

## PORT-WIDE EMISSIONS INVENTORY CONSULTANT Evaluation Criteria/Selection Process Summary

On October 29, 2010, the Harbor Department issued a Request for Proposal (RFP) for Port-wide emissions inventory services. The following is a summary of services required to provide support and assistance:

### Data Collection

- Conduct tenant surveys
- Continue vessel boarding program
- Prepare special studies to validate assumptions and supplement data collection
- Integrate raw data into the Environmental Management Division's database
- Calculate emissions
- Develop and adhere to quality assurance/quality control protocols for data collection, compilation, and emissions calculations
- Normalize emissions between inventory years using current or prior year methodology

### Reporting

- Prepare reports, graphs and presentations
- Coordinate with local, State and Federal regulatory agencies
- Interface with community groups
- Supporting staff in public presentations/meetings, as requested.

### Optional Tasks

Optional tasks to conduct special studies and/or analyses have been included in this proposed Agreement and will not exceed \$300,000 over the life of the Agreement. Such studies would focus on areas that could lead to improvements in strategies and methodologies used for calculating emissions.

The RFP was posted on the Port of Los Angeles (Port) website, and over 7,500 email notifications were sent out to recipients on the Diversity Xchange Database and the Los Angeles Business Virtual Network (LABVN). An RFP notification letter was also mailed to firms that have specifically expressed interest in this RFP to the Environmental Management Division (EMD), but were not yet registered on the Diversity Xchange Database or the LABVN.

The Harbor Department received proposals from four firms. The criteria for evaluation of the proposal were presented in the RFP to each proposer to review, and each proposal was evaluated on these criteria.

<u>Name</u>	<u>City</u>	<u>Status</u>
Firm 1	Albuquerque, NM	SBE, VSBE
Firm 2	Sacramento, CA	SBE, VSBE
Firm 3	Santa Monica, CA	WBE, VSBE, OBE
Firm 4	Torrance, CA	SBE

## Proposal Review Results

The proposals were evaluated and rated by two Environmental Specialists from EMD, one Senior Environmental Planner from the Port of Long Beach, and one Harbor Planning and Economic Analyst from the Planning and Research Division. Proposals were individually reviewed and each rater scored using a range of 0 to 5 for each criterion, with 5 being exceptionally well qualified and 0 being not included/non-responsive. A weighting factor and weighted score were used for the proposal review process, as shown on the attached RFP Selection Evaluation Form. The results are summarized in Table 1.

**Table 1. Proposal Review Scores**

<b>Firm</b>	<b>Reviewer 1</b>	<b>Reviewer 2</b>	<b>Reviewer 3</b>	<b>Reviewer 4</b>	<b>Total Score (Max points 400)</b>
<b>Firm No. 1</b>	70	80	96	88	<b>334</b>
<b>Firm No. 2</b>	60	50	74	70	<b>254</b>
<b>Firm No. 3</b>	52	50	80	64	<b>246</b>
<b>Firm No. 4</b>	42	50	48	44	<b>184</b>

## Interview Results

All firms listed above were invited to interview. During the interview process, each firm responded to a set of questions formulated by the selection committee. The firms were ranked based on the results of their presentation and responses to the interview questions. The rankings were determined using the criteria and weighting factors shown on the attached Interview Selection Evaluation Form. The results are summarized in Table 2.

**Table 2. Summary of Interview Scores**

<b>Firm</b>	<b>Reviewer 1</b>	<b>Reviewer 2</b>	<b>Reviewer 3</b>	<b>Reviewer 4</b>	<b>Total Score (Max points 400)</b>
<b>Firm No. 1</b>	90	96	96	90	372
<b>Firm No. 2</b>	82	76	68	78	304
<b>Firm No. 3</b>	54	74	74	60	262
<b>Firm No. 4</b>	48	56	44	58	206

## Firm Selection

The interview panel consisted of two Environmental Specialists from EMD, one Senior Environmental Planner from the Port of Long Beach, and one Harbor Planning and Economic Analyst from the Planning and Research Division. Due to scheduling conflicts,

the Harbor Planning and Economic Analyst was not the same person who evaluated the written proposals; however, these staff conferred in order to ensure continuity.

Interview questions were based on the criteria presented in the RFP, with some modifications to downplay the need for Port experience. During the interviews, a special effort was made to consider firms that had not recently provided services to EMD in order to consider the potential for new ideas and approaches that would add to value to these services going forward, such that a change was warranted or prudent.

Starcrest was selected because their depth of technical experience and capability in air emissions inventories was far superior to the other proposers. Further, Starcrest's knowledge of emissions calculation methodology development and their relationship with regulatory agencies make them a more valuable resource to staff than the other candidates. Key highlights of their capabilities are as follows:

- Broad experience developing activity-based Emission Inventories for large multi facility complexes.
- Extensive knowledge and understanding of the logistics chain.
- Availability of specialized staff to focus on individual source categories, conduct data gathering, and tenant interviews.
- Articulated and demonstrated Quality Assurance/Quality Control system relevant to the preparation of a Port-wide Emission Inventory.
- Experience and excellent working relationships with local, state, and federal regulatory agencies with whom the Port coordinates during methodology development and inventory preparation.

The selection was based on solely on the interview scores. As shown in the table above, Starcrest scored the highest in interview and therefore was recommended to provide emissions inventory services.