



## REQUEST FOR PROPOSALS (RFP)

### Study of Off-Port Land Use Impacts on the Communities of San Pedro and Wilmington, CA

Released on August 8, 2014

Harbor Community Benefit Foundation (HCBF) is releasing this Request for Proposals (RFP), to qualified firms, for the completion of a study of off-Port land use impacts on the communities of San Pedro and Wilmington, California. Per the terms of the TraPac MOU<sup>1</sup>, the proposed study will consider the cumulative impacts of past, current and future Port of Los Angeles and Port-related operations in Wilmington and San Pedro. In accordance with HCBF's Board adopted 2013-2016 Strategic Plan, the study will inform HCBF and community stakeholders of the environmental, social, and economic challenges stemming from the expanding operations of the Port of Los Angeles, as well as the unique opportunities for future community investment.

Responders must provide team composition and member qualifications, scope of work, proposed timeline, and detailed schedule of fees to complete the deliverables described below.

The budget for this study is not to exceed \$165,000. Please note that Task #4 is an optional deliverable that is excluded from this budget. Responders should provide detailed line items for Tasks 1-3, not to exceed \$165,000. Responders may also provide a quote for the optional Task #4 to be completed a) concurrently with Tasks 1-3 and/or b) as a separate, subsequent phase.

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<sup>1</sup> TraPac Memorandum of Understanding. Available at: [http://hcbf.org/wp-content/uploads/2012/07/05\\_TraPac-MOU.pdf](http://hcbf.org/wp-content/uploads/2012/07/05_TraPac-MOU.pdf)

Proposals are due electronically no later than 4:00 pm on Friday, September 26, 2014. Paper submissions will not be accepted.

## Introduction & Background

HCBF is an independent 501(c)3 non-profit organization formed in 2011. Its mission is to assess, protect, and improve the health, quality of life, aesthetics, and physical environment of the harbor communities of San Pedro and Wilmington, California, which have been impacted by the Port of Los Angeles. HCBF accomplishes this through grantmaking, independent research, and community engagement.

Wilmington and San Pedro are unique communities within the City of Los Angeles. Located twenty miles south of downtown Los Angeles, with a combined population of over 150,000 residents, both communities border the Port of Los Angeles.

According to official statistics, the Port of Los Angeles represents 7,500 acres of land and water and 43 miles of waterfront. It houses 24 passenger and cargo terminals, including automobile, breakbulk, container, dry and liquid bulk, and warehouse facilities. It is the largest container port in the United States by volume of containers moved, handling 7.8 million TEUs (twenty-foot equivalent units) in 2010. Beyond the Los Angeles region, the Port connects to 14 major freight hubs across the country.<sup>2</sup>

While the Port of Los Angeles represents a major economic engine for the city, region, and nation, its land uses and related operations around the Harbor area bring a set of negative externalities that impact the health of the surrounding communities of Wilmington and San Pedro, their economic development, and their physical environment.

According to Centers for Disease Control, “increasing evidence suggests that land-use and transportation decisions can facilitate or obstruct the creation and maintenance of healthy

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<sup>2</sup> Port of Los Angeles “Profile” <http://www.portoflosangeles.org/about/profile.asp>

communities.”<sup>3</sup> Moreover, “persons with low socioeconomic status may suffer disproportionately from the adverse consequences of transportation and land-use decisions in their communities.”

The proposed study will consider the cumulative impacts of past, current and future Port operations in Wilmington and San Pedro. Together, the communities struggle for environmental justice, as they face environmental, social, and economic challenges stemming from the expanding operations of the Port of Los Angeles. Families with deep roots—some dating back generations—need the ability to counterbalance the industrial look and feel of the port and all its operations, with opportunities to promote education and career development, attract and retain small business development, and ensure quality of life.

