

## SCOPE OF WORK

The Harbor Department is seeking the professional services of qualified consultants to support EMD on an as-needed basis in both Categories 1 and 2, or in Category 2 only as follows:

**CATEGORY 1:** Professional services in the preparation of CEQA/NEPA documents. These documents address capital improvement projects and major tenant projects and must be prepared in compliance with the CEQA/NEPA.

All Initial Study (IS), Negative Declarations (ND), Mitigated Negative Declarations (MND), and EIRs must be prepared in accordance with State and City CEQA Guidelines and CEQA-related legislation. In cases where NEPA compliance is also required, all EIS shall be prepared in accordance with Federal NEPA Guidelines and NEPA-related legislation. If NEPA compliance is required, NEPA documents will normally be prepared as joint CEQA/NEPA documents and involve oversight by the Federal Lead Agency, which is typically the US Army Corps of Engineers (USACE).

The environmental analyses shall focus on the project, as delineated in the project description, preliminary engineering designs, and other information provided by the Harbor Department or gathered during the preparation of the CEQA/NEPA document. Special studies may be necessary to adequately assess project impacts. Specialized expertise will be required in assessing impacts, as well as in identifying and assessing a range of feasible project alternatives and feasible mitigation measures to reduce or avoid impacts. Consultant will be expected to identify concerns and recommend analyses for inclusion in all CEQA/NEPA documents.

A collection of sample reports (special studies, select EIR/EIS, ND/MND, etc.) are available for review on our website at [www.portoflosangeles.org/environment.htm](http://www.portoflosangeles.org/environment.htm).

The steps required by the Harbor Department for the preparation of CEQA/NEPA documents are as follows:

A. NEGATIVE DECLARATIONS (ND) AND MITIGATED NEGATIVE DECLARATIONS(MND)

1. Kick-Off Meeting

The Harbor Department will discuss with the Consultant the practices and requirements to be followed in the preparation of a given ND/MND.

2. Project Schedule

The Consultant shall commit to a schedule for the preparation of the IS/ND or IS/MND. The schedule shall be no longer than one-year from the initial kickoff meeting to Board consideration of the ND/MND and preparation of the

final administrative record, unless otherwise specifically requested by the Harbor Department.

### 3. Preparation of Initial Study (IS)

The Consultant shall prepare and submit to the Harbor Department's Project Manager an administrative draft IS/ND or IS/MND for the Harbor Department's review. The IS/ND or IS/MND may require the following technical analyses:

- a. **Aesthetics Analysis:** An expert in the field of Aesthetics is required to perform this analysis. The Aesthetic analysis shall use current standards and methodologies for conducting visual impact assessments. The analysis shall include visual simulations, when necessary.
- b. **Air Quality Analysis:** The Air Quality analysis shall be based on the newest approved U.S. Environmental Protection Agency (USEPA), California Air Resource Board (CARB), the California Office of Environmental Health Hazard Assessment (COEHHA), and Southern California Air Quality Management District (SCAQMD) guidance, as well the Harbor Department's most recent air quality protocols, and shall be performed by a team of experts in the following sub-specialties:
  1. **Criteria Pollutant Modeling,** including dispersion modeling and hotspot analysis;
  2. **Health Risk Assessments** based on the most up-to-date guidance from USEPA, OEHHA, and CARB and include a Particular Matter(PM) Morbidity/Mortality analysis; and
  3. **General Conformity** - The Consultant must perform all modeling, offer expert advice in terms of establishing new methodologies, interpret study results, and prepare guidance on new and existing rules and regulations.
- c. **Greenhouse Gas (GHG) Analysis:** The GHG analysis must model GHG emissions based on current models from CARB or inventory data or procedures provided by the Harbor Department.
- d. **Biological Analysis:** The Biological Analysis must assess impacts from both construction and operation to terrestrial and marine species and will necessitate a full understanding of National Marine Fisheries Service (NMFS), US Fish and Wildlife Service (USFWS), and California Department of Fish and Game (CDFG) rules and regulations. The Consultant must perform all studies required for the analysis to assess biological function, offer expert advice in terms of establishing new methodologies, mitigation measures, interpret study results, and prepare guidance on new and existing rules and regulations.
- e. **Cultural Resource Analysis:** The Cultural Resource Analysis will assess

ethnographic, paleontological, archaeological and historical resources. The analysis of historic architectural resources requires experts that meet professional standards established by the US Secretary of the Interior and knowledge of the City of Los Angeles Historic-Cultural Monument database, the State Register of Historic Places, and the National Register of Historic Places.

