



Revised Board Letter

March 11, 2025

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**APPROVAL OF AS-NEEDED ENVIRONMENTAL CONSULTING SERVICES  
MASTER AGREEMENTS  
(SUPERVISORIAL DISTRICTS 2, 3 AND 4)  
(3 VOTES)**

**SUBJECT**

This action is to request approval to execute Master Agreements with 11 contractors to provide the Los Angeles County Department of Beaches and Harbors (“Department” or “Beaches and Harbors”) with as-needed environmental consulting services.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find that the proposed actions are not subject to the California Environmental Quality Act for the reasons stated in this Board letter.
2. Approve and authorize the Director of Beaches and Harbors, or his designee, to award and execute As-Needed Environmental Consulting Services Master Agreements to provide as-needed environmental consulting services, for an initial term of three years with four one-year renewal options, effective upon execution, at an annual aggregate amount not to exceed \$1,000,000 or a maximum amount of \$7,700,000 for all executed Master Agreements over the potential total term of seven years, which is inclusive of any potential increase of 10% annually for any unforeseen increase in services.
3. Delegate authority to the Director of Beaches and Harbors, or his designee, to authorize and execute the four one-year renewal option years of the Master Agreements if, in his opinion, the contractors have effectively performed the services

Caring for Our Coast

♦ ♦ ♦  
**Gary Jones**  
Director

**Amy M. Caves**  
Chief Deputy Director

**Carol Baker**  
Deputy Director

**LaTayvius R. Alberty**  
Deputy Director

during the previous contract period and the services are still needed and required.

4. Delegate authority to the Director of Beaches and Harbors, or his designee, to increase the maximum amount payable under all Work Orders issued on the Master Agreements up to 10% in any year of the Master Agreements (including any extension option period) for any additional, unforeseen, or increased services within the scope of the Master Agreements (subject to the availability of funds in the Department's budget), and to increase the annual aggregate amount (Contract Sum) to the extent that funding is available from or held by approved funding sources stated in this Board Letter.
5. Delegate authority to the Director of Beaches and Harbors, or his designee, to extend the Master Agreement term or any optional Master Agreement year to grant up to 12 one-month extensions for the completion of any Work Order approved before the expiration of the Master Agreement term or optional Master Agreement year (subject to the Master Agreement's terms and conditions, and subject to the availability of funds in the Department's budget).
6. Delegate authority to the Director of Beaches and Harbors, or his designee, to award and execute Master Agreements to i) add additional contractors as they become qualified throughout the term of the Master Agreements; ii) execute and amend individual Work Orders to incorporate changes as necessary; iii) execute amendments should a contracting entity merge, be acquired or change its entity; iv) add or delete services and categories to the Master Agreement as they become necessary; and v) suspend or terminate agreements if, in the opinion of the Director or his designee, it is in the best interest of the County of Los Angeles to do so.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the As-Needed Environmental Consulting Services Master Agreements (Master Agreements), in a form substantially similar to Attachment I, will enable the Department to utilize a pool of qualified contractors who can provide environmental consulting services to the Department. These as-needed services will ensure sensitive environmental resources are protected from incidental harm during the performance of regular maintenance tasks on County-operated beaches and in Marina del Rey. Additionally, the availability of this broad spectrum of qualified contractors will allow the Department to receive comprehensive consulting services on development and redevelopment projects and their impacts to ensure compliance with the Marina del Rey Local Coastal Program.

The Master Agreement list (Attachment II) presently consists of 11 qualified contractors with varying specialties, including biologists, certified arborists, environmental specialists

and water quality specialists. The requested services are all of an extraordinary, professional and technical nature and will be provided on an as-needed basis.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

Approval of the As-Needed Environmental Consulting Services Master Agreements will promote and further the Board-approved North Star 2, Foster Vibrant and Resilient Communities, by ensuring sensitive environmental resources are protected from incidental harm during the performance of regular maintenance tasks on County-operated beaches and in connection with both maintenance and development in Marina del Rey.

### **FISCAL IMPACT/FINANCING**

The annual compensation for the recommended agreements is \$1,000,000 in the aggregate for all firms currently on or that may be added to the Master Agreement list, subject to the Director's authority to increase such amount by 10% in any year, on an as-needed basis. If each of the four one-year optional renewal years is exercised, the aggregate amount for all executed Master Agreements over the potential total term of seven years would be \$7,700,000, which is inclusive of an additional 10% annually for unforeseen services.

The County may, at its discretion, expend any portion, all or none of the Contract Sum. However, aggregate annual payments from the Contract Sum for As-Needed Environmental Consulting services may exceed the Contract Sum to the extent that funding is due from or held by approved use of prior year surplus funding, the Marina Accumulative Capital Outlay fund, Departmental Trust Fund Accounts, a new or existing Capital Project, another County department, a lessee or other third party to reimburse or address payments due from the Department of Beaches and Harbors and/or County for its As-Needed Environmental Consulting Services, except that such work performed must be limited to Marina del Rey and/or beaches owned, controlled or managed by County of Los Angeles.