## Goals of Study

To date, a comprehensive study of the impact of Port and Port-related land uses on the communities of Wilmington and San Pedro has not been conducted. The goals for this study are:

1. Reflect the unique character of these two communities that are impacted by environmental, social, and economic challenges stemming from the direct and indirect operations of the Port of Los Angeles.
2. Analyze the ways in which parcels of land owned or utilized by or for the Port of Los Angeles and land owned or utilized by or for Port-related operations may influence indicators of a healthy community (e.g. limited parks and waterfront access, increased pollution and noise, and creation of landfill to support industry). The ability to counterbalance the industrial look and feel of such land uses with measures that create and ensure “quality of life” is crucial for the community.
3. Lastly, the study should inform future off-Port community investments by the HCBF, the Port of Los Angeles, public agencies, foundations, non-profit organizations,

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<sup>3</sup> “The Impact of Community Design and Land-Use Choices on Public Health: A Scientific Research Agenda.” American Journal of Public Health. 2003 September; 93(9): 1500–1508.

investors, and other community stakeholders to prudently direct resources towards impacted areas. Going forward, the study will be used to identify opportunities in our neighborhoods to buffer existing impacts, reduce & eliminate future impacts, and develop community resources to improve quality of life.

The study should ultimately provide the Harbor Community Benefit Foundation and the residents of the communities we serve, with information to measure impacts and challenges, and identify opportunities for these precious, unique, waterfront communities.

## Tasks of Study

The tasks of this study are to:

1. Identify existing Port of Los Angeles and Port-related land uses in San Pedro and Wilmington.
2. Identify and analyze the impact of Port and Port-related land uses on the safety, health and wellbeing of residents in the communities of Wilmington and San Pedro.
3. Engage the communities of Wilmington and San Pedro during the course of the land use study, and develop a plan for a wide public dissemination of the off-Port land use impact study, including online and in formats easily understandable and accessible by community stakeholders.

### **Task #1: Identify existing Port of Los Angeles and Port-Related land uses in Wilmington and San Pedro**

#### Task:

Before analyzing off-Port land use impacts in Wilmington and San Pedro, the Consultant must first identify all of the existing land uses owned or utilized by or for the Port of Los Angeles or Port-related operations.

### Methodology:

The study should include a parcel-level analysis to identify Port-related uses. The Consultant may rely on publicly available and/or proprietary data sources to obtain basic parcel information in usable format. This information should be verified and supplemented as appropriate by other sources such as interviews, surveys, or other qualitative tools.

The identification should include details about each parcel, including, but not limited to: zoning classification, ownership, County Assessor's Parcel Number, address, size, and current status, as well as other information as necessary to establish existing uses. The Consultant may also conduct surveys and interviews to determine pending change in ownership and/or proposed use of parcels. Although the Port will not be involved in the execution of the off-Port land use impact study, the consultant should work with the Port to accurately identify all parcels owned or utilized by or for the Port of Los Angeles or Port-related operations.

### Task #1 Deliverables:

- A. Maps, both in print and in shapefiles (in a format readily available for HCBF to publish and administer online), that illustrate Port of Los Angeles and Port-related land use in Wilmington and San Pedro. This should include, but not limited to:
  - i. Land uses directly related to Port of Los Angeles operations
  - ii. Land uses indirectly related to Port of Los Angeles operations, such as trucking depots, trans-shipment centers, storage facilities, etc.
  - iii. Land uses unrelated to Port of Los Angeles or Port-related operations, such as schools, residences, commercial, retail, industrial, mixed use and other.
  - iv. Wetlands and green space, including but not limited to public and private parks and recreational space
- B. Database(s) (in a format readily available for HCBF to publish and administer online) of Port of Los Angeles and Port-related parcels, including details for each parcel, such as parcel number, address, size, and ownership status.
- C. Data sources and methodology used to determine parcel ownership and use (qualitative and quantitative analysis) that are clear and transparent.
- D. A narrative discussion providing an overview of the results of the data collection.

## **Task #2: Identify and analyze the impact of Port and Port-related land uses on the safety, health and wellbeing of residents in the communities of Wilmington and San Pedro.**

Upon identifying existing Port and Port-related land uses, the Consultant will analyze how these land uses influence directly or indirectly the health of the communities of Wilmington and San Pedro. This analysis will clarify the ways in which Port land uses can impact a community in various ways, including the physical health of residents (such as access to health resources), the quality of the natural environment, safety impacts (such as proximity to storage facilities), and the community's ability to access vital community resources, to name just a few examples.

