

BOARD MEETING DATE: February 3, 2017

AGENDA NO. 8

**PROPOSAL:** Amend Contract for Consultant Services for SCAQMD  
Environmental Justice Outreach and Initiatives

**SYNOPSIS:** The current contract with Lee Andrews Group, Inc., for environmental justice efforts conducted for the Environmental Justice Community Partnership, expires on February 24, 2017. Based on the firm's effective performance during the first year of their current contract, this action is to approve the first one-year extension of the consultant's contract for Calendar Year 2017, at the current contract amount.

**COMMITTEE:** Administrative, January 13, 2017; Recommended for Approval

**RECOMMENDED ACTIONS:**

1. Transfer \$144,761 from the Emission Reduction and Outreach Fund (53) to the General Fund (01).
2. Appropriate \$160,000 from the General Fund Unassigned Fund Balance to the Legislative & Public Affairs FY 2016-17 Budget , Services and Supplies Major Object, Professional & Specialized Services account; and
3. Approve a one-year extension of the contract with Lee Andrews Group, Inc. at the current contract amount of \$160,000.

Wayne Nastri  
Executive Officer

DA:DIA:MC

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**Background**

Throughout 2016, Lee Andrews Group Inc. (LA Group) supported SCAQMD with environmental justice efforts as part of the Environmental Justice Community Partnership. LA Group collaborated with SCAQMD in coordinating the following events:

- 1. Four (4) Meetings for the Environmental Justice Community Partnership Advisory Council:** The Advisory Council assisted with the creation and implementation of air quality related workshops that best address the needs of environmental justice communities in Los Angeles, Orange, Riverside, and San

Bernardino counties. LA Group supported SCAQMD with identifying and recruiting individuals to be part of the advisory council, coordinating meeting logistics, and implementing members' feedback into the execution of multiple events.

2. **Four (4) Environmental Justice Community Partnership Workshops:** The workshops provided community members and stakeholders with opportunities to learn about SCAQMD and share their concerns about air quality issues in their communities. The information collected during these workshops will help SCAQMD strengthen its relationships with the public and businesses it serves. LA Group supported SCAQMD with coordinating the logistics of each workshop such as identifying venue locations, managing registration, and sourcing vendors. LA Group also communicated with workshop partners to better address the needs of each community.
3. **Four (4) Regional Environmental Justice Community Leader Recognition Events:** The events identified local environmental justice leaders who help improve the quality of life in their communities. The events helped broaden the community's awareness of environmental justice relative to air quality, while expanding opportunities to identify problems and jointly seek solutions. LA Group supported SCAQMD with coordinating the logistics of the events, such as identifying venue locations and sourcing vendors.
4. **One (1) Environmental Justice Conference:** The day-long forum engaged stakeholders from impacted communities, academic researchers, health professionals, and others focused on the need to protect and improve the region's air quality. LA Group supported SCAQMD with the logistics of the event and sourcing of vendors. LA Group also helped identify potential speakers, panelists, and sponsors.

LA Group effectively collaborated with SCAQMD staff in executing the different requirements of the contract for the Environmental Justice Community Partnership, and as a result, helped advance the SCAQMD Board's environmental justice interests and policies. Their ability to gather key information in a time-sensitive atmosphere was critical to the Agency's interests.

In summary, the Lee Andrews Group was an effective consulting team for SCAQMD. Their event planning skills strengthen the SCAQMD's ability to support the Board's environmental justice priorities. At this critical point in time, it is important that the momentum on stakeholder partnerships with environmental justice groups continue in the coming year as we work towards achieving clean air in disadvantaged communities, consistent with SCAQMD's mission and goals.

**Proposal**

The contract with the firm expires on February 24, 2017. SCAQMD staff is satisfied with the performance of the firm and recommends the Board retain them for Calendar Year 2017. The present contract, based on a competitive selection process, has an option for up to two one-year extensions that may be exercised at the Board's discretion pursuant to the original RFP. This proposal is to approve the first one-year extension for the contract.

**Resource Impacts**

Sufficient funding will exist for this contract upon the transfer of \$144,761 from the Emission Reduction and Outreach Fund (53) and the appropriation of \$160,000 from the General Fund Unassigned Fund Balance to the Legislative & Public Affairs FY 2016-17 Budget. The Emission Reduction and Outreach Fund (53) was created in March 2010 for the purpose of enhancing compliance of emission reduction policies by providing source education and consumer education. This fund has been used to develop the Signature Video, as well as Clean Air Fairs for Seniors and other outreach events and activities.