The Master Agreements do not guarantee any contractor a minimum amount of work, and costs will only be incurred as services are requested through Work Orders. Payment for work will be on an hourly basis and subject to the total maximum compensation specified in each individual Work Order.

The estimated total annual expenditure for the requested services is \$1,000,000, however the annual budget is \$250,000. To address the funding shortfall, the Department will submit a funding request as part of its FY2025-26 budget submission.

## **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The term of the recommended Master Agreements is three years, with four one-year optional years. The Master Agreements will commence upon execution by the Director of the Department or his designee and expire April 10, 2028, unless sooner extended or terminated.

The Master Agreements contain the County's standard provisions regarding contractor obligations and are in compliance with all Board, Chief Executive Office (CEO) and County Counsel requirements.

The Department has evaluated and determined that the Living Wage Program (County Code Chapter 2.201) does not apply to the Master Agreements, as services are provided on an as-needed and intermittent basis.

As the services under the Master Agreements will be performed on an as-needed and intermittent basis, the Department has determined, and the CEO's Risk Management Branch concurs, that the Master Agreement contractors need only provide proof of required insurance prior to the commencement of any requested services. The insurance coverage, indemnification and liability provisions included in the Master Agreements have been approved by the CEO's Risk Management Branch.

The terms and conditions of the Master Agreements have been approved as to form by County Counsel.

## **ENVIRONMENTAL DOCUMENTATION**

The proposed action is not subject to the California Environmental Quality Act (CEQA) because it is an activity that is excluded from the definition of a "Project" by section 21065 of the Public Resources Code and Section 15378(b) of the State CEQA Guidelines. The proposed action is an organizational or administrative activity of government which will not result in direct or indirect physical changes to the environment.

## **CONTRACTING PROCESS**

On October 23, 2024, the Department issued a Request for Statement of Qualifications (RFSQ) seeking qualified contractors to provide environmental consulting services on an as-needed and intermittent basis. The RFSQ was advertised in each supervisorial district in eight local community newspapers including one Spanish-language newspaper: Daily Breeze, Argonaut, Antelope Valley Press, Nuestra Comunidad, Santa Monica Daily Press, Daily News, The Blade, and LA Sentinel. A notice was also posted to the Department's social media internet sites, the County's "Doing Business with the County"

Internet site, as well as the Department's Internet site, where the full document was available for download.

Consultants responding to the RFSQ were able to qualify in four distinct categories: biologist; arborist; water quality specialist; and environmental scientist. Consultants qualifying as a biologist or arborist were required to have at least two years of relevant professional experience and consultants qualifying as water quality specialists or environmental scientists were required to have at least five years of relevant professional experience. All consultants were required to have at least one member of their firm with a bachelor's or higher degree respective to the category of the consultant's submittal and demonstrated experience working in a marine environment.

The Department received 11 Statement of Qualifications (SOQ) which were reviewed for compliance with the minimum requirements of the RFSQ. As a result of the RFSQ, all 11 contractors have been deemed qualified contractors and will be placed on the Master Agreement list. Eight of the consultants are the Department's current contractors and possess a wealth of knowledge in providing environmental consulting services.

After Board approval, Master Agreements will be executed by the Director with each individual contractor. Upon need, work order solicitations will be issued containing a Statement of Work to all Master Agreement qualified contractors in the category being solicited on the basis of demonstrated qualifications as set forth in the contractor's SOQ and/or other additional materials, if requested by the County. Work Orders will be executed with the selected qualified contractor after a fair and reasonable fee is negotiated. Payment for all work will be on an hourly basis and subject to the total maximum amount specified on each individual Work Order.

The RFSQ is open continuously and new contractors meeting the minimum qualifications of the RFSQ will be allowed to submit SOQs to qualify for inclusion on the Master Agreement list throughout the term of the Master Agreements and the optional years, if exercised.

On final analysis and consideration of award, contractor/vendor will be selected without regard to race/ethnicity, color, religion, sex, national origin, age, sexual orientation or disability.

#### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

There is no negative impact on current services or projects. The Department currently contracts for environmental consulting services through the private sector. Approval of the Master Agreements will allow the Department to continue this practice.

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**CONCLUSION**

Please authorize the Executive Officer of the Board to send an adopted copy of the Board letter to the Department of Beaches and Harbors, Administrative Services Division.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Gary Jones", with a stylized, cursive flourish at the end.

Gary Jones  
Director

GJ:AV:jd

Enclosures

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors