

MEETING DATE: 05/27/08

AGENDA ITEM: Rescission of the award of contract to Hydrophix for completion of the *"Culver City City-Wide Best Management Practices (BMP) Treatment Train"* Project, Discussion Regarding a Revised Project Approach and Authorization to Issue a Request for Proposals for Professional Services Related to Proposition 50 Grant Plan and Report Development, Public Outreach and Education, Business Outreach and Dry-Weather Runoff Reduction Efforts, and Water Quality Monitoring.

ATTACHMENTS

		<u>Pages</u>
1	Letter from Hydrophix requesting contract termination	1
2	Spread Sheet "Breakdown of Project Tasks and Assignments	2-7
3	Request For Proposals - Proposition 50 Grant Plan and Report Development, Public Outreach and Education, Business Outreach and Dry-Weather Runoff Reduction Efforts and Water Quality Monitoring.	8-43



Innovative Solutions for Clean Water

4/25/08

Damian Skinner
Environmental Programs Manager
City of Culver City
9505 Jefferson Blvd.
Culver City, CA 90232

Dear Mr. Skinner,

Hydrophix would like to thank you and the City of Culver City for the opportunity to apply for and be awarded the City of Culver Citywide BMP Treatment Train Project. Unfortunately due to unforeseen requirements in the contract, Hydrophix cannot continue on with the project and would like to terminate any agreements and contracts that involve this project.

Thank you for your time and understanding with this matter.

Sincerely,

A handwritten signature in black ink, appearing to read "Duane E. Cook".

Duane E. Cook
Vice President
Hydrophix

Breakdown of Project Tasks and Assignments



Culver City Citywide BMP Treatment Train

Grant Agreement Task #	Task Description	Consultant A	Consultant B	Public Works Contract A	Public Works Contract B	Public Works Contract C	City to Perform	City to Purchase Directly
1	QUALITY ASSURANCE PROJECT PLAN, MONITORING PLAN, PROJECT ASSESSMENT AND EVALUATION PLAN							
1.1	<u>GPS Coordinates</u> - In order for the Regional Water Quality Control Board (RWQCB) staff and SWRCB staff to verify work was adequately performed or conducted, Geographical Positioning System (GPS) locations for monitoring must be identified for this Project prior to any disbursements.						X	
1.2	<u>PAEP</u> - All projects are required to prepare and implement a Project Assessment and Evaluation Plan (PAEP) (aka Project Monitoring and Performance Plan) in accordance Exhibit D to detail the methods of measuring Project benefits and reporting them in accordance with a PAEP. Many projects include multiple activities that will require measurement of several parameters to evaluate Project performance. All implementation projects that propose pollution load and/or concentration reductions must report such reductions annually. Projects addressing sediment and nutrients must report annual pollutant load reductions. Projects protecting, restoring or creating streams, shorelines, or wetlands, must report an annual accounting of the acres of wetlands restored and created, feet of streambank and shoreline protected and feet of stream channel stabilized. The PAEP shall be approved by the Grant Manager prior to implementation of monitoring and performance assessment and/or evaluation actions. Guidance for preparing the PAEP will be available at http://www.waterboards.ca.gov/funding/paep.html	X						
1.3	<u>Monitoring Plan</u> - If environmental water quality monitoring (chemical, physical, or biological) is undertaken, the Grantee shall prepare, maintain, and implement a Monitoring Plan (MP) as described on Page 9 of the Agricultural Water Quality Grant Program Guidelines (August 26, 2004). The MP shall include, but is not limited to, a description of the monitoring objectives, types of constituents to be monitored, and the sampling location/frequency/schedule for the monitoring activities. The MP shall be approved by the Grant Manager prior to implementation of any sampling or monitoring activities. No monitoring may occur prior to MP approval. The Grant Manager must approve any changes to the MP prior to implementation.	X						
1.4	<u>QAPP</u> - If an MP is prepared, the Grantee shall also prepare, maintain, and implement a Quality Assurance Project Plan (QAPP) in accordance with the SWRCB's Surface Water Ambient Monitoring Program's (SWAMP) QAPP and data reporting requirements, and the USEPA QAPP, EPA AQ/R5, 3/01. Water quality monitoring data includes physical, chemical, and biological monitoring of any surface water. Electronic submittal of data collected in accordance with SWAMP shall be required. The QAPP shall be approved by the RWQCB's or SWRCB's Quality Assurance (QA) Officer prior to implementation of any sampling or monitoring activities. No monitoring may occur prior to QAPP approval. Any costs related to monitoring data collected prior to and not supported by the approved QAPP will not be reimbursed. Guidance for preparing the QAPP is available at http://www.waterboards.ca.gov/swamp/qapp.html	X						