To guide the land use analysis, HCBF considered the California Department of Public Health's definition of a healthy community: "A healthy community is one that meets the basic needs of all its residents, ensures quality and sustainability of the environment, provides for adequate levels of economic and social development, and assures social relationships that are supportive and respectful." Further guidance was offered by the Centers for Disease Control: "a healthy community is one that protects and improves the quality of life for its citizens, promotes healthy behaviors, minimizes hazards for its residents, and preserves the natural environment."

### **Task:**

The Consultant must analyze how Port of Los Angeles and Port-related land uses influence, directly or indirectly, the safety, health, and wellbeing of residents in the communities of Wilmington and San Pedro. The Consultant should consider the following list of indicators when analyzing the impact of Port and Port-related off-port land uses on the communities of Wilmington and San Pedro.

- **Basic Needs of All: Accessible and Available Community Resources**
  - Safe, sustainable, accessible and affordable transportation options
  - Accessible, and nutritious healthy foods and drinking water
  - Affordable, high quality, socially integrated and location-efficient housing

- Complete and livable communities, including affordable and high quality schools, parks and recreational facilities, child care, libraries, financial services, health care, pedestrian friendly streets, and other resources for daily needs
- Opportunities for engagement with cultural resources
- **Quality and Sustainability of the Natural and Physical Environment**
  - Clean air, soil and water, and environments free of excessive noise
  - Preserved natural and open green spaces, including a healthy tree canopy, urban greening, and recreational spaces for physical activity
  - Minimized waste, toxics, and greenhouse gas emissions, including air filtration, emission reduction and recycling programs.
  - Affordable and sustainable energy use
  - Effective barriers and separations between industrial, residential and educational uses; appropriate truck, freight, and other transit routes
  - Aesthetically pleasing environment, including community beautification projects designed to mitigate industrial operations and foster community pride.
  - Parcels of land free from contamination and hazards
  - Quality recreational opportunities and spaces along waterfront and harbor with access to clean and safe beaches
  - Protection and care of wetlands for marine life and educational use
- **Economic and Social Development**
  - Living wage, safe and healthy job opportunities
  - Support for healthy development of children and adolescents
  - Opportunities for high quality and accessible education
  - Opportunities for skills training and workforce development
  - Opportunities for small business and local business development
- **Health Equity**
  - Affordable, accessible and high quality health care, including preventative care, diagnosis and treatment, medical supplies and health education

- Neighborhoods free from sources of health impacts and pollution that deteriorate physical and mental health
- Resources for sensitive populations (e.g. seniors, schools, day care)
  
- **Supportive and Respective Social Relationships**
  - Robust social and civic engagement
  - Socially cohesive and supportive relationships, families, homes, and neighborhoods
  - Safe communities free of crime, nuisance, and violence

Methodology:

a. Scale of Analysis

When analyzing the impact of Port and Port-related land uses on the communities of Wilmington and San Pedro, determining the scale of these impacts is imperative. Consultant should analyze how mixed and incompatible land uses may create cumulative impacts on the community and catalog land uses that are of similar use or impact. Consultant should consider impacts at the following scales:

**Parcel**

Using data collected from the Port and Port-related land use identification (Task #1), the Consultant should analyze impacts on the community at the parcel level.

**Neighborhood**

As multiple parcels are analyzed, the Consultant may find that certain land uses impact a variety of parcels within a specific area. In this case, studying impacts at the neighborhood scale allows for a wider analysis of trends and patterns that may emerge. The Consultant may define neighborhood by census tract.



## **Harbor Community**

The Consultant should analyze how Port and Port-related land uses impact the communities of Wilmington and San Pedro, including the evolving coastline due to incremental additions of land mass that have shifted the meaning of the “harbor” over the last century. The analysis at this scale should include each of the following:

1. Impacts on the Harbor community, defined as both the communities of Wilmington and San Pedro;
2. Impacts on the community of Wilmington; and
3. Impacts on the community of San Pedro.

