

BOARD MEETING DATE: August 1, 2025

AGENDA NO. 5

PROPOSAL: Establish Lists of Prequalified Contractors for Legal Services, and for Occupational Health and Medical Services; Authorize Contracts and Funding for Services; and Execute a Contract for Insurance Brokerage Services

SYNOPSIS: On January 10, 2025, the Board approved the release of RFPs to prequalify outside legal counsel for employee and labor relations matters, occupational health and medical services providers, and insurance brokerage services. This action is to establish lists of prequalified legal counsel, and occupational health and medical services providers, and to authorize contracts and funding for these services. This action is also to execute a three-year contract with Alliant Insurance Services, Inc. for insurance brokerage services, in an amount not to exceed \$149,960 for the contract term. Funding is available in the FY 2025-26 Budget and will be requested in successive fiscal years.

COMMITTEE: Administrative, June 13, 2025; Recommended for Approval

RECOMMENDED ACTIONS:

1. For the RFP to prequalify outside legal counsel:
 - a. Approve the law firms listed in Attachment I as prequalified to provide employee and labor relations legal services through June 30, 2028; and
 - b. Authorize the Executive Officer to execute contracts or amendments, with the option to fund and extend contracts through June 30, 2030, with these firms, in a total amount not to exceed \$300,000 per fiscal year.
2. For the RFP to prequalify occupational health and medical services providers:
 - a. Approve the occupational health and medical services providers listed in Attachment II as prequalified to provide these services through June 30, 2028; and
 - b. Authorize the Executive Officer to execute contracts and amendments, with the option to fund and extend contracts through June 30, 2030, with these providers, in a total amount not to exceed \$109,250 per fiscal year.

3. Authorize the Executive Officer to execute a contract with Alliant Insurance Services, Inc. – the sole responder to the RFP for insurance brokerage services - from October 1, 2025, through September 30, 2028, for an amount not to exceed \$149,960, with the option to fund and extend the contract for two additional years.

Wayne Nastri
Executive Officer

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Background

RFP #P2025-08 was released on January 10, 2025, to seek proposals from law firms interested in being prequalified to provide specified legal services that include advising and representing South Coast AQMD on various employee and labor relations matters, and providing legal advice and formal opinions with respect to employer-employee matters to assist South Coast AQMD in meeting its legal obligations as an employer and in achieving fair and effective relations with employees and labor unions.

RFP #P2025-10 was released on January 10, 2025, to seek proposals from providers interested in being prequalified to provide occupational health and medical services. Occupational health and medical services provided by companies on the prequalified list will include medical examinations of employees to fit respiratory protection equipment, pre-employment exams, and return-to-work authorization.

RFP #P2025-09 was released on January 10, 2025, to seek proposals from insurance brokers interested in providing these services. Insurance brokerage services include assisting South Coast AQMD in marketing its property and liability insurance needs, and representing South Coast AQMD in the negotiation and placement of various insurance programs. Alliant Insurance Services, Inc. submitted the only proposal in response to the RFP. South Coast AQMD currently contracts with Alliant Insurance Services, Inc., and the contract is set to expire on September 30, 2025.

Outreach

In accordance with South Coast AQMD's Procurement Policy and Procedure, a Public Notice advertising the RFPs and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, Riverside County's Press Enterprise, and the Sacramento Bee newspapers, to leverage the most cost-effective method of outreach to the South Coast region.

Additionally, Public Notice of the RFPs were e-mailed to legislative caucuses, various minority chambers of commerce and business associations, and placed on South Coast

AQMD's website (<http://www.aqmd.gov>) where they can be viewed by making the selection "Grants & Bids."

Bid Evaluation

Five proposals were received in response to the RFP #P2025-08 for outside legal counsel. The proposals were evaluated by a three-member panel consisting of the South Coast AQMD DEO of Administrative and Human Resources, a Senior Deputy District Counsel, and an outside Assistant General Counsel. Four proposals were deemed qualified to provide employee and labor relations legal services, as shown on Attachment 1.

