong experiences in funding plan development and implementation, good project team organizational format, relevant experience and expertise of the key project team members and their availability. Emerson & Associates is a registered small business and therefore complies with POLA Small Business Enterprise (SBE) policies. No opportunities for sub-contracting are available.

Contract Amount and Term:

The not-to-exceed amount of the subject agreement is \$360,000. The term will be a three-year period from the effective date of the agreement.

ENVIRONMENTAL ASSESSMENT:

The proposed action is the approval of a contract to provide transportation funding advocacy services. As such, the Director of Environmental Management Division has determined that the proposed action is exempt for the requirements of the California Environmental Quality Act (CEQA) in accordance with Article II, Section 2(d) (f) of the Los Angeles City CEQA Guidelines. Any construction or other physical activities stemming from this contract will be subject to environmental assessment prior the implementation.

FINANCIAL IMPACT:

The proposed three-year agreement is for a total authority amount of \$360,000. Funds for the current fiscal year 2011-2012 have been budgeted in the amount of \$120,000 for the proposed agreement. It is anticipated that funds for this agreement will be expended as follows, upon Board approval:

Fiscal Year 2011/2012	\$120,000
Fiscal Year 2012/2013	\$120,000
<u>Fiscal Year 2013/2014</u>	<u>\$120,000</u>
Total	\$360,000

Funds for FY 2011-2012 in the amount of \$120,000 have been budgeted in Account No. 54290, Center No. 240, Program No. 000. Funds for future fiscal years will be

DATE: JULY 29, 2011

SUBJECT: PERSONAL SERVICES AGREEMENT FOR THE TRANSPORTATION
POLICY ADVOCACY SERVICES

requested to be budgeted as part of the annual budget adoption process, upon Board approval.

CITY ATTORNEY:

The Office of the City Attorney and reviewed and approved the Agreement as to form and legality.

TRANSMITTALS:

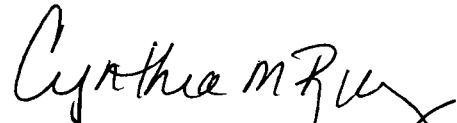
1. Agreement between the City of Los Angeles Harbor Department and Norman H. Emerson dba Emerson & Associates
2. Evaluation review matrix

FIS Approval MP (Initials)

CA Approval me (Initials)



DAVID LIBATIQUE
Director, Government Affairs



CYNTHIA M. RUIZ
Deputy Executive Director

APPROVED:



GERALDINE KNATZ, Ph.D.
Executive Director

CR/DL/AG
Author: A. Gross