



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

Board of Harbor Commissioners

DATE: JANUARY 16, 2019

FROM: ENVIRONMENTAL MANAGEMENT

SUBJECT: RESOLUTION NO. _____ - PERSONAL SERVICES AGREEMENT BETWEEN THE CITY OF LOS ANGELES HARBOR DEPARTMENT AND LEIDOS, INC. FOR AIR QUALITY MONITORING SERVICES

SUMMARY:

Staff requests that the Board of Harbor Commissioners (Board) approve the proposed Agreement between the City of Los Angeles Harbor Department (Harbor Department) and Leidos, Inc. (Leidos) a corporation of Delaware, to provide air quality monitoring services for the Port of Los Angeles' (Port) four air quality monitoring stations located throughout San Pedro and Wilmington. The proposed Agreement is for a five-year contract term for a not-to-exceed amount of \$3,309,494. The Harbor Department is financially responsible for the costs associated with the proposed Agreement.

RECOMMENDATION:

It is recommended that the 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. Approve the proposed Agreement with Leidos, Inc. for a term of five years for the total not-to-exceed amount of \$3,309,494;
3. Direct the Board Secretary to transmit said Agreement to the Los Angeles City Council for approval pursuant to Section 373 of the Charter of the City of Los Angeles and Section 10.5(a) of the Los Angeles Administrative Code;
4. Authorize the Executive Director and the Board Secretary to execute and attest to said Agreement for and on behalf of the Board; and
5. Adopt Resolution No. _____.

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DISCUSSION:

Project Background/Context – The proposed Agreement (Transmittal 1) supports the Harbor Department in operating and maintaining the Port’s air quality network, consisting of four monitoring stations located throughout San Pedro and Wilmington. Additionally, the proposed Agreement supports the Harbor Department’s commitment under the Clean Air Action Plan (CAAP) to track and provide publicly available data on ambient air quality and to utilize monitoring data to improve the Harbor Department’s emission and health risk reduction programs in the Port.

The Harbor Department’s air quality monitoring program involves measuring ambient air pollution levels at the four air quality monitoring stations. The monitoring stations collect real-time air quality measurements for: ozone (O₃), sulfur dioxide (SO₂), nitrogen dioxide (NO₂), carbon monoxide (CO), two sizes of particulate matter (PM₁₀ or coarse particles and PM_{2.5} or fine particles), black carbon, and ultrafine particles. In addition, 24-hour integrated samples of particulates and elemental carbon (EC – a surrogate for diesel particulate matter) are collected on filters every third/sixth day (depending on the pollutant) and sent to a certified laboratory for detailed chemical analyses. As part of the program, meteorological monitoring is conducted at each monitoring station to help interpret the air quality data and for use in other Harbor Department programs. Each meteorological monitoring station collects wind speed, wind direction, and temperature data. One station also collects solar radiation, relative humidity, and barometric pressure data. Current and historic real-time data and filter-based data can be found on the Port’s website at: http://portoflosangeles.org/environment/air_quality.asp.

Operations at all four sites are ongoing 24 hours a day, seven days a week, 365 days per year. On-site and program management includes monitoring air quality and meteorological conditions, analyzing findings, calibrating and maintaining the monitoring equipment, posting “real time” data on the CAAP website, and preparing annual data analysis reports.

Leidos has been responsible for providing these services to the Harbor Department since the program’s inception in 2005. The current agreement that is coming to an end was for a five-year term and a total amount not-to-exceed \$2,891,452.

Project Description – The following includes a summary of areas where consultant assistance is required to provide support and assistance:

Operations and Maintenance

- Monitoring O₃, SO₂, NO₂, CO, PM₁₀, PM_{2.5}, EC, black carbon, and ultrafine particles
- Monitoring meteorological conditions

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- Hosting/maintaining real-time and filter-based data on the CAAP website
- Archiving data
- Developing Quality Assurance/Quality Control protocols
- Performing routine repair and maintenance of equipment
- Supporting Harbor Department staff in public presentations/meetings, as requested
- Soliciting quotes on providing cost-effective recommendations for equipment purchase and/or repair

Data Review and Quality Assurance

- Conducting Daily/Monthly/Quarterly Reviews
- Preparing Annual Reports
- Providing air quality monitoring data to the Harbor Department ready to upload to the Port's website.

Special Studies (as requested)

- Researching air monitoring trends and making recommendations
- Assessing/validating of other air monitoring studies that impact the Harbor Department
- Modernizing the presentation of the current air quality monitoring website
- Performing other air quality monitoring special studies, as needed

Consultant services are required because Harbor Department resources are not currently available to handle the required workload, the work frequently occurs during off-duty hours, and specialized technical expertise is needed to carry out the above-described time-sensitive work. Furthermore, it is not practical or cost-effective for the Harbor Department to maintain permanent staff to conduct the activities outlined in the Scope of Work (Transmittal 2).

Consultant Selection Process – On July 6, 2018, the Harbor Department issued a RFP for Air Quality Monitoring Services to provide ongoing operation of the Harbor Department's four air quality monitoring stations. The RFP was posted on the Port's website, and automatic email notifications were sent out to all firms registered on the Los Angeles Business Assistance Virtual Network (LABAVN) under the applicable North American Industry Classification System Codes. A total of 50 firms viewed the opportunity on LABAVN.