### b. Method of Analysis

To determine the relationship between Port and Port-related land uses and impacts on the communities of Wilmington and San Pedro, the Consultant should use both qualitative and quantitative methods. This combined approach will ensure a comprehensive analysis. As this study examines spatial patterns, the Consultant should consider measures of access, availability, and proximity as they relate to healthy community indicators.

## **Qualitative**

A qualitative analysis may include, but is not limited to:

- Literature review of previous land use studies, environmental impact studies, or other documents that may provide context, data or resources on impacts in San Pedro and Wilmington;
- Interview and/or survey Port of Los Angeles administrators about land use impacts in the community, and
- Interviews and/or surveys of key community stakeholders that provide additional data on impacts in the community.

## Quantitative

A quantitative analysis may include, but is not limited to:

- Developing and executing models, algorithms, or calculations that measure the impact of Port and Port-related land use on individual and cumulative healthy community indicators at various scales; and
- Analyzing relevant public and proprietary data sets to quantify how Port and Port-related land uses have effects on individual and community indicators at various scales, especially on the cumulative effects on certain sections of the Harbor area.

### Task #2 Deliverables:

A detailed analysis of how Port of Los Angeles and Port-related land uses impact various indicators of a healthy community in Wilmington and San Pedro (as identified above), based on both quantitative and qualitative analysis.

#### A. This should include:

- i. Detailed description of impacts correlated to individual healthy community indicators in Wilmington and San Pedro.
- ii. Discussion of the scale of the impact, from parcel level to Harbor level, including cumulative land use impacts and categories of land uses that may have emerged during the study.
- iii. Key findings, themes and patterns that emerged from the analysis and implications for future decision-making.
- iv. Datasets, databases, surveys, or other electronic files related to quantitative and qualitative assessments relevant to this analysis should be provided in a format that can be readily published online.

This analysis should take into consideration existing literature, including but not limited to the California Air Resources Board's April 2005 study "Air Quality and Land Use Handbook: A Community Health Perspective."<sup>4</sup>

**Task #3: Engage the communities of Wilmington and San Pedro during the course of the off-Port land use impact study, and develop a plan for its wide public dissemination, including online and in formats easily understandable and accessible by community stakeholders.**

Involving the San Pedro and Wilmington community is critical to the success of this study. The engagement process should include key community stakeholders that play a role during and following the course of the land use study and take into consideration their input and expertise.

Furthermore, it is HCBF's goal to ensure that the data and findings of this land use study are easily accessible and widely used by various community stakeholders, including, but not limited to, public agencies, non-profit and community organizations, academic institutions, and the communities of Wilmington and San Pedro. By openly and efficiently sharing data and findings from this land use study, community stakeholders can work collectively to devise and implement strategies to address Port and Port-related land use impacts.

Task:

The Consultant should identify and engage key community stakeholders in the Harbor Area.

The Consultant should also provide a written plan for how the findings and data of this study could be disseminated to the general public in a format that is accessible and easy to understand. This written plan must include a framework for how findings and data can be shared, distributed, or viewed online.

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<sup>4</sup> Required by the Operating Agreement of the TraPac Memorandum of Understanding, Section VI. Off-Port Impact Studies. Harbor Department Agreement 10-2912

## Methodology:

### a) Community Engagement

Community engagement may take different forms. For example, a “community advisory council,” consisting of stakeholders, could be established and consulted during and following the study. As another example, a series of workshops could be held during and after the study to present findings and implications from the study.

The Consultant should consider existing or past community engagement plans and surveys that were conducted in Wilmington and/or San Pedro and which may be accessible to the Consultant. For example, the State of California is currently funding “urban greening plans” for certain project areas within San Pedro and Wilmington that require community input. Similarly, the City of Los Angeles has various general plan updates and specific plans for Wilmington and San Pedro that include community and stakeholder input. Such plans may provide valuable community feedback that could inform this land use study. The Consultant is expected to review and incorporate the findings of such plans and projects.

