



THE PORT  
OF LOS ANGELES  
Executive Director's  
Report to the  
Board of Harbor Commissioners

**DATE: NOVEMBER 6, 2023**

**FROM: ENVIRONMENTAL MANAGEMENT**

**SUBJECT: RESOLUTION NO. \_\_\_\_\_ - PERSONAL SERVICES AGREEMENT BETWEEN THE CITY OF LOS ANGELES HARBOR DEPARTMENT AND TETRA TECH, INC. FOR CLEAN TRUCK PROGRAM ADMINISTRATION SERVICES**

**SUMMARY:**

Staff requests that the Board of Harbor Commissioners approve a proposed Agreement with Tetra Tech, Inc. (Tetra Tech) of Pasadena, California to provide concession, grant administration, and support services for the Clean Truck Program (CTP) at the Port of Los Angeles (Port). Tetra Tech was selected through a competitive Request for Proposal (RFP) process conducted jointly by the City of Los Angeles Harbor Department (Harbor Department) and the Port of Long Beach (POLB) to preserve synergies and significant cost savings that occur from having a single contractor serve both ports. POLB will enter into a separate agreement with Tetra Tech with separate scope of work, compensation, and billing. This action will authorize an agreement with Tetra Tech for a three-year term and a not-to-exceed amount of \$3,000,000. CTP expenditures are offset each year by CTP Concession Application Fees, Annual Truck Fees and Day Pass Fees which have averaged approximately \$3.2 million per year over the most recent five-year period from Fiscal Year (FY) 2019-2023. The Harbor Department will be financially responsible for the payment of expenditures incurred under the proposed Agreement.

**RECOMMENDATIONS:**

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 City Charter Section 1022, work under the subject Agreement can be performed more feasibly by an independent consultant than by City of Los Angeles employees;
3. Approve the Agreement with Tetra Tech, Inc. for a term of three years and a total amount not-to-exceed \$3,000,000;
4. Authorize the Executive Director to execute and the Board Secretary to attest to said Agreement for and on behalf of the Board; and
5. Adopt Resolution No. \_\_\_\_\_.

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**DISCUSSION:**

Background and Context – The CTP is a key component of the San Pedro Bay Ports Clean Air Action Plan (CAAP). The initial purpose of the CTP was to incentivize the early transition of an aging fleet of drayage trucks into cleaner vehicles as required by State law, and to improve Port safety and security through the Port’s concession agreements with licensed motor carriers. The CTP has been successful in accomplishing its mission and continues to evolve in accordance with advanced clean truck goals outlined in the 2017 CAAP Update.

Tetra Tech, previously selected through a 2016 joint Harbor Department and POLB (Ports) Request for Proposals (RFP), currently provides CTP administration support under Agreement No. 16-3431 which is set to expire on December 31, 2023. In April 2023, in anticipation of this contract expiration, the Ports released a joint RFP for “Clean Trucks Program Administration Services.” By both Ports using the same consultant to administer their programs, the Ports have realized synergy created through increased efficiency as well as significant cost savings. For instance, under Agreement No. 16-3431, Tetra Tech has provided the same Information Technology staff for both Ports in managing and updating the Ports’ Drayage Truck Registry (PDTR). Additionally, Tetra Tech provided the same administrative multi-lingual staff to both Ports for staffing and managing the CTP Terminal Access Center and Helpline. The costs of providing these services have been shared equally by both Ports. For these reasons, the RFP was released jointly to select one contractor who will contract separately with each organization, under separate scopes of work, compensation and billing.

Services to be Performed - Services to be performed under the proposed Agreement (Transmittal 1) include concession, grant administration assistance, information technology support, and support services such as:

- Administering over 1,800 concession agreements.
- Maintaining the PDTR which contains over 20,000 trucks.
- Providing special analysis of truck moves to support Harbor Department requests.
- Enforcing various concession agreement requirements including insurance coverage and identifying false Vehicle Identification Numbers.
- Collecting various fees for annual truck registration, concession agreement applications, and day passes for visiting trucks.
- Inspecting and affixing stickers to non-container terminal trucks and “exempt” trucks.
- Monitoring compliance with Port grant funded programs (e.g., truck trips to the Ports).
- Providing customer service through management of the CTP Access Center and Helpline.

