

**City of Culver City, California
Agenda Item Report**

Meeting Date: 9/8/2014		Item Number: <u>C-2</u>	
CITY COUNCIL AGENDA ITEM: Approval of a Professional Services Agreement with Charles Abbott Associates, Inc. in an Amount Not-To-Exceed \$98,646 to Provide Inspection Services for Culver City's National Pollutant Discharge Elimination System - Municipal Separate Storm Sewer System Program.			
Contact Person/Dept.: Kaden Young/PW- EPO Phone Number: (310) 253-6445			
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Commission Action Required: Yes ☐ No ☒ Date: _____			
Public Notification: (E-mail) Agenda and Meetings – City Council (09/03/14); (E-mail) Environmental and Sustainability Issues (09/03/14)			
Department Approval: Charles D. Herbertson (08/28/14)		City Attorney Approval: Carol Schwab (by H. Baker) (09/02/14)	
Chief Financial Officer Approval: Jeff Muir (by M. Noller) (09/03/14)		City Manager Approval: John M. Nachbar (09/03/14)	
<u>RECOMMENDATION:</u> Staff recommends the City Council approve a professional services agreement with Charles Abbott Associates, Inc. (CAA) in an amount not-to-exceed \$98,646, for a three year period to provide inspection services for Culver City's National Pollutant Discharge Elimination System (NPDES) – Municipal Separate Storm Sewer System (MS4) Program. <u>BACKGROUND:</u> The current MS4 Permit requires that certain commercial/industrial facilities be inspected for compliance with storm water regulations. The purpose of the inspection program is to verify that site operators are implementing appropriate Best Management Practices (BMPs) to minimize pollutant discharges to the storm drain system. The MS4 Permit requires that these sites be inspected twice during the term of the MS4 Permit (5 years), or about every 30 months. Restaurants, fueling stations, automotive repair facilities, and certain industrial sites are targeted for these inspections. Six proposals were received on August 7, 2014. Staff reviewed the proposals and interviewed the three most qualified firms. CAA was identified as the most qualified firm due to their extensive local experience and superior records management capabilities.			

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DISCUSSION:

The services proposed to be provided by CAA consist of approximately 400 commercial and industrial inspections (every 30 months) in Culver City as required by the Permit to reduce storm water pollution. Although inspections were previously conducted according to the previous Permit requirements, City staff continues to observe violations and non-storm water discharges from the types of facilities listed above. It has been 3 years since the last inspection cycle was completed. It is believed that these offenses are attributable to staff turn-over with new hires not trained in proper storm water BMPs. It is important that more frequent inspections be conducted to inform new employees of storm water laws and to provide them with education to reduce and eliminate storm water pollution. The proposed agreement would require CAA to perform 3 cycles of inspections as follows:

1. All required facilities including restaurants/eateries* (400) to be inspected by December 2014.
2. All restaurants/eateries only* (200) to be re-inspected by December 2015.
3. All required facilities including restaurants/eateries* (400) to be re-inspected by December 2016.

*In addition to the MS4 requirements, restaurants/eateries will be inspected using Santa Monica Bay Restoration Commission's (SMBRC) Clean Bay Restaurant Certification Program (CBRP) criteria.

The CBRP is a way to recognize restaurants that go above and beyond the required Best Management Practices (BMPs). Inspections are conducted on an annual basis, and cover topics such as general housekeeping, dumpster areas, equipment and outdoor cleaning, grease handling and spill disposal, landscaping and grounds maintenance, and education/training. Restaurants that receive CBRP certification will receive a CBRP decal that can be displayed to indicate certification.

CAA was hired by the City in 2009 and completed the last cycle of inspections in 2010. Staff was satisfied with CAA's performance during that inspection cycle. In addition, CAA has performed similar inspection services involving CBRP for the City of Redondo Beach.

Pursuant to Culver City Municipal Code Section 3.07.085.A, professional services are exempt from the formal competitive bid process; provided, the contract is based upon competitive quotations, whenever practical, as determined by the City Manager. Based on the foregoing, it was determined that competitive quotes are not necessary at this time.

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FISCAL ANALYSIS:

CAA's fee for providing three inspection cycles over a three-year period is \$98,646. There are sufficient funds in the City Council Adopted Budget for Fiscal Year 2014/2015 (NPDES CIP Account Number 42080000.730100.PZ497) to cover the proposed agreement cost.

ATTACHMENTS:

- 1) Santa Monica Bay Restoration Commission's Clean Bay Restaurant Certification Program Informational Brochure.

MOTION:

That the City Council:

- 1) Approve a professional agreement with CAA in an amount not-to-exceed \$95,646 to provide compliance inspection services for Culver City's NPDES – MS4 Program; and,
- 2) Authorize the City Attorney to review/prepare the necessary documents; and,
- 3) Authorize the City Manager to execute such documents on behalf of the City.