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Task Order Solicitation EMGD-020 Under the Engineering Services Contract for Environmental Documentation Consultant Services

TOS Date: June 29, 2015
Task: UFD CEQA and Tree Removal Permits/
Environmental Staff Support Services for BSS
Project Title: BSS Environmental Staff Support Services
Proposal Due Date: July 20, 2015, 4:00 PM

Background and Project Description:

The Bureau of Engineering's (BOE), Environmental Management Group (EMG) plans to utilize the services of an in-house consultant to support the City's environmental documentation workforce for conducting case-specific CEQA assessments of projects requiring Tree Removal Permits issued by the Bureau of Street Services Urban Forestry Division. Tree Removal Permits are needed when removing street trees located in the public right of way or when removing a protected tree(s). The Urban Forestry Division applies a procedure prepared by EMG to process applications where a CEQA categorical exemption is appropriate. For more complex projects that do not fall under this procedure, these permit applications are forwarded to EMG for CEQA review and assessment. The names of specific projects requiring CEQA review and the amount of consultant support will be determined at the time of need.

Scope of Work:

The scope of services to be provided by the selected firm may include but is not limited to the following subtasks:

1. Serve as EMG's environmental project manager (PM) for conducting case-specific CEQA reviews of Tree Removal Permit Applications administered by the Urban Forestry Division of the Bureau of Street Services. To address the large backlog of applications, this work includes the following:

- Reviews of Tree Removal Permit Applications and supporting CEQA documentation, if any, to assess project-specific and cumulative impacts. In many cases, this work could include review of environmental impact reports, mitigated negative declarations, negative declarations, categorical exemptions, and addendums that were prepared for development projects where tree removals were a small part of the scope of the project. Knowledge and consideration of the City's Protected Tree ordinance is

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also required as applicable. In general, the CEQA analysis should include the number, size, species and location of the trees proposed for removal, any project-level or cumulative impacts to biological, aesthetic, or historic/cultural resources, and a discussion of the tree replacement approach and ratios, species-type, maintenance needs for successful re-establishment, and schedule. The CEQA documentation should be provided by the applicant, but in some cases the EMG PM may need to research and locate these documents, often times working with the Department of City Planning. The EMG PM shall determine, sometimes in consultation with the Office of the City Attorney, if the provided CEQA documentation is adequate or if additional CEQA documentation is needed and communicate this to the Bureau of Street Services and applicants.

- Coordinate with the Bureau of Street Services, Tree Removal Permit applicants, such as other public agencies (Metro, DWP, etc.) and private sector applicants, and the Office of the City Attorney to obtain information needed for EMG's review and share recommendations related to the CEQA analysis.
- Review Board Reports prepared by the Bureau of Street Services and prepare CEQA language for the findings and discussion sections. This could include summarizing findings in CEQA documents related to the tree removals and tree replacement ratio, integrating applicable mitigation measures, and preparing recommendations for Board Action as needed.

2. Review existing procedure for CEQA review of Tree Removal Permit Applications and refine as necessary. Draft guidelines to streamline the process for submitting case-specific Tree Removal Permits for CEQA review, including creating a checklist of information the applicant must submit for EMG's review and a flow chart that can be shared with BSS and the applicant about the steps in the review process. If possible, the goal is to streamline the review process so that applications submitted with all of the required CEQA information could be processed by the PM and ready for Board of Public Works consideration within two weeks of receipt by EMG.

3. Conduct policy research to identify relevant City of Los Angeles sustainability, biodiversity, and land use policies, plans, and programs related to urban street trees and biological resources to support CEQA cumulative impact analysis determinations and make recommendations consistent with existing policies, plans and programs.

The BOE anticipates that this work will be performed primarily by staff at a level equivalent to an Environmental Specialist III (civil service Class 7310, someone who can serve as a technical lead) and that this work will be performed primarily in the EMG's offices and consistently by the same person. Attendance at off-site meetings for coordination purposes may be needed periodically.

Assignment of Subtasks:

The BOE will award assignments on an "as needed" basis. Subtask scope of work and performance durations will be issued through the EMG's Manager upon Consultant Manager's concurrence on scope. All assignments will be based on hourly billing rates.

