

**DATE: NOVEMBER 2, 2023**

**FROM: GOODS MOVEMENT**

**SUBJECT: RESOLUTION NO. \_\_\_\_\_ APPROVAL OF ON-CALL  
TRANSPORTATION ENGINEERING/PLANNING CONSULTING  
SERVICES AGREEMENTS WITH: AECOM, BURNS & MCDONNELL,  
HATCH, AND RAJU ASSOCIATES**

**SUMMARY:**

Staff requests approval of four on-call professional services agreements for terms of three years each and a cumulative amount of \$900,000, with the following firms: AECOM Technical Services, Inc. (AECOM), Burns & McDonnell Engineering Company, Inc. (Burns & McDonnell), Hatch Associates Consultants, Inc. (Hatch), and Raju Associates, Inc (Raju). The Goods Movement Division (GMD) requires outside professional services for a variety of purposes including, but not limited to assistance with grant applications, infrastructure planning/analysis, and transportation studies. The City of Los Angeles Harbor Department (Harbor Department) will be financially responsible for payment of expenses incurred 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, work under the subject agreements can be performed more feasibly by outside consultants than by City employees;
3. Approve and award four on-call professional services agreements for a term of three years each, with a cumulative not-to-exceed (NTE) amount of \$900,000, to the following firms: AECOM (\$175,000), Burns & McDonnell (\$250,000), Hatch (\$175,000), and Raju (\$300,000);
4. Authorize the Executive Director to execute and the Board Secretary to attest to said agreements, for and on behalf of the Board; and
5. Adopt Resolution No. \_\_\_\_\_.

**SUBJECT: GOODS MOVEMENT DIVISION ON-CALL PROFESSIONAL SERVICES AGREEMENTS****DISCUSSION:**

Background - The GMD is requesting approval of professional services agreements with four firms to provide on-call transportation engineering/planning services. In addition to the Director, the GMD staff only includes three other professional staff. Given the division workload and purview, neither the rest of the Harbor Department nor other City of Los Angeles departments have the necessary qualified staff to perform this work. Consequently, independent consulting services are needed for completion of work projects that cannot be handled in-house. The following specific tasks/services are typically required:

- Grant applications support, when necessary
- GMD staff prepare grant applications for all Harbor Department multimodal infrastructure projects. The GMD has obtained \$648 million in grant funds since 2008, with more funds being sought throughout this three-year contract period. At times, assistance from consultants is needed for unique technical analyses.
- Container terminal and rail system simulation modeling: The GMD has retained consultants for use of their proprietary models and also the Rail Traffic Controller (RTC) simulation model. The RTC modeling is conducted for Class I railroads and ports throughout North America, including the Harbor Department and Port of Long Beach, for several previous rail studies. Only a handful of engineering firms in North America use the RTC model.
- Enhancements to the port trip generation model developed by GMD: This model is utilized in most of the Harbor Department environmental documents, traffic studies, and grant applications. Additionally, this model is utilized by the California State Department of Transportation (Caltrans) for numerous corridor projects, and it's integrated into the Southern California Association of Governments' Regional Transportation Plan (RTP), which is prepared every four years.
- Logistics research (e.g., Transloading)
- Port of Los Angeles/Long Beach transportation model development
- Since 1999, the Director of the GMD has developed and has been constantly improving/updating the transportation model, which is used for all environmental documents and grant applications. Because demand for these specific modeling services is episodic, it is not cost-effective to maintain specialized staff. In addition, the Harbor Department does not have the resources (specialized software and number of staff) to actually maintain and use the model on an on-going basis. Most local agencies, regardless of staff size, do not maintain and use a transportation model in-house (e.g., the City of Los Angeles Department of Transportation, Caltrans, and the POLB contract out for all modeling work, using the same consultants the Harbor Department utilizes).
- Cargo origin-destination data and traffic count data that is needed for all environmental documents, traffic studies, and grants
- Transportation technology research and design

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Solicitation/Evaluation/Selection – In March 2023, the Harbor Department issued a Request for Qualifications (RFQ). In compliance with City Charter Section 1022, prior to issuing the RFQ, the Human Resources Division determined that no other City employees have the expertise to perform the work. The Harbor Department received five (5) Statements of Qualifications (SOQ). The following SOQ evaluation criteria, including scoring weight, were used:

- Firm Qualifications, Experience and References (40%);
- Project Organization, Personnel and Staffing (40%);
- Project Management Approach, Work Plan, and Management (15%); and
- Cost Effectiveness (5%)

The SOQs were evaluated by two members of the GMD staff and a POLB staff member. Based upon the submitted SOQ documents, four of the firms were selected to be interviewed. The review committee recommended contracting with all four interviewed firms considering: the combined SOQ and interview scores, each firm’s specialized and sometimes unique expertise, and the GMD needs. The four firms are as follows (with requested contract amount): AECOM (\$175,000), Burns & McDonnell (\$250,000), Hatch (\$175,000), and Raju (\$300,000).

**ENVIRONMENTAL ASSESSMENT:**

The proposed action is approval of agreements between the City of Los Angeles Harbor Department and the four consulting firms for as-needed consulting services, which is an administrative activity. Therefore, the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of CEQA in accordance with Article II, Section 2(f) of the Los Angeles City CEQA Guidelines.

**FINANCIAL IMPACT:**

Approval of the proposed agreements would create a contractual relationship between the Harbor Department and each of the selected firms for a three-year period, in an aggregate amount not-to-exceed \$900,000. The amount to be used for each contract is subject to annual budget constraints. The four agreements will require up to \$900,000 in budget funding over 36 months, and would be funded through the following accounts:

<b>Account 54290 (Misc. Professional Services)</b>	<b>FY24</b>	<b>FY25</b>	<b>FY26</b>	<b>FY27</b>	<b>Total</b>
Capital Improvement Program; Center 1900	\$11,840	\$23,679	\$23,679	\$11,840	\$71,038
Goods Movement; Center 0442	\$138,160	\$276,321	\$276,321	\$138,160	\$828,962
	\$150,000	\$300,000	\$300,000	\$150,000	\$900,000

Fiscal Year (FY) 2024 funding is available within the accounts noted above. Future fiscal year funds will be requested as part of the Harbor Department’s annual budget process, subject to board approval. A funding out clause is included in each agreement.

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**CITY ATTORNEY:**

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

**TRANSMITTALS:**

1. Evaluation results
2. Agreement with AECOM Technical Services, Inc.
3. Agreement with Burns & McDonnell Engineering Company, Inc.
4. Agreement with Hatch Associates Consultants, Inc.
5. Agreement with Raju Associates, Inc.

FIS Approval: MB  
CA Approval: SO



KERRY CARTWRIGHT, P.E.  
Director of Goods Movement

*Michael DiBernardo*

MICHAEL DIBERNARDO  
Deputy Executive Director

APPROVED:

*Marla Blavins* For

EUGENE D. SEROKA  
Executive Director

KC:s