### b) Public Dissemination

Consultant should make the following considerations when developing a public dissemination plan:

1. *Online Access.* The findings and data of this study should not be isolated to a single print document, but instead be widely available online for the general public. This includes sharing and uploading relevant datasets (e.g. databases) and maps (e.g. shapefiles) that can be easily downloaded and viewed.
2. *Clear Explanations.* Consultant should consider the general audience when developing written findings or analysis. Though the land use study may be technical at times, it is important that findings be written and presented in a manner that is clear and concise.

### Task #3 Deliverables:

- A. A community engagement plan that provides a timeline and framework for how the Consultant worked with Wilmington and San Pedro community during and after the land use analysis. This should include:
  - i. Identification of key community stakeholders
  - ii. Explanation of how key community stakeholders were involved in the land use study.
  - iii. Identification and incorporation of past or current community engagement plans and/or surveys.
- B. A public dissemination plan that provides a framework for how the findings and data of this study can be distributed to the general public. This should include:
  - i. A plan for how data and findings can be shared online in a format that is easily accessible.
  - ii. A plan for how data and findings can be shared through other mediums.
  - iii. Language that is easy to understand for non-technical audiences.

### **Optional Task #4**

Building on the goal of sharing the findings and data of this land use study with the general public, HCBF would like to solicit creative, practical estimates for an online mapping platform built around this study. The purpose is to give HCBF a preliminary sense of how an online mapping platform, or other creative online strategy, may provide the community with a useful, valuable tool to understand land use impacts in Wilmington and San Pedro.

### Task:

Consultant shall provide a written conceptual proposal of how the findings and data of this land use study could be applied to an online mapping platform to be used by community stakeholders and the general public.

### Methodology:

The online mapping platform should allow users to navigate a map of Wilmington and San Pedro and determine Port of Los Angeles and Port-related land uses in the community. The platform should illustrate the impacts of these land uses on healthy community indicators, as determined in the land use study. The Consultant should consider innovative ways to depict data and patterns found in the study. Consultant should consider the following standards for the online mapping platform:

- Accessible graphical user interface
- Long-term administration of server, datasets, code, etc.
- Updating maps with new datasets as they become available
- Collecting user-generated content
- Responsive design for different platforms (desktop, smartphones, tablets)
- Bilingual option (English and Spanish)

### Optional Task #4 Deliverable

- A. A written proposal, not to exceed three single-spaced pages, that provides a conceptual framework for how Consultant would create an online mapping platform based on the findings and data of this land use study.
- B. Proposal must also include a cost estimate and estimated timeline of completion. This quote may be for completing the task a) concurrently with Tasks 1-3 and/or b) as a separate, subsequent phase.

## Proposal Submission Requirements

**All submittals are due electronically no later than 4pm on Friday, September 26, 2014.**

**Proposals must be submitted through the Submittable engine, available at [hcbf.submittable.com](http://hcbf.submittable.com). Paper or e-mail submissions will not be accepted.**

The proposal should be brief, with page limits indicated below. Please use single-spaced pages formatted on an 8.5"x 11" layout. Fonts shall generally be no less than 10 points, except for figures and tables, with a one-inch margin on all sides. Over-sized pages may be included but will count as two (2) pages.

Submissions that arrive after the deadline, for any reason, will not be accepted and automatically disqualify the applicant.

### **Proposal Response Format**

To be considered responsive to this RFP, the following information **must be included** within the proposal:

- A. Cover sheet and table of contents.
- B. Name of applicant firm, main contact, physical address, e-mail, phone numbers, and other basic contact information.
- C. The name and location of the designated project manager and a general organization chart showing the names of the key personnel to be assigned to the project. The project manager, or his/her authorized representative, shall be available to HCBF throughout the duration of the contract

**In addition, to be considered responsive to this request, the following information shall be included within the submitted proposal:**

Recommended page limits, indicated below, equal a total of 10 pages for Items 1 thru 5 and 3 pages for the optional Task #4:

