

**PRE-QUALIFIED ON-CALL PERSONAL SERVICES CONTRACT**

**BUREAU OF SANITATION**

**TASK ORDER SOLICITATION APPROVAL FORM**

**TITLE:** Environmental Impact Report (EIR) on Banning Single-Use Carryout Bags      **DATE:** 7/18/2012

**TOS No.** S41

**SOLICITATION METHOD:**     TOP FIRM             TOP THREE FIRMS             ALL FIRMS

**SCOPE OF WORK:** Consultant shall prepare an EIR on banning single-use plastic carryout bags in the City of Los Angeles. This phase shall include, but not be limited to, Initial Study, Notice of Preparation, and preparation of Administrative Draft EIR. A notice to proceed will be issued to prepare and circulate the Initial Study and Notice of Preparation upon approval of this TAF. Subsequent to the final determination on Assembly Bill 298, currently pending in the State legislature, Consultant shall receive the written approval of Bureau staff to start work on next steps of the project.

**Estimated Date of Completion:** May 31, 2013

**JUSTIFICATION:** On May 23, 2012, the City Council adopted a Motion (Item 10A, CF 11-1531) to ban single-use plastic carryout bags. In addition, the City Council directed the Bureau of Sanitation to prepare the subject Environmental Impact Report (EIR) within 4 months.

**Does BOS or other City Staff have the skills or qualifications to perform the work?** Yes  No

**If Yes, are BOS or other City Staff available to work on this project?** Yes  No

**Explanation:** City staff not available for this work.


**MBE Participation 18%**      **WBE Participation 4%**       Waiver Received  
 TOS < \$100K, MBE/WBE not required

**Cost Ceiling:** \$135,000


**Prepared By:** Jinderpal Bhandal      **Date:** July 18, 2012


**Division Manager Approval:**      **Date:**  
 Karen A. Coca, SRCRD       7-19-12

**TOS FUNDING AUTHORIZATION AND VERIFICATION:**      **Date:**  
 Total Cost Ceiling: \$135,000  
 Funding: Fund #: 46D    Account #: 50J998    Department: 50    Work Order #: SCRAB939

**FMD Manager's Approval:**  
 Lisa Mowery       7-19-12

**Assistant Director's Approval:**      **Date:**  
 Alexander E. Helou       7-20-12

**Director's Approval:**      **Date:**  
 Enrique C. Zaldivar       7-23-12

**Inform/Brief BPW Commissioner for Use of PQ OC List:**      **Date:**  
      7-19-12

**BUREAU OF SANITATION - PRE-QUALIFIED ON-CALL CONSULTANT SERVICES  
CONTRACT**

**TASK ORDER AGREEMENT FORM (TAF)**

**CITY OF LOS ANGELES CONTRACT NO. C114277**

**PB AMERICAS, INC. (PARSONS BRINCKERHOFF)**

**TOS-S41: Environmental Impact Report (EIR) on Banning Single-Use Plastic Carryout  
Bags**

Budget: \$135,000

Task Order Award Date: \_\_\_\_\_

City TOS-S41 Manager:

Jinderpal Bhandal Phone (213)485-3686

Consultant TOS-S41 Manager:

Baron Miya Phone (213)362-9477

**A. BASIS OF INITIATION OF TAF**

On May 23, 2012, the City Council adopted a Motion (Item 10A, CF 11-1531) to ban single-use plastic carryout bags. In addition, the City Council directed the Bureau of Sanitation to prepare the subject Environmental Impact Report (EIR) within 4 months.

**B. SCOPE OF WORK**

Consultant shall prepare an EIR on banning single-use plastic carryout bags in the City of Los Angeles. This phase shall include, but not be limited to, Initial Study, Notice of Preparation, and preparation of Administrative Draft EIR. A notice to proceed will be issued to prepare and circulate the Initial Study and Notice of Preparation upon approval of this TAF. Subsequent to the final determination on Assembly Bill 298, currently pending in the State legislature, Consultant shall receive the written approval of Bureau staff to start work on next steps of the project.

