

BOARD MEETING DATE: April 5, 2019

AGENDA NO. 6

**PROPOSAL:** Execute Contract for Consultant Services for SCAQMD's High School Air Quality Educational Program

**SYNOPSIS:** At the February 1, 2019, meeting, the Board approved the release of an RFP to solicit proposals from individuals and organizations to provide assistance with SCAQMD's High School Air Quality Educational Program. Four proposals were submitted to the Administrative Committee for consideration at its March 8, 2019 meeting. After the Committee interviewed representatives of each of the firms, Lee Andrews Group was selected for recommendation to the full Board. This action is to execute a contract with Lee Andrews Group for an amount not to exceed \$500,000 for a one-year contract with an option for up to two one-year term renewals, upon satisfactory performance, at the Board's discretion. Funding for the initial year will be from the BP Arco Settlement Project Fund (46). Funding for the two optional years will be subject to future Board approval.

**COMMITTEE:** Administrative, March 8, 2019; Recommended for Approval

**RECOMMENDED ACTION:**

Authorize the Chairman to execute a one-year contract with Lee Andrews Group for consultant services for the SCAQMD's High School Air Quality Educational Program for an amount not to exceed \$500,000 from the BP Arco Settlement Project Fund (46).

Wayne Nastri  
Executive Officer

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**Background**

SCAQMD has a long history of educational outreach to teachers and students in the South Coast Air Basin through programs and events, especially within environmental justice communities. These activities have been effective in raising awareness about SCAQMD and air quality issues among teachers and students, reaching several thousand program and event participants.

Additionally, SCAQMD's outreach efforts to high school students has yielded exponential benefits as participants in programs have shared information with their families, communities and peers.

In 2019, SCAQMD seeks to implement an air quality educational program at 100 high schools in environmental justice communities within its jurisdiction.

At the February 1, 2019, meeting, the Board approved the release of an RFP to solicit proposals from individuals and organizations to provide assistance with SCAQMD's High School Air Quality Educational Program.

### **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.

Additionally, potential bidders may have been notified utilizing SCAQMD's own electronic listing of certified minority vendors. Notice of the RFP was also 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>).

### **Bid Evaluation**

Seven proposals were received in response to the RFP. The proposals were evaluated and scored by a three-member evaluation panel. Of the seven proposals evaluated, four were considered technically qualified and were forwarded to the Administrative Committee for consideration. The attached matrix presents the scores and total proposal costs for the firms interviewed by the Administrative Committee.

The evaluation panel consisted of a Deputy Executive Officer, Senior Public Affairs Manager, and a representative from California State University, Los Angeles. Of the three panelists, two are Hispanic and one is Asian; one is male and two are female.

### **Proposal**

After interviewing the three firms, and reviewing written materials submitted as part of the proposals, the Administrative Committee recommends to the Board the selection of the Lee Andrews Group for one year of consultant services for SCAQMD's High School Air Quality Educational Program for an amount not to exceed \$500,000 from the BP Arco Settlement Project Fund (46). An option for two one-year contract renewals will be contingent on satisfactory performance, approval of subsequent budgets, and Board approval,

**Resource Impacts**

Sufficient funding is available from the BP Arco Settlement Project Fund (46) for this contract.

**Attachment**

RFP #P2019-11 Scores and Costs Matrix

### **RFP #P2019-11 Scores and Costs Matrix**

<b>Firm</b>	<b>Technical Score</b>	<b>Cost Score</b>	<b>Additional Points</b>	<b>Total Score</b>	<b>Cost</b>
Arellano Associates	58	16.5	15	89.5	\$498,191.00
Gladstein, Neandross & Associates	60	16.3	15	91.3	\$499,522.64
Global Inheritance	56	30.0	15	101	\$343,300.00
Lee Andrews Group	60	16.3	15	91.3	\$500,000.00