Two proposals were received in response to the RFP #P2025-10 for occupational health and medical services providers. The proposals were evaluated by a three-member panel consisting of a South Coast AQMD Human Resources Manager (Risk Management), a Human Resources Analyst, and a retired South Coast AQMD Facilities Services Technician. All proposals were deemed qualified to provide occupational health and medical services, as shown on Attachment 2.

One proposal was received in response to the RFP #P2025-09 for insurance brokerage services. The proposal was evaluated by a three-member panel consisting of a South Coast AQMD Human Resources Manager (Risk Management), a Human Resources Analyst, and a retired South Coast AQMD Facilities Services Technician. The proposal was deemed qualified to provide insurance brokerage services.

Proposal

This proposal is to establish a list, valid through June 30, 2028, of four law firms and two occupational health and medical services providers that have been prequalified to provide specified services for South Coast AQMD. The recommended list of pre-qualified law firms and occupational health and medical services providers is set forth in Attachments I and II, respectively.

This proposal is also to authorize the Executive Officer to execute contracts, or modify existing contracts, with one or more of the law firms, in a combined amount not to exceed \$300,000 per fiscal year for employee and labor relations services; and to execute contracts, or modify existing contracts, with one or more of the providers in a total amount not to exceed \$109,250 per fiscal year for occupational health and medical services. Staff also seeks approval of the option to fund and extend contracts from these prequalified lists for up to an additional two years, through June 30, 2030.

Additionally, this proposal is to execute a three-year contract with Alliant Insurance Services, Inc., for a total amount not to exceed \$149,960. Staff also seeks approval of the option to fund and extend the contract for up to an additional two years, through June 30, 2030.

Resource Impacts

Funding of \$200,000 for employee and labor relations services has been approved in the FY 2025-26 budget. If additional funding (up to \$100,000) for these contracts is needed in FY 2025-26, it may be obtained through the transfer of existing department budget allocations. For subsequent budget years, additional funds will be requested.

Sufficient funds of \$109,250 for occupational health and medical services were approved in the FY 2025-26 budget, and additional funds will be requested in subsequent budgets.

Annual costs for the contract with Alliant Insurance Services, Inc. are \$49,000 for FY 2025-26, \$49,980 for FY 2026-27, and \$50,980 for FY 2027-28. Funding for the first year was requested in the FY 2025-26 Budget, and additional funds will be requested in subsequent budgets.

Attachments

Attachment I: Recommended List of Prequalified Legal Counsel to Provide Employee and Labor Relations Legal Services

Attachment II: Recommended List of Prequalified Occupational Health and Medical Services Providers

ATTACHMENT I

EVALUATION OF PROPOSALS FOR RFP #P2025-08

Prequalified Legal Counsel to Provide Employee and Labor Relations Legal Services

| Rank | Firm/Lead Attorney | Evaluation Score | Experience Score | Cost Score | Additional Points | Total Score |
|-------------|------------------------------------------------|-------------------------|-------------------------|-------------------|--------------------------|--------------------|
| 1 | LIEBERT CASSIDY WHITMORE | 40 | 30 | 29.5 | 0 | 99.5 |
| 2 | MUSICK, PEELER & GARRETT, LLP | 33.3 | 27 | 30 | 4 | 94.3 |
| 3 | ATKINSON, ANDELSON, LOYA, RUUD & ROMA | 39.3 | 30 | 22 | 2 | 93.3 |
| 4 | FISHER & PHILLIPS LLP | 38.7 | 28 | 18.2 | 0 | 84.9 |

ATTACHMENT II

EVALUATION OF PROPOSALS FOR RFP #P2025-10

Prequalified Occupational Health and Medical Services Providers

| Rank | Provider | Scope of Work Score | Qualifications Score | Prior Experience Score | Cost Score | Additional Points | Total Score |
|-------------|----------------------------------|----------------------------|-----------------------------|-------------------------------|-------------------|--------------------------|--------------------|
| 1 | Concentra Medical Centers | 30 | 23.3 | 10 | 30 | 4 | 97.3 |
| 2 | University of California, Irvine | 30 | 28.3 | 10 | 20 | 0 | 88.3 |