**Task 1: Initial Study and Notice of Preparation (NOP)**

Consultant shall prepare a comprehensive Initial Study for the City review. Consultant shall revise the administrative document based on the comments received and submit a revised draft Initial Study for staff review. Upon receipt of comments from the City staff and attorney, Consultant shall prepare a final Initial Study for the City to print and circulate for public review. Consultant shall provide the City staff and attorney with a pre-press copy of the documents for a "last look" review prior to finalizing the document. Consultant shall also prepare the NOP for distribution and filing by the City. Consultant shall provide these documents in PDF format, and if the City so desires, also in a format that is appropriate to posting on a website.

**Task 2: Administrative Draft EIR**

Consultant shall receive the public comments and prepare an administrative Draft EIR that contains all text, figures, and tables for the City staff review. In the EIR, Consultant shall evaluate up to five alternatives to the project, including the No Project alternative.

**C. SCHEDULE FOR COMPLETION OF WORK**

The term of engagement is six (6) months, with optional 3-month extension and the cost ceiling shall not exceed \$135,000.

**D. SUBCONSULTANTS UTILIZATION**

SUBCONSULTANTS	MBE/WBE/OBE	% OF TASK ORDER	TASK ORDER (\$) AMOUNT
Terry A. Hayes Associates, (TAHA)	MBE	18.0%	\$24,300
<b>TOTAL MBE</b>		<b>18.0%</b>	<b>\$24,300</b>
	WBE	0.0%	\$0
<b>TOTAL WBE</b>		<b>0.0%</b>	<b>\$0</b>

Consultant shall not change any of these designated sub-consultants or reduce their level of effort without prior written approval of the Director or Bureau's designated representative provided that such approval will not be unreasonably withheld.

**E. COST REIMBURSEMENT**

Hourly Billing Rate Summary:

Name	Firm	2012 Raw Rate (\$/hr)	Overhead	Billing Rate (includes 10% profit)
Irena Finkelstein	PB Americas, Inc.	\$ 90.80	159.40%	\$259.09
Baron Miya	PB Americas, Inc.	\$ 89.57	159.40%	\$255.58
Lorraine Ahlquist	PB Americas, Inc.	\$ 73.69	159.40%	\$210.27
Theresa Dickerson	PB Americas, Inc.	\$46.52	159.40%	\$132.74
Michael Lieu	PB Americas, Inc.	\$34.38	159.40%	\$98.11
Jessica Wilkinson	PB Americas, Inc.	\$32.75	159.40%	\$93.44
Sam Silverman	Terry A. Hayes Associates (TAHA)	\$160.00	0%	\$160.00
Kevin Ferrier	Terry A. Hayes Associates (TAHA)	\$108.00	0%	\$108.00
Deborah Roberts	Terry A. Hayes Associates (TAHA)	\$84.00	0%	\$84.00

Per Contract No. C-114277, overhead for the Consultant is fixed for the duration of the Contract at a rate of 159.40% for Home Office and 113.80% for City Office. Consultant's hourly billing rate for a TASK ORDER shall be in accordance with established SANITATION policies, existing at the time this contract was executed. The increase shall mirror the pay adjustments approved for City employees in their Memoranda of Understanding (MOU). Billing Salary Rate increases are limited to once per year, per employee, on the anniversary date of the Contract execution and shall not exceed that as of City employees and are subject to the approval of the Director.

**F. CONSULTANT PRINCIPAL AND STAFF ASSIGNMENTS**

The following consultant staff shall be assigned to work on this assignment. Consultant may not substitute staff without permission from City's Project Manager.

Principal Consultant	Baron Miya
Project Manager	Irena Finkelstein

**G. SIGNATURES**

Work performed under this TAF is governed by Contract No. C-114277, which is between the City of Los Angeles and PB Americas, Inc. (Parsons Brinckerhoff). The City of Los Angeles/Bureau of Sanitation/Solid Resources Citywide Recycling Division and the Consultant agree to the above stated terms of this TAF. The terms of this TAF can only be modified by written agreement of the City's Project Manager.

City's Project Manager: Jinderpal Bhandal Date: 7/18/2012  
Jinderpal Bhandal

PB Americas, Inc. (Parsons Brinckerhoff): Baron W. Miya Date: 7/18/12  
Baron Miya

On-Call Contract Manager: Ali Poosti Date: 7/18/12  
Ali Poosti

- Distribution: Master Files  
Consultants  
Karen Coca  
Jinderpal Bhandal  
Ali Poosti  
Debbie Pham  
Enrico Lopez