

# C-13

August 8, 2023

HONORABLE MAYOR AND CITY COUNCIL  
City of Long Beach  
California

## RECOMMENDATION:

Adopt Specifications No. RFP FM-23-233 and award a contract to Tait Environmental Services Inc., of Santa Ana, CA, to provide Underground Storage Tank (UST) and Above-ground Storage Tank (AST) consulting and construction and project management services for the City of Long Beach's (City) Fuel Operations program, in an annual amount not to exceed \$240,000, and authorize a 15 percent contingency of \$36,000, for a total annual amount not to exceed \$276,000, for a period of five years; and, authorize the City Manager, or designee, to execute all documents necessary to enter into the contract, including any necessary subsequent amendments; and,

Increase appropriation in the Fleet Services Fund Group in the Financial Management Department by \$110,000, offset by funds available generated by revenue collected from user departments through the Fleet Memorandum of Understanding (MOU). (Citywide)

## DISCUSSION

City Council approval is requested to enter into a contract with Tait Environmental Services Inc. (Tait), to provide UST and AST consulting and construction and project management services for the City's Fuel Operations program.

The Fleet Services Bureau (Fleet Services) of the Department of Financial Management is responsible for management of the City's fuel operations program, UST/AST compliance, and UST/AST construction projects. Due to the sensitive and complex nature of the fuel operations program, Fleet Services has been working with outside contractors with specialized knowledge of regulations and operational procedures for the City's 16 fuel sites.

Tait has provided services to the City on various projects over the last 23 years and has currently provided these requested services since 2013, including successful management of complex construction and repair projects for USTs at Alamitos Bay and Shoreline Marina, and AST construction at the LB Utilities Department and the West Long Beach Police station. Award of this new contract will ensure that the City's facilities maintain compliance with all Federal, State, and local regulations.

A Request for Proposal (RFP) was advertised in the Long Beach Press-Telegram on May 19, 2023, and 68 potential proposers specializing in environmental consulting, training, and project management services were notified of the RFP opportunity. Of those

proposers, 13 downloaded the RFP via the City's electronic bid system. The RFP document was made available from the Purchasing Division, located on the sixth floor of City Hall, and the Division's website at [www.longbeach.gov/purchasing](http://www.longbeach.gov/purchasing). An RFP announcement was also included in the Purchasing Division's weekly update of Open Bid Opportunities, which is sent to 44 local, minority-owned, and women-owned business groups. There were two proposals received on May 25, 2023. Of the two, none were a Minority-owned Business Enterprise (MBE), none were a Women-owned Business Enterprise (WBE), none were a certified Small Business Enterprises (SBE), and one was a Long Beach vendor (Local). The selection committee determined that Tait Environmental Services, of Santa Ana, CA, was the best qualified firm to provide AST and UST consulting and construction and project management for the City's fuel sites.

The Review Committee selected the vendor based on the company's organizational capacity and experience, method of approach, communication and reporting, and reasonableness of cost.

### **Local Business Outreach**

To align with the City's outreach goal, Long Beach businesses are encouraged to submit proposals for City contracts. The Purchasing Division also assists businesses with registering on the procurement database to download RFP specifications. Through outreach, seven Long Beach vendors were notified to submit proposals, of which five downloaded and one submitted a proposal. The Purchasing Division is committed to continuing to perform outreach to local vendors to expand the bidder pool.

This matter was reviewed by Deputy City Attorney Taylor Anderson on July 19, 2023, Purchasing Agent Michelle Wilson on July 14, 2023, and by Revenue Management Officer Geraldine Alejo on July 20, 2023.

### **SUSTAINABILITY**

Diligent monitoring and management of the City's fuel operations ensures compliance with federal, State, and local regulations, and protects residents and the environment from harmful contaminants, while also preventing the City from incurring costly fines.

### **TIMING CONSIDERATIONS**

City Council action to adopt Specifications No. RFP FS23-233 and award a contract concurrently is requested on August 8, 2023, to ensure the contract is in place expeditiously.

### **FISCAL IMPACT**

The total annual amount of the contract will not exceed \$276,000, including a 15 percent contingency. Of this amount, an appropriation increase of \$110,000 is requested in the Fleet Services Fund Group in the Financial Management Department, offset by funds available generated by revenues received from charges to departments as part of the Fleet Services Memorandum of Understanding (MOU) billing process. If needed, the Financial Management Department will request subsequent years' appropriation as part

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of the annual budget process. This recommendation has no staffing impact beyond the normal budgeted scope of duties and is consistent with existing City Council priorities. There is no local job impact associated with this recommendation.

SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

Handwritten signature of Kevin Riper in black ink.

KEVIN RIPER  
DIRECTOR  
FINANCIAL MANAGEMENT

APPROVED:

Handwritten signature of Thomas B. Modica in blue ink.

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THOMAS B. MODICA  
CITY MANAGER