



Live Well. Health Matters.

Memorandum

To: Board of Directors

From: Leslie Dickey, Executive Director of Real Estate

Date: May 22, 2019

Subject: Approval to award contract to Wood Environment and Infrastructure Solutions, Inc. in the amount of \$ 403,000 to prepare the Environmental Impact Report for the Healthy Living Campus Master Plan located at 514 N. Prospect Ave, Redondo Beach

Background:

BCHD advertised a Request for Qualifications (RFQ) for Environmental Impact Report (EIR) consultants on April 11, 2019. Six firms responded to the RFQ. Staff developed an evaluation form and assembled a selection committee to review the responses. Members of the Community Working Group (CWG) were invited to join the selection committee if interested. CWG member Craig Cadwallader was the only CWG member who expressed interest and was therefore selected as the CWG participant on the selection committee.

Members of the selection committee conducted interviews with the consultants deemed most qualified. Based on the submitted statements of qualifications and the interviews that were conducted, the selection committee recommends that a contract be awarded to Wood Environment and Infrastructure Solutions, Inc. (Wood) in the amount of \$ 403,000 to complete the scope of work identified in Attachment 1. The major steps in the EIR process are identified in Attachment 2. The contract amount of \$ 403,000 is based on the estimated hours and costs identified in Attachment 3. This amount includes a cost contingency of approximately 10%. The work performed by Wood will be in accordance with the mutually agreed upon hours, rates and costs as shown in Attachment 3 on a time and materials basis, not to exceed \$403,000. Any future increases to the contract, if required, will be brought back to the Board for consideration.

The current Healthy Living Campus budget includes funds for the EIR contract, so no additional funds are required for this contract award.

Recommendation

Approve a contract award in the amount of \$ 403,000 to Wood Environment and Infrastructure Solutions, Inc. to prepare the EIR for the Healthy Living Campus Master Plan and assist BCHD staff with the EIR process.