- f. **Transportation Analysis:** The Ground Transportation Analysis shall include complex traffic modeling using the Port Travel Demand Model and report traffic impacts in both Level of Service (LOS) and Vehicle Delay (V/C or Delay). The consultant must perform all modeling, offer expert advice in terms of establishing new methodologies, mitigation measures, interpreting study results, and preparing guidance on new and existing rules and regulations. The Rail Transportation Analysis shall include complex rail traffic modeling using the Harbor Department's most recent guidance to assess rail traffic volumes and at-grade rail crossing delays. The Marine Transportation Analysis shall assess any impacts during construction and operations to marine navigation and safety due to project design or increased vessel traffic and include recent data obtained by the Harbor Department.
- g. **Hazards and Hazardous Materials Analysis:** The Hazards and Hazardous Materials Analysis must assess any environmental impacts from hazardous materials such as Phase I or Phase II environmental site assessments, and will require expert level analysis in the following areas: consistency with the Harbor Department's Risk Management Plan, terrorism, and sea level rise whether as a result of long term climate change or short term seismic activity. The analysis shall include a complex risk matrix.
- h. **Noise Analysis:** The Noise Analysis must include direct data collection and noise projection modeling, including use of the Federal Highway Administration (FHA) Traffic Noise Model.

#### 4. Transmittal of the IS/ND or IS/MND

The Consultant shall publish, both on CD's and as hard copies, and distribute the IS/ND or IS/MND to organizations and individuals on a mailing list provided by the Harbor Department, with cover letters.

#### 5. Finalize the IS/ND or IS/MND

The Consultant shall collect all comments received during the comment period and finalize the IS/ND or IS/MND.

#### 6. Public Meetings/Hearings

The Harbor Department may request the Consultant to attend/participate in public meetings/hearings during the IS/ND or IS/MND.

7. Submittal of an Administrative Draft and Final Mitigation Monitoring and Reporting Program

If necessary, the Consultant shall prepare a Mitigation Monitoring and Reporting Program (MMRP) for the project in electronic format.

B. EIRs AND JOINT EIR/EISs

1. Kick-Off Meeting

The Harbor Department will discuss with the Consultant the practices and requirements to be followed in the preparation of a given EIR and EIR/EIS.

2. Project Schedule

The Consultant shall commit to a schedule for the preparation of the EIR or EIR/EIS. The schedule shall be no longer than eighteen months from the initial kickoff meeting to Board consideration of the Final EIR and preparation of the final administrative record, unless otherwise specifically requested by the Harbor Department.

3. Preparation of Initial Study (IS), Notice of Preparation (NOP), or NOP/Notice of Intent (NOI)

The Consultant shall prepare and submit to the Harbor Department's Project Manager an administrative draft IS/NOP or IS/NOP/NOI for the Harbor Department's review.

4. Transmittal of the NOP or NOP/NOI

The Consultant shall publish, both on CDs and as hard copies, and distribute the NOP or NOP/NOI to organizations and individuals on a mailing list provided by the Harbor Department, with cover letters.

5. Information Requests

The Consultant shall provide the Harbor Department with information requests.

6. Preliminary EIR Sections

The Consultant shall prepare the Draft EIR or Draft EIR/EIS sections under the direction of the Harbor Department's Project Manager.

The Draft EIR or Draft EIR/EIS shall include, among others, the same special studies described above for the IS and the following special studies, where applicable:

- a. Environmental Justice Analysis: The Environmental Justice Analysis must be based on guidance from the Council on Environmental Quality Guidance for Environmental Justice under NEPA.

7. Submittal of an Administrative Draft EIR or Administrative Draft EIR/EIS

The Consultant shall deliver copies of the Administrative Draft EIR or Draft EIR/EIS for Harbor Department and USACE review, respectively. There are typically two Administrative Draft review cycles and one Screencheck review in the environmental review process.

8. Finalize Public Draft EIR or EIR/EIS

The Consultant shall incorporate the Harbor Department's comments from the Administrative Draft EIR or EIR/EIS into the Screencheck Draft EIR or EIR/EIS.

9. Transmittal of the Public Draft EIR or EIR/EIS

The Consultant shall distribute the Public Draft EIR or Public Draft EIR/EIS and Notice of Availability to organizations and individuals on a mailing list provided by Harbor Department.

10. Drafting and Submittal of an Administrative Final EIR or EIR/EIS

The Consultant shall incorporate Public Comments and Response to Comments, with any corrections to the Public Draft EIR or Public Draft EIR/EIS into an Administrative Final EIR or Administrative Final EIR/EIS and deliver copies for internal Harbor Department review. There are typically two Administrative Draft review cycles and one Screencheck review during the Final EIR or EIR/EIS process.

11. Finalize Final EIR or EIR/EIS

The Consultant shall incorporate the Harbor Department's comments from the Administrative Final EIR or Administrative Final EIR/EIS into the Screencheck Final EIR or Screencheck Final EIR/EIS.

The Consultant shall prepare, as necessary, all documents to support the certification of the Final EIR by the Board and the Record of Decision by the USACE.

