

BOARD MEETING DATE: March 1, 2019

AGENDA NO. 8

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

**SYNOPSIS:** At the December 7, 2018, meeting, the Board approved the release of an RFP to solicit proposals from individuals and organizations to provide assistance with community and stakeholder outreach efforts related to SCAQMD's Environmental Justice Program, including but not limited to, the Environmental Justice Community Partnership Initiative meetings and conference. After the Committee interviewed representatives from the Lee Andrews Group, Inc., the Committee Members present (less than a quorum) concurred that this item be forwarded to the full Board. This action is to execute a contract with Lee Andrews Group, Inc. for \$160,000 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 year one services is contained in the Legislative, Public Affairs & Media FY 2018-19 budget. Future funding for FYs 2019-20 and 2020-21 will be subject to Board approval.

**COMMITTEE:** Administrative, February 8, 2019; Less than a quorum was present; the Committee Members concurred that this item be forwarded to the Board for consideration.

**RECOMMENDED ACTION:**

Authorize the Chairman to execute a contract with Lee Andrews Group, Inc. for consultant services for SCAQMD's Environmental Justice Program for \$160,000 for a one-year contract with an option for up to two one-year contract renewals, contingent on satisfactory performance, approval of subsequent budgets, and Board approval. Funding for year one services is contained in the Legislative, Public Affairs & Media FY 2018-19 Budget. Future funding for FYs 2019-20 and 2020-21 will be subject to Board approval.

Wayne Natri  
Executive Officer

## **Background**

The Environmental Community Justice Community Partnership (ECJP) was initiated in February 2015, as a Chairman's initiative. The objective of EJCP is to both strengthen and build SCAQMD's relationships with stakeholders in environmental justice communities to improve air quality and public health. EJCP will host a series of events and workshops throughout the year to facilitate open dialogue and information sharing on air quality issues with community members, elected officials, government entities, businesses, environmental and health organizations and all levels of academic institutions. The outreach efforts will include forums, training opportunities, and special presentations to educate and to receive feedback from participants on air quality, SCAQMD rules and programs, and other related topics.

Staff periodically releases Requests for Proposals (RFPs) for consultants to augment in-house expertise and assist staff with external advisory groups, and the development, planning, and implementation of specifically targeted workshops, events, and conferences. The consultant will assist with the following, but not limited to:

- 1) Coordination and regular interaction with EJCP;
- 2) Execution of a Bus Tour on Environmental Justice;
- 3) Planning and production of a series of four (4) Environmental Justice Community Partnership workshops, or events, each to be held in a different community identified throughout the South Coast Air Basin; and the fifth annual Environmental Justice for All Conference in 2019; and,
- 4) Production of an Inter-Agency Task Force and Community Summit.

## **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 were 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**

Only one proposal was received in response to RFP #2019-09. Lee Andrews Group Inc., the current contractor, submitted the proposal. The contractor was deemed qualified to be forwarded to SCAQMD's Administrative Committee for consideration.

**Proposal**

Less than a quorum of the Committee was present at the February 8, 2019 Administrative Committee meeting. After interviewing the Lee Andrews Group, Inc., and reviewing written materials submitted as part of the proposal, the Committee Members that were present concurred that this item be forwarded to the Board.

**Resource Impacts**

Funding for year one services is contained in the Legislative, Public Affairs & Media FY 2018-19 Budget. Future funding for FYs 2019-20 and 2020-21 will be subject to Board approval.