

BOARD MEETING DATE: September 4, 2015

AGENDA NO. 9

PROPOSAL: Execute Contract for CEQA Consultant Assistance

SYNOPSIS: At its May 1, 2015 meeting, the Board approved the release of an RFP to secure assistance with preparing the Program Environmental Impact Report for the 2016 Air Quality Management Plan and other tasks necessary for complying with the California Environmental Quality Act. Four proposals were received and reviewed by a qualified panel. Two proposals scored above the minimum number of points required for technical merit and were further evaluated and scored according to costs necessary to prepare the Program Environmental Impact Report. This action is to award a time and materials contract to Environmental Audit Inc. for an amount not to exceed \$125,000. Funds for this contract are included in the FY 2015-16 Budget.

COMMITTEE: Administrative, July 17, 2015; Less than a quorum was present; the Committee Members concurred that this item be approved by the Board.

RECOMMENDED ACTION:

Authorize the Chairman to execute a contract with Environmental Audit Inc. for an amount not to exceed \$125,000, valid for a period of up to two years, with an option to extend up to another two years, to assist with preparation of the Program Environmental Impact Report for the 2016 Air Quality Management Plan and other CEQA-related tasks.

Barry R. Wallerstein, D.Env.
Executive Officer

PF:JW:IM:BR

Background

Pursuant to the Public Resources Code and California Code of Regulations, the California Environmental Quality Act (CEQA) applies to projects undertaken by, funded by, or requiring discretionary approval from public agencies. Consequently, CEQA analyses, documents, or notices are required for most SCAQMD rules, regulations, or plans prior to their adoption or modification by the Board. In connection

with preparing past Air Quality Management Plans (AQMPs), the SCAQMD, as the lead agency under CEQA, has typically prepared Program Environmental Impact Reports (EIRs) pursuant to CEQA Guidelines §15168. Program EIRs address discretionary actions that may affect many subsequent projects, such as the implementation of the multiple control measures that make up an AQMP.

Moreover, Public Resources Code §21082.1 allows public agencies to contract with consultants to prepare or assist with preparing CEQA documents. The public agency must retain independent review of all documents prepared by consultants. At its May 1, 2015 Board meeting, the Board authorized release of RFP #P2015-29 to solicit proposals to augment current staff resources to assist with preparing the 2016 AQMP Program EIR and other CEQA-related tasks as necessary and as funding allows. Total amount of funding available for this RFP is \$125,000. To augment current staff resources to prepare the Program EIR for the 2016 AQMP and other CEQA-related tasks, staff recommends securing the services of one qualified consultant.

Proposals

Four proposals were received by the June 2, 2015 closing date of the RFP solicitation. All four proposals were first evaluated according to the technical proposal. To advance in the scoring process and be awarded points for cost, as indicated in the RFP, a proposal must be awarded a minimum score of 56 out of 70 points for technical merit, which is the standard minimum score used in the past for scoring similar types of CEQA consultant assistance proposals. The technical proposals were evaluated according to the criteria specified in the RFP, including the consultants' experience preparing CEQA documents; knowledge of CEQA case law; technical expertise performing air quality modeling analyses; knowledge of mobile and stationary source air pollution control technologies; experience preparing energy analyses; and organization of the proposal and writing skills.

The technical proposals from two of the four consultants exceeded the minimum number of points for technical merit, while the other two technical proposals were below the minimum number of points for technical merit and were disqualified (see Attachment A). Of the two qualifying proposals, the evaluation panel rated Environmental Audit Inc. the highest final average score of 105.6 points. This score was based on their understanding of the nature and extent of the work to be performed, their knowledge of CEQA and CEQA case law, and their experience preparing CEQA documents for complex public and private projects. In addition, this consultant has past experience preparing CEQA documents for clean air plans prepared by the SCAQMD, Bay Area Air Quality Management District, and the Sacramento Metropolitan Air Quality Management District.

The cost proposal for preparing the Program EIR for the 2016 AQMP submitted by Environmental Audit Inc. was \$118,900, which was within the amount of funding available for this RFP. The cost proposal submitted by PlaceWorks was \$109,007, which was lower than the other bidder's cost proposal. Consequently, PlaceWorks was

awarded the full cost score of 30 points, while the remaining bidder received a prorated cost score, using the methodology described in the RFP. Environmental Audit Inc. also received additional points for being qualified as a small business and a local business, and, therefore, was awarded an additional 15 points. The scores are summarized in Attachment A.

It is proposed that SCAQMD select the highest overall scoring proposal and contract with Environmental Audit Inc., to assist staff primarily with preparing the 2016 AQMP Program EIR, including responding to comments received on the Draft 2016 AQMP Program EIR, for an amount not to exceed \$125,000. Proposed contracts would be valid for up to two years with an option to extend up to another two years.

Outreach

In accordance with SCAQMD's Procurement Policy and Procedure, a public notice advertising the RFP and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the entire South Coast Basin.

Additionally, potential bidders may have been notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFP was emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on the Internet at SCAQMD's website (<http://www.aqmd.gov>). In addition, notices of availability of the RFP were emailed to a list of CEQA consultants maintained by SCAQMD staff.

Bid Evaluation

Four proposals were received and evaluated in accordance with the criteria in the RFP. Proposals received were evaluated by a diverse panel of technically qualified individuals according to the criteria described in the RFP. The evaluation panel consisted of one Planning and Rules Manager, and two Planning and Rules Program Supervisors. The panel breakdown was one Asian/Pacific Islander, two Caucasian; two female, and one male. Attachment A provides a summary of the proposals received, ranked by the scores from the evaluation panel. Two bids met the minimum technical standards and one is being recommended for funding.

Resource Impacts

Funds for this contract in an amount not to exceed \$125,000 are included in the Planning, Rule Development and Area Sources FY 2015-16 Budget.

Attachment

Evaluation of Proposals for RFP #P2015-29

Attachment

EVALUATION OF PROPOSALS FOR RFP #P2015-29

Proposer	Average Technical Points²	Cost Points	Potential Additional Points¹					Off-Peak Hrs Delivery Business	Final Score
			Small Business	DVBE Business	Use of DVBE Sub-contractor	Low Emission Vehicle Business	Local Business		
Ascent Environmental	54.3	--	--	--	--	--	--	--	--
Environmental Audit, Inc.	63.3	27.3	10	0	0	0	5	0 ³	105.6
PlaceWorks	58.7	30	0	0	0	0	5	0	93.7
Marine Research Specialists	51.0	--	--	--	--	--	--	--	--

¹ A maximum of 15 additional points may be earned for any combination of categories under this header.

² A minimum technical score of 56 points is needed in order to proceed to the cost evaluation step.

³ This proposer qualified as an off-peak hours delivery business, but because the proposer already received a maximum additional 15 points from the small business and local business categories; thus, additional points for off-peak hours delivery were not included in the final score.