The Harbor Department received proposals from three firms by the July 31, 2018 deadline. The RFP criteria for evaluation of the proposals were derived from prior Air Quality Monitoring Services contracting forms used in previous consultant evaluations for such services. Several criteria were considered, including project management team,

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applicable air monitoring experience (both port and non-port), project approach, and rates and fees. The criteria were presented in the RFP for each proposer to review, and each proposal was evaluated based on these criteria. The criteria are shown on the attached RFP Selection Evaluation Form (Transmittal 3).

The proposals were rated by an evaluation panel consisting of a Harbor Department Marine Environmental Manager and Environmental Specialist, and a Port of Long Beach Specialist Associate. The top two firms were invited for an oral interview. The remaining firm did not qualify for further consideration based on the score of their written proposal. Our interview panel consisted of the three individuals listed above that evaluated the proposals.

Interview questions were based on the criteria presented in the RFP and scored on an Interview Evaluation Form (Transmittal 4) as well as the Oral Interview Questions (Transmittal 5). During the interviews, a special effort was made to consider whether the firm that had not been providing these services in the existing contract had new ideas and approaches that would add value to these services going forward, in the event that a change was warranted or prudent. For instance, both firms were asked the same question regarding helping the Harbor Department maintain our aging monitoring equipment and making the decision to purchase new equipment.

The answers revealed the depth of technical experience and capability of each firm, demonstrating their understanding of emerging science and how to go beyond basic data gathering. The interview panel also asked how each firm planned to provide a modernized website to provide publicly available air monitoring data.

The table below lists the three consultant firms, including their proposal evaluation and their interview scores.

| Consultant Firm | Proposal Scores | | | Interview Score | | | Total Average | Local Pref. | Final Score |
|-----------------|-----------------|----|----|-----------------|-----|------|---------------|-------------|-------------|
| | 1 | 2 | 3 | 1 | 2 | 3 | | | |
| Company 1 | 91 | 86 | 82 | 82.5 | 76 | 79 | 82.75 | 8 | 90.75 |
| Company 2 | 92 | 86 | 72 | 76 | 67 | 67.5 | 76.75 | 0 | 76.75 |
| Company 3 | 69 | 68 | 56 | N/A | N/A | N/A | 64.33 | 0 | 64.33 |

The incumbent firm, Leidos, ranked the highest. While all of the firms generally demonstrated an ability to perform the required tasks described in the RFP, Leidos scored the highest in firm qualifications, experience, and project organization. Leidos also received bonus points for being a local business.

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ENVIRONMENTAL ASSESSMENT:

The proposed action is for the approval of a personal services Agreement for a term of five years for air quality monitoring services. As an administrative activity, the Director of Environmental Management has determined that the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II, Section 2(f) of the Los Angeles City CEQA Guidelines.

FINANCIAL IMPACT:

Approval of the five-year Agreement authorizes a total not-to-exceed amount of \$3,309,494 for Air Quality Monitoring Services. The proposed Agreement will help the Harbor Department operate and maintain its air quality monitoring network, supporting the Harbor Department's commitment under the CAAP to track and provide data on ambient air quality to the public, and to use the data to improve the Harbor Department's emission and health risk reduction programs in the Port. In FY 17/18, \$546,172 was spent on these efforts. It is anticipated that funds under the proposed Agreement will be expended as follows:

| <u>Fiscal Year</u> | <u>Amount</u> |
|---------------------------|----------------------|
| 2018/2019 | \$ 147,263 |
| 2019/2020 | \$ 550,000 |
| 2020/2021 | \$ 681,615 |
| 2021/2022 | \$ 688,653 |
| 2022/2023 | \$ 695,047 |
| 2023/2024 | \$ 546,916 |
| Total | \$ 3,309,494 |

Funds in the current fiscal year are available in Account 54260 (Environmental Assessment Services), Center 330, Program 000. The Harbor Department's financial obligations in future fiscal years is contingent upon the Board's appropriation of funds. If any subsequent fiscal year funds are not appropriated by the Board for the work required by the proposed Agreement, the Agreement shall be terminated. However, such termination shall not relieve the parties of liability for any obligations previously incurred. Future year funds will be requested to be budgeted through the Harbor Department's annual budgeting process, upon Board approval.

CITY ATTORNEY:

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

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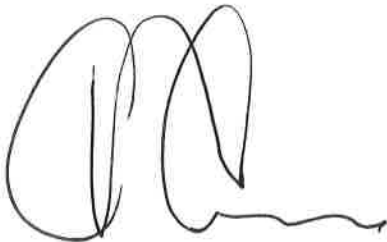
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TRANSMITTALS:

1. Agreement with Leidos, Inc.
2. Scope of Work
3. RFP Selection Evaluation Form
4. Interview Evaluation Form
5. Oral interview questions

FIS Approval: MB
CA Approval: CRB



CHRISTOPHER CANNON
Director of Environmental Management

Michael DiBernardo
MICHAEL DiBERNARDO
Deputy Executive Director

APPROVED:

Mark Bleavin FOT

EUGENE D. SEROKA
Executive Director

CC/YO
AUTHOR: A. COLUSO
APP NO.: 031106-534

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