

MEETING DATE: 12/10/07

AGENDA ITEM: Authorization to Award a Professional Services Agreement with Creelman and Associates to Perform Sewer Flow Data Analysis and Reporting as required per the Amalgamated Agreement with the City of Los Angeles

ATTACHMENTS

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Statement of Qualifications

Creelman & Associates, Inc. (C&A) is a growing consulting firm serving the US transportation industry, particularly the airport and seaport management community. Formed in January 2001 and certified as a Woman-owned and/or Disadvantaged Business Enterprise (WBE/DBE) in over 20 cities and/or states, C&A offers a strong mix of career IT and environmental professionals with the range of skills needed to support operations, long-range planning and development activities. We offer the unique ability to merge our environmental and IT skills to integrate sustainable development principles into current operations, master planning, and construction activities. We offer expertise in specific IT areas such as Geographic Information Systems (GIS) and IT Security and in environmental areas such as Air Quality and Environmental Impact Reports.

IT Projects

Los Angeles World Airports

SYSTEMS INTEGRATION/PROGRAM IMPLEMENTATION

SERVICES FOR THE IN-LINE BAGGAGE SCREENING SYSTEMS AT LAX AND ONTARIO INTERNATIONAL AIRPORT

— Explosion Detection Systems will be installed at all LAX terminals and at Ontario International Airport. C&A provided system integration support for this \$340MM project headed by Turner Construction.

LOS ANGELES WORLD AIRPORTS (LAWA) UTILITIES SURVEY AND DOCUMENTATION (LUSAD)

GEOGRAPHIC INFORMATION SYSTEM (GIS) PROJECT

— C&A teamed with Carter & Burgess to design and develop a \$9.5MM IT solution to streamline management and maintenance of underground utility assets at LAX. We supported the design and population of this enterprise spatial database. We also performed a statistically based QC audit of the GIS data.

LAWA STRATEGIC IT SECURITY PLAN — We worked with LAWA Associates (DMJM Aviation and Parsons) on this \$8MM project to provide support for information security, access control and alarm monitoring systems, police communications and emergency response planning.

COMPLETE ARCHITECTURAL AND ENGINEERING DESIGN SERVICES FOR MODIFICATIONS AT LAX & ONT TO ACCOMMODATE NEW FAA SECURITY REQUIREMENTS

— C&A was a subcontractor to the Gensler/Arup team to assess the feasibility of implementing new and emerging access control technology, such as biometrics.

LAWA SECURITY PROGRAM-PROGRAM AND

CONSTRUCTION MANAGEMENT — We supported Swinerton Management by preparing CAD documents for fiber optic conduit survey of the Central Terminal Area.

LAWA ITG OUTREACH — A LAWA-wide upgrade of the enterprise and desktop computer operation system (OS) from Windows NT to Windows 2003 and the deployment of over 2,000 new desktop PC's utilizing the Windows XP operating system. Creelman & Associates supported this effort by developing the Outreach processes to conduct Training Workshops and divisional interviews, and guiding the production of ISO 9001-2000 documentation.

Dallas/Ft. Worth International Airport

INTERNATIONAL TERMINAL D DESIGN AND

CONSTRUCTION PROJECT — We were a subcontractor to HKS/Ross & Baruzzini to coordinate the design and installation of the telecommunications system.

CLOSED CIRCUIT TELEVISION CONSOLIDATION PROJECT

— This project transformed the CCTV system, made up of disparate elements, into a cohesive switching, recording, monitoring and control solution. We subcontracted to Leo A. Daly/Ross & Baruzzini.

AIRFIELD OPERATIONS CENTER (AOC)

— As a subcontractor to E. Evans & Associates, we supported the Systems Design and Program Management for the AOC.

Louis Armstrong New Orleans International Airport

STRATEGIC DEVELOPMENT PLAN — Our team, headed by Corgan Associates, developed an Airport Strategic Plan and Facility Development/ Enhancement Program consistent with the regions anticipated growth and its goals and objectives. Our role provided IT infrastructure planning support.

Austin-Bergstrom International Airport

AIRFIELD SECURITY GATES IMPROVEMENTS — We supported the design of gate improvements as a subcontractor to Ross & Baruzzini.

Houston Airport System

GEOGRAPHIC INFORMATION SYSTEM IMPLEMENTATION

SERVICES — Teamed with Carter & Burgess on this \$2MM project for the Houston Airport System (George Bush International, Hobby, and Ellington), we developed CAD standards for this effort.

Other Projects

We conducted an **IT SECURITY ASSESSMENT** at a West Coast Category 1 airport (confidential).

We teamed with Ross & Baruzzini to conduct a **SECURITY ASSESSMENT FOR THE PORT OF ALABAMA** where we provided TSA grant writing services.

Environmental Projects

Los Angeles World Airports

LAX MASTER PLAN ADVANCED PLANNING — As a subcontractor to DMJM, we developed the mitigation compliance strategy to address the environmental requirements specified in the EIR/EIS for the Los Angeles International Airport (LAX) Master Plan.

PROFESSIONAL ENVIRONMENTAL, TECHNICAL, AND EXPERT CONSULTING SERVICE AT LAWA — Teamed with CTL Environmental Services and Kennedy, Jenks on this service contract.

Dallas/Ft. Worth International Airport

DFW POWER GENERATION-RISK ASSESSMENT — This project identifies the major advantages and disadvantages of having and not having on-site power generation. We explore regulatory issues and permitting requirements, local and regional environmental impacts.

Planning Projects

SUSTAINABLE DEVELOPMENT — We recently prepared a high-level Sustainable Development Needs Assessment and Implementation Plan for a major international entertainment firm.