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Consultant Selection - On April 20, 2023, the Harbor Department issued a joint RFP with POLB for CTP Administrative services. The RFP was posted on the Ports' websites, and email notifications were sent out to recipients on the Port of Long Beach Vendor Portal and the Los Angeles Regional Alliance Marketplace for Procurement. The RFP was downloaded by 28 users.

The Ports received two proposals. The RFP criteria used to evaluate the proposals were derived from CTP Administrative Services contracting forms used in previous consultant evaluations. Several criteria were considered, including the project management team, applicable experience, project approach, as well as rates and fees. The criteria were presented in the RFP, and each proposal was evaluated based on the criteria shown on the attached RFP Selection Evaluation Form (Transmittal 2).

The proposals were evaluated and rated by a selection committee consisting of one Environmental Specialist III from the Harbor Department, one Intermodal Operations Coordinator from POLB, and one Senior Environmental Specialist from the Port of San Diego. Both proposals were deemed responsive and, due to the small number of proposals, both firms were invited to interview virtually on July 28, 2023.

The interview panel consisted of the same three individuals that evaluated the proposals. Interview questions were based on the criteria presented in the RFP to garner more detailed responses. The Interview Evaluation Form and the interview questions are attached (Transmittal 3). The answers to these questions revealed the depth of the proposers' understanding of the Ports, the capability of each firm, their understanding of port drayage truck operations, the CTP in general, and the important role the CTP has in implementing our CAAP strategies. The selection committee completed the evaluation scoring on the strength of the written proposals and interviews (Transmittal 4).

Following the evaluation process and interviews, Tetra Tech was selected as the most qualified to meet the Harbor Department's CTP needs over the next three years.

Contract Requirements - Throughout the term of the proposed Agreement, Tetra Tech will maintain compliance with the City of Los Angeles contracting requirements. The required Small Business Enterprise participation for each Agreement is 25%, including 5% Very Small Business Enterprise participation.

**ENVIRONMENTAL ASSESSMENT:**

The proposed action is the approval of a proposed agreement with Tetra Tech to provide concession, grant administration, and support services for the Clean Truck Program, 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.

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**FINANCIAL IMPACT:**

Approval of the proposed three-year Agreement would authorize a total contract amount not-to-exceed \$3,000,000. It is anticipated that funds under the proposed Agreement will be expended as follows:

<b><u>Fiscal Year</u></b>	<b><u>Amount</u></b>
2023/2024	\$ 500,000
2024/2025	\$1,000,000
2025/2026	\$1,000,000
2026/2027	\$ 500,000
<b>Total</b>	<b>\$3,000,000</b>

FY 2023/2024 funds in the amount of \$500,000 are available within Account 59967 (Clean Truck Program – Admin Costs), Center 0330, Program 000. Future year funds will be requested through the Harbor Department’s annual budgeting process and will be appropriated upon Board approval. If funds are not appropriated by the Board, then the Agreement shall be terminated; however, such termination shall not relieve the parties of liability for any obligations previously incurred.

While the payment of expenses incurred under the proposed Agreement will be the financial responsibility of the Harbor Department, these expenses have historically been more than offset by CTP Concession Application Fees, Annual Truck Fees and Day Pass Fees which have averaged approximately \$3.2 million per year over the most recent five-year period from FY 2019-2023.

**CITY ATTORNEY**

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

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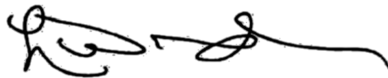
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**TRANSMITTALS:**

1. Agreement with Tetra Tech, Inc.
2. RFP Selection Evaluation Form
3. Interview Evaluation Form With Interview Questions
4. Selection Committee Scoring Results

FIS Approval: MB

CA Approval: JC



LISA WUNDER  
Acting Director of Environmental Management

*Dina Aryan-Zaklan*  
MICHAEL DIBERNARDO for  
Deputy Executive

Director APPROVED:

*Marla Bleavins* For

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LW:TD:TP:mrx  
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