



DATE: MARCH 28, 2018

FROM: RISK MANAGEMENT

SUBJECT: RESOLUTION NO. _____ - SUPPLEMENTARY HEALTH AND SAFETY TRAINING AND SERVICES AGREEMENTS WITH AECOM TECHNICAL SERVICES, INC., GLOBAL ENVIRONMENTAL NETWORK, INC., AND SAFETY DYNAMICS GROUP, INC.

SUMMARY:

Staff requests the approval of three agreements between the City of Los Angeles Harbor Department (Harbor Department) and AECOM Technical Services, Inc. (AECOM), Global Environmental Network, Inc. (GENI), and Safety Dynamics Group, Inc. (SDG) for as-needed supplementary health and safety training and services. The proposed agreements with each firm are for a one-year period with two one-year extension options. The not-to-exceed compensation amount is \$360,000 and shared amongst all three agreements. 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 exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) of the Los Angeles City CEQA Guidelines;
2. Find that in accordance with the Los Angeles City Charter Section 1022, it is more feasible for outside consultants to perform this work than City employees;
3. Approve three professional services agreements for a term of up to three years each with an aggregate total of \$360,000;
4. Authorize the Executive Director to execute and the Board Secretary to attest; and,
5. Adopt Resolution No. _____

DISCUSSION:

Background and Context – The Risk Management Division provides health and safety training and services to over 1,000 employees at the Harbor Department with assistance

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from professional occupational health and safety consultants. Occupational health and safety consultants are utilized by both public and private entities across various industries to provide specialized training and services and to assist in complying with local, state and federal health and safety regulations such as those from the California Occupational Safety and Health Administration (Cal/OSHA).

Cal/OSHA requires that employers provide their employees with relevant health and safety training as well as specific health and safety services. Risk Management staff provide Harbor Department employees with supplementary health and safety training and services to comply with Cal/OSHA requirements as well as to enhance the Harbor Department's existing safety program and to support the City's policy to maintain a safe and healthy work environment. Health and safety services provided by Risk Management include, but are not limited to, supporting all divisions with specific safety training, providing personal protective equipment, conducting accident investigations, workstation evaluations, workplace inspections, maintaining and inspecting life-saving equipment, and coordinating the administration of workers' compensation claims with the Personnel Department's Workers' Compensation and City Attorney staff.

Occupational health and safety consultants provide Risk Management staff with essential technical support and specialized knowledge necessary to effectively manage and reduce workers' compensation claims and assist in providing a full spectrum of occupational health and safety training and services in accordance with all applicable regulations. Training courses include, but are not limited to, respiratory protection, first aid, heat illness prevention, confined space entry, hazard communication, trenching and shoring awareness, and forklift operator. The types of training courses required are determined by employee job duties, Cal/OSHA requirements, proactive measures, workplace incidents, and changes in work process or job duties. Occupational health and safety consultants also provide services to assist Risk Management staff when specialized knowledge is needed in establishing processes and programs, assessing work areas, conditions and practices in order to ensure that employees are provided with safe and healthful work conditions.

Proposed Agreements - The proposed agreements with each firm (Transmittal 01) are for a one-year period with two one-year extension options for a total of up to three years each. Approval of the proposed agreements will enable the Harbor Department to retain a pool of three consultants to continue providing necessary supplementary health and safety training and services on an as-needed basis for a not-to-exceed compensation amount of \$360,000 that is shared amongst all three agreements.

Without the proposed agreements, the Harbor Department would be unable to provide the types of training and services needed to fully comply with Cal/OSHA requirements and negatively affect its health and safety and workers' compensation programs. The proposed agreements provide the most effective service because they allow the Harbor

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basis, address workload and operational needs, comply with Cal/OSHA requirements, and avoid fines and penalties.

Selection Process – The current three-year agreements for supplementary health and safety training and services were awarded to AECOM, NATEC International, Inc. (NATEC), and SDG in April 2015. As of March 2018, the Harbor Department is projecting that about \$256,000 will be expended under the current agreements when they expire in April 2018.

In January 2018, the Harbor Department issued a Request for Proposal on the City of Los Angeles Business Assistance Virtual Network and the Port of Los Angeles website. Proposals were received from three firms; AECOM, GENI (a sister company to NATEC), and SDG. The following evaluation criteria was used:

- Firm Qualifications, Experience, and References (30%);
- Organization, Personnel, and Staffing (30%);
- Cost Schedule (30%); and
- Proposal Clarity and Comprehensiveness (10%)

The submitted proposals were evaluated by a three-member selection committee comprised of Harbor Department and General Services Department health and safety staff. Based on the scores (Transmittal 02) and having met expectations under the current agreements, all three companies were selected to continue providing supplementary health and safety training and services to the Harbor Department.

ENVIRONMENTAL ASSESSMENT:

The proposed action is approval of three agreements with AECOM, GENI, and SDG for as-needed supplementary health and safety training and services. As an administrative activity, the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of the CEQA in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

FINANCIAL IMPACT:

Approval of the proposed agreements will enable the Harbor Department to retain a pool of three consultants to continue providing necessary supplementary health and safety training and services on an as-needed basis for a not-to-exceed compensation amount of \$360,000 that is shared amongst all three agreements. Funds are anticipated to be expended as follows:

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FISCAL YEAR	AMOUNT
2017-18	\$20,000
2018-19	\$120,000
2019-20	\$120,000
2020-21	\$100,000
TOTAL	\$360,000

Funds for FY 2017-18 are available in Center 0550, Program 000, Account 54290. Funds for FY 2018-19 are being requested under the current budget adoption process and subject to Board Approval. Funds for the remaining future fiscal years will be formulated and requested as part of the annual budget adoption process. Each future fiscal years' amount will not exceed the adopted budget for that future fiscal year. A funding out clause has been included in the proposed agreements.

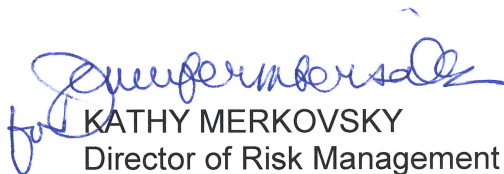
CITY ATTORNEY:


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

TRANSMITTALS:

1. Agreements with AECOM, GENI, and SDG
2. Scoring Matrix

FIS Approval: MB (initials)
 CA Approval: MB (initials)


 KATHY MERKOVSKY
 Director of Risk Management


 MARLA BLEAVINS
 Deputy Executive Director
 and Chief Financial Officer

APPROVED:


 EUGENE D. SEROKA
 Executive Director

KAM:JM:CT:ct
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