



**DATE:           OCTOBER 30, 2013**

**FROM:           ENVIRONMENTAL MANAGEMENT**

**SUBJECT:       RESOLUTION NO. \_\_\_\_\_ - PERSONAL SERVICES AGREEMENT  
BETWEEN THE CITY OF LOS ANGELES AND LEIDOS, INC. FOR AIR  
QUALITY MONITORING SERVICES**

**SUMMARY:**

The Environmental Management Division (EMD) staff recommends approval of an Agreement with Leidos, Inc. (Leidos) a corporation of Delaware, to provide air quality monitoring services. This action will authorize an Agreement with a five-year contract term for a not-to-exceed amount of \$2,891,452.

**RECOMMENDATION:**

It is recommended that the Board of Harbor Commissioners (Board):

1. Approve the Agreement with Leidos, Inc. for a term of five years for the total not-to-exceed amount of \$2,891,452;
2. 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;
3. Authorize the Executive Director and the Board Secretary to execute and attest to said Agreement for and on behalf of the Board; and
4. Adopt Resolution No. \_\_\_\_\_.

**DISCUSSION:**

Background/Context – The proposed Agreement (Transmittal 1) supports the City of Los Angeles Harbor Department (Harbor Department) in operating and maintaining the Port of Los Angeles' (Port) air quality network, consisting of four monitoring stations

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located throughout San Pedro and Wilmington. Additionally, the Agreement supports the Harbor Department's commitment under the Clean Air Action Plan (CAAP) to track and make 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 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 (O<sub>3</sub>), sulfur dioxide (SO<sub>2</sub>), nitrogen dioxide (NO<sub>2</sub>), carbon monoxide (CO), two sizes of particulate matter (PM<sub>10</sub> or coarse particles and PM<sub>2.5</sub> 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 or sixth day 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](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 (formerly known as Science Application International Corporation, or SAIC) has been responsible for providing these services to the Harbor Department since the program's inception in 2005. The current agreement for Air Quality Monitoring Services, Agreement No. 11-2956, is for a three-year term and a total amount not-to-exceed \$2,100,000. The total amount invoiced to-date is \$1,200,000 and EMD staff anticipates that by the agreement expiration, the total amount expended will be \$1,800,000, an average of \$600,000 per year. Due to efficiencies achieved in the Air Monitoring Program during the current three-year Agreement No. 11-2956, the agreement amount will be reduced from \$700,000 per year to \$578,000 per year under the new five-year Agreement.

Services to be Performed – The following includes a summary of areas where consultant assistance is required to provide support and assistance:

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Operations and Maintenance

- Monitoring O<sub>3</sub>, SO<sub>2</sub>, NO<sub>2</sub>, CO, PM<sub>10</sub>, PM<sub>2.5</sub>, EC, black carbon, and ultrafine particles
- Monitoring meteorological conditions
- 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

Data Review and Quality Assurance

- Conducting Daily/Monthly/Bi-Monthly Reviews
- Preparing Annual Reports

Special Studies (as requested)

- Researching air monitoring trends and making recommendations
- Assessment and/or validation of other air monitoring studies that impact the Harbor Department
- Performing other 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).

Work Assignments – All work will be authorized through a Project Directive (PD) process and approved by the Executive Director. Each PD includes a detailed scope of work, schedule, Small Business Enterprise (SBE)/Very Small Business Enterprise (VSBE) participation level, and cost estimate.

Selection Process – On June 5, 2013, the Harbor Department's EMD issued an Air Quality Monitoring Services Request for Proposals (RFP) to provide ongoing operation of the Harbor Department's four air monitoring stations. The RFP was posted on the Port's website, and automatic email notifications were sent out to all those firms registered on the Los Angeles Business Assistance Virtual Network under the applicable North American Industry Classification System Codes.

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Five proposals were received by the July 2, 2013 deadline. The proposal evaluation committee members consisted of Lisa Wunder, Acting Marine Environmental Supervisor, René Spencer, Environmental Specialist, and Norene Hastings, Environmental Supervisor with the City of Los Angeles Department of Airports. Proposals were reviewed using evaluation criteria published in the RFP (Transmittal 3) and three proposers were invited to oral interviews that occurred on August 20, 2013. The remaining two firms did not qualify for further consideration based on the scores of their written proposals. The following three (3) firms were invited for interviews:

- Environmental, Engineering & Measurement Services, Inc.
- Environmental Resources Management
- Leidos

Oral interviews utilized interview questions (Transmittal 4) to explore knowledge of air quality monitoring procedures and protocol, as well as the firm's expertise in data analysis and interpretation. The evaluation panel completed the evaluation scoring on the strength of the written proposal and interview (Transmittal 5).

Following the evaluation process, Leidos was selected as the most qualified to meet the Harbor Department's anticipated needs over the next five years. In its proposal and interview, Leidos demonstrated that they have extensive experience collecting air monitoring data in a coastal environment, operating and maintaining the types of equipment used at the Harbor Department, and performing a high level of quality assurance. Leidos also displayed unique insights on air monitoring developments within the South Coast Air Basin, and their potential impact to the Harbor Department's monitoring program.

Small Business Development Program – The SBE goal for this contract is 25% and the VSBE goal is 5%. Leidos's subconsultant team includes one SBE and two VSBE. Under the proposed work plan, Leidos commits to exceed the 25% SBE and 5% VSBE participation requirements outlined in the RFP.

#### **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.

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**FINANCIAL IMPACT:**

Approval of the five-year Agreement authorizes a total not-to-exceed amount of \$2,891,452 for Air Quality Monitoring Services. This 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 make publicly available data on ambient air quality and utilize this data to improve the Harbor Department's emission and health risk reduction programs in the Port.

It is anticipated that funds under the Agreement will be expended as follows:

FY 13/14	\$	97,000
FY 14/15	\$	578,000
FY 15/16	\$	578,000
FY 16/17	\$	578,000
FY 17/18	\$	578,000
FY 18/19	\$	482,452
<b>TOTAL</b>	<b>\$</b>	<b>2,891,452</b>

The budget for Air Quality Monitoring Services in FY 13/14 is \$600,000; \$503,000 will be spent under Agreement No. 11-2956 with SAIC and \$97,000 is available for the proposed Agreement with Leidos. Funds are available in the Operational Budget, Account 54260, Center 330, Program 000.

The Harbor Department's financial obligations after the current fiscal year are contingent upon the Board appropriation of funds. If any subsequent fiscal year funds are not appropriated by the Board for the work required by the 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.

**ECONOMIC BENEFITS:**

Approval of the proposed Agreement will have no employment impacts in the five-county region.

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**CITY ATTORNEY:**

The City Attorney's Office has prepared and approved the Agreement as to form and legality.

**TRANSMITTALS:**

1. Agreement with Leidos, Inc.
2. Scope of Work
3. Evaluation Criteria
4. Oral interview questions
5. Scoring

**FIS Approval:**  (initials)  
**CA Approval:**  (initials)



**CHRISTOPHER CANNON**  
Director of Environmental Management



**MICHAEL R. CHRISTENSEN**  
Deputy Executive Director

**APPROVED:**



**GERALDINE KNATZ, Ph.D.**  
Executive Director

AUTHOR: LISA WUNDER  
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BOARD MEETING: 11/7/2013

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