**CATEGORY 2:** As-needed Special Environmental Services in support of Harbor Department operational and capital improvement projects in the following areas:

- Cultural Resources (historical resources, archaeology and paleontology);
- Air Quality, Toxic Air Contaminants, and Greenhouse Gases;
- Sustainability Planning and Reporting;
- Mitigation Monitoring and Reporting; and

- In-House CEQA/NEPA Project Management

Special Environmental Services include, but are not limited to, data-gathering and survey of cultural resources; monitoring and reporting on general project issues and compliance with approved mitigation measures and other environmental requirements; researching new regulations and guidelines related to air quality; performing peer-reviews of technical air quality assessments; developing general protocols; preparing technical overviews and primers; and providing support in sustainability planning and developing annual sustainability reports.

The tasks for performing Special Environmental Services are as follows:

A. Project Initiation

The Harbor Department will discuss with the Consultant the procedures and requirements to be followed in performing a given special services study/task.

B. Project Schedule

The Consultant will commit to a schedule for performing special service study/task.

C. Special Service Study Report/Tasks

The Consultant shall provide electronic copies of draft and final reports for review by the Harbor Department's Project Manager, as well as hard copies when requested.

1. Cultural Resource Studies and Surveys: Cultural Resource Studies and Surveys may be needed to assess ethnographic, paleontological, archaeological and historical resources. The work shall be done by qualified experts.
2. Air Quality Analysis: The Air Quality analysis shall be based on the newest approved USEPA/CARB/OEHHA/SCAQMD guidance, as well as Harbor Department air quality protocols, and shall be performed by a team of experts in the following sub-specialties:
  - a. Criteria Pollutant Modeling, including dispersion modeling and hotspot analysis;
  - b. Health Risk Assessments, including PM Morbidity/Mortality analysis;
  - c. Greenhouse gas emissions and climate change; and
  - d. General Conformity.

The consultant must perform all modeling, offer expert advice in terms of establishing new methodologies, feasible mitigation measures, interpret study

results, and prepare guidance on new and existing rules and regulations.

3. Sustainability Planning and Reporting: Work under this special service shall include support in sustainability planning and preparation of annual sustainability reports, including data collection.
4. Mitigation Monitoring and Reporting: The Consultant shall conduct mitigation monitoring and reporting duties for construction projects undertaken by tenants and long-term operations through tenant leases. Duties may include, but are not limited to, reviewing contract bid specifications and leases/permits to incorporate environmental requirements and approved mitigation measures; attending pre-construction meetings and coordinating the need for specialized surveys or monitors by qualified experts in areas such as cultural resources and marine biology; conducting onsite field inspections; reviewing contractor and tenant submittals for mitigation compliance; preparing environmental compliance reports; and maintaining a database for tracking and reporting purposes. The Consultant will need to perform such services at the Harbor Department and at EMD offices.
5. In-House CEQA/NEPA Project Management: The Consultant shall provide in-house support for managing and preparing environmental assessments under CEQA and NEPA such as, but not limited to, reviewing Applications for Discretionary Projects, conducting screening level analysis for CEQA/NEPA determinations, reviewing technical data and interpreting engineering design plans, and managing consultant teams preparing CEQA/NEPA documents. The Consultant will need to perform such services at EMD offices.

#### E. Submittal Requirements

Consultant will prepare and submit copies of the deliverable(s) to the Harbor Department's Project Manager for review.

#### F. Meetings

The Harbor Department may request the Consultant to attend/participate in meetings/hearings when performing the special services study/task.

### **GENERAL PERFORMANCE REQUIREMENTS:**

- A. Consultant, as directed, shall attend in person or telephonically all meetings, conferences and hearings, and provide drawings and exhibits necessary to complete the work.
- B. Consultant shall prepare and deliver minutes of all meetings attended by Consultant, whether or not Harbor Department is represented, where Consultant in its judgment believes the subject of any such meeting is material to the assigned Projects. The minutes shall also be retained by the Consultant in the Project's Administrative File.

- C. Consultant shall promptly consider any comments from the Director or Staff of EMD upon the receipt thereof, and, in the event it disagrees with such comments, promptly notify the Director of EMD or Staff of such disagreement.
- D. Any information provided by the Harbor Department, whether in the form of drawings, documents, and/or written or verbal comments, excluding survey data, shall be reviewed by Consultant. Consultant shall promptly provide written notice to the Director of EMD if it believes that any information provided by the Harbor Department is inaccurate, incomplete or inapplicable.
- E. The Director of EMD shall assist the Consultant in coordinating with tenant(s) or property owner(s) to gain access to the Project area and for minimizing disruption of tenant or owner operations.
- F. Consultant's staff who are classified by the law as professionals and who perform services within that professional discipline shall exercise that degree of diligence, skill, judgment and care which is consistent with the standard of care for that profession. Consultants who perform services outside the scope of professional services shall exercise that degree of care required of ordinary persons. Consultants shall be responsible for all services performed by Consultant and Subconsultants and shall assure all services are competently performed. Consultants shall correct or remedy any errors, omissions or deficiencies that occur in performance of the services at its expense.