LAX 2005 STRATEGIC BUSINESS PLAN — As a subcontractor to Leigh Fisher, we suggested business goals and performance metrics utilizing the “balanced scorecard” evaluation technique for LAX International Airport.

WBE and/or DBE certifications

California
Atlanta
Austin
Baltimore
Boston
Chicago

Dallas/Ft. Worth
Denver
Hawaii
Houston
Indianapolis
Knoxville

Las Vegas
Los Angeles
Miami
New Orleans
New Jersey
New York

Orlando
Phoenix
Pittsburgh
St. Louis
Texas
Washington, DC
Washington

IT Services

IT Quality Assurance analysis and review
IT strategy formulation and recommendation
IT system integration (e.g., CCTV, access control, police communication)
Custom designed n-tier web-based infrastructure
Design and development of GIS
Recommendation of IT standards and procedures for maintenance and security
Recommendations of Standards for documentation and record keeping
Recommendations for the flow of information and activity workflow

Environmental Services

GHG Emissions Inventory
Preparation of FAA Grant applications
Environmental management consulting
Planning for sustainable operations

Planning

Business process reengineering

Community Outreach

100% Woman owned business.
Dedicated to bringing professional women and minority men into senior project management roles.
Committed to recruiting minority college students for internship and other project positions.

Memberships:

Airport Minority Advisory Council
American Association of Airport Executives
Air & Waste Management Association

EXHIBIT A

CITY OF CULVER CITY
AGREEMENT

WITH: Creelman & Associates, Inc.

FOR: Data for City Sewer In-flow to Hyperion

SCOPE OF SERVICE

Consultant shall satisfactorily complete the following:

Task 1 Data Collection – Gather electronic versions of pertinent wastewater discharge measured and estimated flow, BOD, and Suspended Solids (SS) data.

Task 2 Data Analysis – Organize data into a spreadsheet to calculate the flow, BOD, and SS delivered to Hyperion. Perform the basic statistical analysis to establish the flow data trends and consistency.

Task 3 Reporting – Prepare monthly, quarterly, and annual reports beginning October 2007 through October 2012. Letter reports will be prepared with appropriate spreadsheets and graphs attached and any additional required information by the City of Los Angeles, as well as addressing their comments and providing clarifications.

Task 4 Meetings and Coordination – Hold meetings and coordinate with personnel of Culver City and their contractors (UScubed and Karen Scott), and with personnel of City of Los Angeles. One meeting per month on average is anticipated, along with related coordination and follow-up activities.

Task 5 Staff Transition and Documentation– Debrief and train new City staff when hired and develop written materials to document all pertinent procedures for the flow data collection, analysis, and reporting. This task has been treated as a one-time effort requiring 80 hours.

Task 6 Review Remotely Transferred Flow Data – Review weekly flow data in the database housed on the City's server via remote access to ensure the data transfer and to identify and resolve any problems, including data formatting.

Task 7 Special Projects – Address specific related issues as they arise.

EXHIBIT B

CITY OF CULVER CITY AGREEMENT

WITH: Creelman & Associates, Inc.

FOR: Data for City Sewer In-flow to Hyperion

SCHEDULE OF COMPENSATION

- A. METHOD OF PAYMENT. Payment for all work performed by Consultant pursuant to the terms of this Agreement, including Consultant's meeting with City staff, shall be made on the basis of the hourly rates set forth in the table on the following page, including actual out-of-pocket costs incurred in performing the work
- B. BILLING. At the end of each calendar month in which services are performed or expenses are incurred under this Agreement, and prior to the 10th day of the following month, Consultant shall submit an invoice to the City at the following address:

City of Culver City
Attn: Mate Gaspar, Engineering Services Manager
9770 Culver Boulevard
Culver City, CA 90232-0507

The invoice submitted pursuant to this paragraph shall show the City Agreement Number, hours worked by each person who performed services during the billing period, the hourly rate of pay for each person who performed services, the dates on which the services were performed, a description of the services performed, actual out-of-pocket expenses incurred in the performance of the services, and such other information as City may reasonably require.

- C. TIME OF PAYMENT. Payment to Consultant shall be made within thirty (30) days after submittal of Consultant's invoice and approval by City, in accordance with City's normal demand procedure.
- D. MAXIMUM COMPENSATION. Notwithstanding the foregoing, Consultant shall complete all the work and tasks described in Exhibit A for a total amount of compensation that does not exceed Three hundred forty-nine thousand (\$349,000.00), which includes the maximum expected hours for these tasks based on previous experience, although the actual amount may be less as new, streamlined procedures are implemented. Note that only actual, authorized charges will be billed.

	Task 1	Task 2	Task 3	Task 4	Task 5	Task 6	Total	Total	Total	Task 7	Rate (\$/hr)	Cost for 1 year	Cost for 5 years
	Data Collection	Data Analysis	Reporting	Meetings and Coordination	Staff Transition and Documentation Development (a)	Review of Remotely Transferred Flow Data	Hours per month	Hours per year	Hours for 5 years	Special Projects (b)			
Dr. Lynn Creelman, Principal													
<i>Project management and technical review</i>			2	1			3	36	180		150	\$5,400	\$27,000
Dr. Veronika Pesinova, Senior Environmental Scientist													
<i>Data collection, analysis, and reporting</i>	8	12	4	8		8	40	480	2400		120	\$57,600	\$288,000
Lou Ann Barton, Graphic Design													
<i>Document preparation including graphics and presentations</i>			3				3	36	180		80	\$2,880	\$14,400
Total Cost					\$ 9,600					\$ 10,000		\$65,880	\$329,400
Grand Total													\$349,000

(a) Assume a one time effort of 80 hours to produce operating procedures and train new staff.

(b) The scope for special projects will be determined as needed.