

**DATE: MAY 26, 2021**

**FROM: RISKMANAGEMENT**

**SUBJECT: RESOLUTION NO. \_\_\_\_\_ - SUPPLEMENTARY HEALTH AND SAFETY TRAINING AND SERVICES AGREEMENTS BETWEEN CITY OF LOS ANGELES HARBOR DEPARTMENT AND 1) AECOM TECHNICAL SERVICES, INC., 2) NATEC INTERNATIONAL INC., AND 3) SAFETY DYNAMICS GROUP, INC.**

**SUMMARY:**

Staff requests the approval of three separate agreements between the City of Los Angeles Harbor Department (Harbor Department) and 1) AECOM Technical Services, Inc. (AECOM), 2) NATEC International Inc. (NATEC), and 3) 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 in aggregate, over a three-year period across 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. Award three professional services agreements to 1) AECOM, 2) NATEC, and 3) SDG 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. \_\_\_\_ \_

DATE: MAY 26, 2021

PAGE 2 OF 4

SUBJECT: SUPPLEMENTARY HEALTH AND SAFETY TRAINING AND SERVICES AGREEMENTS BETWEEN CITY OF LOS ANGELES HARBOR DEPARTMENT AND 1) AECOM, 2) NATEC, AND 3) SDG

**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 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 recommendations on 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 (Transmittals No. 1, 2, and 3) 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, in aggregate, over a three-year period, across 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

DATE: MAY 26, 2021

PAGE 3 OF 4

SUBJECT: SUPPLEMENTARY HEALTH AND SAFETY TRAINING AND SERVICES AGREEMENTS BETWEEN CITY OF LOS ANGELES HARBOR DEPARTMENT AND 1) AECOM, 2) NATEC, AND 3) SDG

agreements provide the most effective service because they allow the Harbor Department to address workload and operational needs, comply with Cal/OSHA requirements, avoid fines and penalties, and reduce work place injuries and claims.

Selection Process - The current three-year agreements for supplementary health and safety training and services were awarded to AECOM, Global Environmental Network, Inc. (GENI) and SDG in April 2018. As of March 2021, the Harbor Department is projecting that about \$340,000 will be expended under the current agreements when they expire in April 2021.

In February 2021, 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. Six proposals were deemed responsive.

A selection committee comprised of Harbor Department and the Department of Recreation and Parks Risk Management Division evaluated the submitted proposals. The selection committee included three individuals who evaluated the proposals and selected the top four companies to participate in the interviews.

The top four firms were evaluated on their overall management, technical competencies, training experience, operational experience, costs, and standard contract compliance requirements. Based on the evaluation scores, the following companies were selected: AECOM, NATEC and SDG (Transmittal No. 4). Three consultants are beneficial to the Harbor Department so that the strengths and resources of each can be fully utilized. This allows for a more flexible training schedule. Experience has shown that no one consultant meets the Department's wide range of safety training service needs.

#### **ENVIRONMENTAL ASSESSMENT:**

The proposed action is the approval of three agreements between the Harbor Department and AECOM, NATEC, and SDG for as-needed supplementary health and safety training and 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 will enable the Harbor Department to retain a pool of three consultants to continue providing necessary supplementary health and safety training and services. Across the three proposed agreements total compensation would not exceed \$360,000 over the proposed three-year term, assuming all options are exercised.

Funds for Fiscal Year (FY) 2020-21 in the amount of \$40,000 are available in Center 0550, Program 000, Account 54290 (Misc. Professional Services). Funds for FY 2021-22 are being requested under the current budget adoption process, 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.

DATE: MAY 26, 2021

PAGE 4 OF 4

SUBJECT: SUPPLEMENTARY HEALTH AND SAFETY TRAINING AND SERVICES AGREEMENTS BETWEEN CITY OF LOS ANGELES HARBOR DEPARTMENT AND 1) AECOM, 2) NATEC, AND 3) SDG

Spending under the proposed agreements is anticipated to occur as follows:

| Fiscal Year  | AECOM            | NATEC            | SDG              | Total            |
|--------------|------------------|------------------|------------------|------------------|
| 2020-21      | \$13,333         | \$13,333         | \$13,333         | \$40,000         |
| 2021-22      | \$40,000         | \$40,000         | \$40,000         | \$120,000        |
| 2022-23      | \$40,000         | \$40,000         | \$40,000         | \$120,000        |
| 2023-24      | \$26,667         | \$26,667         | \$26,667         | \$80,000         |
| <b>Total</b> | <b>\$120,000</b> | <b>\$120,000</b> | <b>\$120,000</b> | <b>\$360,000</b> |

**CITY ATTORNEY:**

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

**TRANSMITTALS:**

1. Agreement with AECOM
2. Proposed Agreement with NATEC
3. Proposed Agreement with SDG
4. Evaluation Scores

FIS Approval: MB

CA Approval: JS

*John Martinez* for  
JENNIFER BERSALES  
Director of Risk Management

*Marla Bleavins*  
MARLA BLEAVINS  
Deputy Executive Director

APPROVED:

*Marla Bleavins* For

EUGENE D. SEROKA  
Executive Director

JB:JM:CT:cm  
Author: C. Makaena