Term of Work:

Work under this Task Order is expected to continue for up to twelve months, until a full-time staff position can be authorized for this unprogrammed work within EMG. The City may choose to shorten this period or suspend or cancel the Task Order at any time, at its convenience, without compensation to the consultant for future work and unperformed work. Work under this Task Order is anticipated to be full-time, with the need for in-house staff support to likely average three to five days a week. However, this work is also on-call, in that it is possible that once the initial backlog of tree removal permit applications have been assessed (perhaps in the first six months), no hours in a given week will be required. Reasonable advance notice of requests for support for scheduling purposes will be given.

Compensation Method

Individual subtasks identified under this Task Order will be negotiated on an hourly billing rate basis.

Proposed Project Cost Breakdown

Proposals in response to this Task Order Solicitation must identify the staff member who will serve as EMG's in-house PM, along with the person's skill set, qualifications, and hourly rate that make them well suited to this work. Prior to award of individual subtasks, the Consultant shall provide a proposed project cost breakdown based upon the estimated hours of labor and hourly billing rates.

All work as described above shall be coordinated through:

Dr. Jan Green Rebstock
Environmental Management Group
Dept. of Public Works, Bureau of Engineering
1149 S. Broadway, Ste. 600, Mail Stop 939
Los Angeles, CA 90015-2213
Tel: (213) 485-5761
Email: Jan.Green.Rebstock@lacity.org

Submittal Requirements:

Proposals shall be prepared in accordance with the terms and conditions of the current engineering services contract between the City of Los Angeles and your firm for environmental documentation consultant services (CONTRACT).

Your proposal must be submitted by email to Jan.Green.Rebstock@lacity.org by 4:00 p.m. on the due date listed above. Each proposal must include a cost estimate, a technical proposal addressing all requirements of the scope of work, a schedule of completion, and a resume of the proposed in-house PM. When submitting your cost information, please use the attached Cost Estimate Summary Sheet template, in addition to a more detailed cost estimate showing specific assigned staff, hours, and rates. Interviews with the proposed in-house staff PM may be requested.

Project Schedule

A detailed project schedule is not required in your proposal.

Insurance Requirements

Insurance policies must be current and on file with the City Administrative Officer (CAO) Risk Management division when the Task Order is awarded to the selected pre-qualified on-call consultant. Work cannot commence or continue and invoices will not be paid if the proper proof of insurance form(s) is/are not on file with the CAO.

Non-Collusion Affidavit

A non-collusion affidavit form (attached) must be signed and returned with all proposals.

Selection Criteria

Proposals will be evaluated using the following criteria:

Approach to Work	30%
This includes the proposed management approach, agency coordination, and approaches to analyses and studies.	
Experience and Skill Set of Proposed Staff Person	30%
This includes the relevance of the project manager's background, experience, and demonstrated ability to make nuanced decisions and recommendations related to the solicited task.	
Value Offered	30%
The value offered to the City considering cost in comparison to capabilities and experience of the proposed in-house staff person.	
Record of Past Performance	10%
This includes quality of work, completion of work on time and within budget, provided for previously awarded work.	

Description of the Selection Process:

This TOS is being sent to all firms on the City's list of pre-qualified on-call consultants for environmental documentation consultant services. All proposals received will be reviewed and a firm will be selected based on the selection criteria identified above.

The City reserves the right to interview any and all proposers, or to award based solely upon the written proposal. The City further reserves the right to negotiate the technical scope and/or the associated cost of any proposal submitted. All proposals become the property of the City of Los Angeles. No fee or payment of any kind shall be made for any costs associated with the preparation of proposals under this TOS.

The City also reserves the right to select one or multiple consultant teams, as well as the right to reject any and all proposals. Issuance of this TOS is not an assurance that any work whatsoever shall be let under this project. For additional information, please contact Dr. Jan Green Rebstock at (213) 485-5761.

The task order will be awarded and the selected firm will be notified through a written

notice to proceed. As needed to expedite the process, written notice may be preceded verbally or via email. Firms not selected will be notified via email.

JGR: TOS No. EMGD-020

Attachments:

1. Non-Collusion Affidavit form
2. Cost Estimate Summary Sheet template

