



REQUEST FOR QUALIFICATIONS FOR CONSULTING SERVICES FOR THE AIR QUALITY MITIGATION FUND

I. PROJECT BACKGROUND AND DESCRIPTION

Harbor Community Benefit Foundation (HCBF) is seeking proposals from qualified applicants to advise the Foundation in the capacity of a technical consultant for the administration of the Air Quality Mitigation Fund (AQMF).

As part of a settlement associated with the approval of the China Shipping Container Terminal Project (China Shipping) in 2004, the Port of Los Angeles (POLA) set aside funding for air quality mitigation. In 2015, POLA and the Harbor Community Benefit Foundation (HCBF) signed a Memorandum of Agreement establishing an Air Quality Mitigation Fund (AQMF) totaling over \$5 million of the funds for projects to reduce Port-related air emissions in nearby communities.

The AQMF program is administered by HCBF, a non-profit organization dedicated to mitigating impacts from POLA on the two neighboring communities of San Pedro and Wilmington, California. As specified in the Memorandum of Agreement (MOA), the HCBF, with the approval of the POLA Board of Harbor Commissioners, is empowered to award funding to third parties "...exclusively for projects that are reasonably calculated to reduce Port-related air emissions. This includes emissions resulting from the transport and handling of cargo, within, into, out of, to, or from the Port of Los Angeles."

II. SCOPE OF WORK (SOW)

The Final SOW will be determined during contract negotiations. The consultant will provide advice and direction to HCBF staff and a committee comprised of HCBF board members. All final decisions are the responsibility of HCBF.

The consultant will be responsible for the following tasks, organized into five key phases:

- a. **Phase 1 - RFP Development:** Provide technical advice on the final draft Request for Proposals (RFP) for the Air Quality Mitigation Fund. This will include reviewed draft criteria for proposal evaluation that meets compliance with the Memoranda of Understanding (MOU) executed between HCBF and the Port of Los Angeles for the AQMF.
- b. **Phase 2 - RFP Launch:** Assist with the promotion and distribution of the RFP, with the goal of targeting audiences that would be well-suited to meet the criteria of the

RFP and the goals of the AQMF. This includes assisting with public workshops for interested applicants in a technical capacity.

- c. **Phase 3 - Application Evaluation:** Assist HCBF in the evaluation of RFP responses, including evaluation criteria, engaging an ad-hoc committee comprising of HCBF Board of Directors, and determining initial eligibility of applicants based on technical criteria.
- d. **Phase 4 - Funding Recommendations:** Assist with the development of a funding recommendation memo, both to the HCBF Board of Directors and to the Port of Los Angeles. Expected contributions on the part of the said consultant will be to provide guidance and details in articulating the technical qualifications and merits of the recommended applicants to decision makers.
- e. **Phase 5 - Monitoring, Evaluation, and Reporting:** Assist with evaluating and monitoring chosen applicants on compliance with technical requirements. This will include conducting field visits, maintaining contact with applicants, and communicating progress with HCBF, the Port of Los Angeles, and relevant stakeholders.

III. **SELECTION CRITERIA AND EVALUATION**

HCBF will evaluate consulting service proposals based on the following qualifications

- a. Depth of professional experience in working on projects or programs related to zero and near-zero emissions technology, air quality, mitigation, or emissions reduction. This experience must include prior work on calculating emissions reductions related to air toxics, criteria pollutants, and/or greenhouse gases. Experience with zero and near-zero emissions technology, particularly as it relates to goods movement and deployment in logistics or Port-related operations, is preferred.
- b. Depth of professional experience with monitoring and auditing a project or program for compliance with specific technical requirements. This includes conducting field visits, audits, or related experience that demonstrates an ability to evaluate work against a specific set of criteria and communicating progress with relevant stakeholders.
- c. Depth of professional experience in proposal evaluation, especially with submissions of a technical nature. This experience should include the development of evaluation criteria and frameworks, review sheets, or other methods to adequately evaluate the technical qualifications of an applicant.
- d. Depth of experience in public agency communications, including communicating technical and complex findings of a scientific or mathematical nature to decision-makers or other regulatory bodies.

IV. BUDGET

This position does not have a specified maximum budget amount. However, HCBF estimates utilizing the chosen consultant for a contract of approximately 200 hours.

V. INSURANCE REQUIREMENTS

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

- Insurance coverage must be provided by a company that is admitted to write in California and has a rating of A-, VII or higher by A.M. Best & Company.
- An endorsement naming the HCBF as additional insured on the general liability policy. Coverage equal to \$1,000,000 combined single limit for each occurrence and \$2,000,000 aggregate is required.
- A minimum of \$1,000,000 aggregate combined single limit in professional liability insurance.
- Workers' compensation insurance as required by the Labor Code of the State of California.
- Automobile liability insurance not less than \$500,000 combined single limit per accident for bodily injury and property damage covering owned, non-owned and hired vehicles.

VI. 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 RFQ document. 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. The selected firm to be awarded the contract will enter into an agreement with HCBF using an HCBF standard consultant contract.

VII. PUBLIC RECORD

Respondent's attention is drawn to the fact that all proposal documents submitted are subject to the California Government Code Section 6250 et. seq., commonly known as the Public Records Act. Information contained in the proposals may be made public after the review process has been completed in recommendation for award to the HCBF.

VIII. TERMS AND CONDITIONS

This RFQ 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 RFQ's become the property of the HCBF as public records. All RFQ's may be subject to public review, on request, unless exempted as discussed elsewhere in this RFQ.

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 RFQ including but not limited to: selection schedule, submittal date, and submittal requirements. If the HCBF cancels or revises the RFQ, all respondents of record will be notified in writing by the HCBF.

Selection announcements, contract awards, and all data provided by HCBF shall be protected from public disclosure. Consultants desiring to release information to the public must receive prior written approval from the HCBF Executive Director.

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

If your firm is not selected, debriefings will not be provided.

IX. SUBMISSION REQUIREMENTS

Interested applicants must submit the following documents to be considered for this position:

- a. Cover Letter** summarizing key qualifications for the position and other relevant information (one page maximum).
- b. Professional Resume/CV** of qualifications for this position
- c. Scope of Work and Budget** that provides a clear understanding of how each phase of work will be conducted and budgeted.

All submittals must be sent electronically via Submittable:

hcbf.submittable.com/submit/110015 **Paper submissions will not be accepted.**

X. DEADLINE FOR PROPOSALS

Proposals are due by **4pm on Wednesday, March 28th.**

XI. CONTACT

Questions and clarifications concerning this RFQ and the AQMF should be addressed to:

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