1. (3 pages) Discussion of approach to deliver each of the tasks of this study.
2. (2 pages) Detailed Timeline, including benchmarks and key dates, to complete each of the tasks of the study, including assumptions used.
3. (1 page). Applicant and sub consultant history, including operations related to working in the Harbor communities of Wilmington and San Pedro and/or with the Port of Los Angeles and Port-related operations.
4. (2 pages). Applicant and sub consultant experience on studies or projects of similar scope and/or intent in the last three (3) years.
5. (2 pages). Organizational chart with names of key personnel and sub consultants to be assigned to study, including narrative of roles and availability of personnel and sub consultants. Note: Changes to the proposed personnel during the course of this study will require prior written approval from HCBF. Consultant must acknowledge this requirement in this section.
6. (No Page limit) Resumes of key personnel and sub consultants involved in study.
7. (No page limit) Detailed schedule of fees to complete the deliverables in this RFP. Fee scheduled shall include role and rate(s) for key team members. Project budgets are a **not-to-exceed contract**, with a maximum of \$165,000 available for Tasks 1 through 3.
8. (No page limit) Up to three (3) references from similar projects for key personnel and subconsultants on this study.

#### Optional Task #4

9. (3 pages) A written proposal that provides a conceptual framework for how Consultant would create an online mapping platform based on the findings and data of this land use study.
10. (1 page) A cost estimate and estimated timeline of completion. This estimate may be for completing the task a) concurrently with Tasks 1-3 and/or b) as a separate, subsequent phase.



## **Award of Contract**

It is HCBF's intent to award a contract to the most qualified firm that can provide all of the services identified in the RFP, subject to HCBF Board approval. However, HCBF reserves the right to accept or reject any or all submittals and/or re-solicit or cancel the procurement process, if deemed to be in the best interest of HCBF. Submitters shall be responsible for any and all expenses incurred in the preparation of submittals.

## **Insurance Requirements**

Should a contract be awarded to your firm, you must comply with the following insurance provisions:

1. Commercial General Liability Insurance. Consultant shall maintain commercial general liability insurance (CGL) with a limit of not less than \$1,000,000 each occurrence/\$2,000,000 in the annual aggregate.
2. Business Auto Liability Policy. Consultant shall maintain business auto liability insurance and, with a limit of not less than \$1,000,000 each accident.
3. Professional Liability (Errors and Omissions) Insurance. Consultant shall maintain professional liability insurance appropriate to the Consultant's profession with a limit not less than \$1,000,000 each occurrence/\$2,000,000 in the annual aggregate.
4. Workers' Compensation and Employer's Liability Insurance. Consultant shall maintain workers' compensation insurance as required by the State of California and Employer's Liability Insurance in the amount of \$1,000,000 per accident for bodily injury or disease.
5. Minimum Scope of Insurance. CGL insurance shall cover liability arising from

premises, operations, independent contractors, products-completed operations, personal injury and advertising injury liability assumed under an insured contract (including the tort liability of another assumed in a business contract). Business Auto Insurance shall cover liability arising out of any auto (including owned, hired, and non-owned autos).

6. Subrogation. The insurer shall agree to waive all rights of subrogation against HCBF, its officers, officials, employees and volunteers for losses arising from activities and operations of the Consultant in the performance of Grant Purpose under this agreement.

7. Verification of Coverage. Prior to the award, and during the term of the contract, Consultant shall furnish HCBF evidence of current coverage required by this section. HCBF reserves the right to require complete, certified copies of all required insurance policies, including endorsements effecting the coverage required by these specifications.

### **Terms & Conditions**

This RFP does not commit HCBF to award a contract or contracts, to defray any costs incurred in the preparation of a response to this request, or to procure or contract for services. All submitted RFP's become the property of HCBF as public records. HCBF reserves the right to reject all submittals. Selection is dependent upon the negotiation of mutually acceptable contracts with the successful respondents.

HCBF reserves the right to revise or cancel, in part, or in its entirety, this RFP including but not limited to: selection schedule, submittal date, and submittal requirements. If HCBF cancels or revises the RFP, all respondents of record will be notified in writing by HCBF.

HCBF reserves the right to request additional information and/or clarifications from any or all respondents to this RFP.

## **Questions**

Questions regarding this RFP may be directed to Ata Khan, Program & Communications Manager ([ata@hcbf.org](mailto:ata@hcbf.org), (310) 997-7116).