Breakdown of Project Tasks and Assignments



Culver City Citywide BMP Treatment Train

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2	WORK TO BE PERFORMED BY GRANTEE							
2.1	<u>Two-Tiered Catch Basin Installation</u>							
2.1.1	Identify and map the six hundred seventy two (672) storm water drains in which the catch basins are to be installed.						X	
2.1.2	Obtain signed agreements with all agencies such as the County of Los Angeles for permission to install the catch basins at the sites located under their jurisdiction.						X	
2.1.2.1 add	Research full capture systems.						X	
2.1.2.2 add	Select full capture system for 672 Catch Basins.						X	
2.1.3	Create and submit for review and approval design plans and specifications to the Grant Manager for the installation of two tiered catch basin inserts and aluminum screen with five millimeter (5 mm) holes to capture and eliminate trash from the City's storm drains.						X	
2.1.4	Prepare and submit for signature a Notice to Proceed to the Grant Manager.						X	
2.1.5	Install the two-tiered catch basins (inserts) at the identified sites per the approved plans and specifications.			X				
2.1.6	Conduct pre, during, and post-photo documentation of installation			X				
2.1.7	Submit baseline summary report to the Grant Manager of the trash captured in previous years. The baseline information will be gathered from City's maintenance records of the sites.	X						
2.1.8	Measure the amount of trash collected at all six hundred seventy two (672) catch basins once a year.						X	
2.1.9	Prepare and submit a summary report of the trash reduction observed by comparing the baseline information (2.1.7) and measurements taken (2.1.8).						X	
2.2	<u>Trash and Recycling Program</u>							
2.2.1	Identify a minimum of fifty (50) sites for placement of recycling receptacles and a minimum of forty-five (45) sites for placement of trash receptacles and submit the list to the Grant Manager for approval. The sites will be chosen based on high trash generation potential, including convenience stores and schools.						X	
2.2.1.1 add	Develop specifications for Trash and Recycling Receptacles .						X	
2.2.1.2 add	Purchase and place Trash and Recycling Receptacles .					X		
2.2.2	Photo document the placement of the receptacles.					X		
2.2.3	Conduct visual observations and photo documentations for a minimum of three (3) months to generate averaged estimates of trash collected that could have otherwise ended up in the streets or catch basins. Submit estimates to Grant Manager as part of draft and final report.						X	
2.3	<u>City Parks BMP Installation</u>							
	<u>Rain Garden</u>							
2.3.1	Select a City park for the installation of a rain garden and submit to the Grant Manager for review and approval. The park will be selected based on its suitability as a BMP location, in terms of distance and depth to existing storm drain system, its existing uses (ballpark, picnic areas, etc.), and existing drainage patterns on and offsite.						X	
2.3.1.1	Prepare and submit design plans and specifications to the Grant Manager for the installation of a functional rain garden at the selected site and the re-grading, lining of special media layers, and re-vegetation with native, site appropriate plants.		X					
2.3.1.2	Submit for signature a Notice to Proceed to the Grant Manager.						X	

Breakdown of Project Tasks and Assignments



Culver City Citywide BMP Treatment Train

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2.3.1.3	Install the rain garden per the approved design plans and specifications.				X			
2.3.1.4	Conduct pre, during, and post-installation photo documentation.				X			
	<u>Rain Garden, Roof Drain Disconnect and Cistern</u>							
2.3.2	Select a City park for the installation of a rain garden, roof downspouts disconnect, and irrigation system and submit to the Grant Manager for review and approval. The park will be selected based on its suitability as a BMP location, in terms of distance and depth to existing storm drain system, its existing uses (ballpark, picnic areas, etc.), and existing drainage patterns on and offsite.						X	
2.3.2.1	Prepare and submit design plans and specifications to the Grant Manager for the installation of a functional rain garden at the selected site and the re-grading, lining of special media layers, and re-vegetation with native, site appropriate plants.		X					
2.3.2.2	Prepare design plans for the chosen park for the installation of roof downspout disconnect to route roof runoff to an underground cistern for water storage and use or for a possible connection to an existing irrigation system.		X					
2.3.2.3	Submit for signature a Notice to Proceed to the Grant Manager.						X	
2.3.2.4	Install the rain garden, roof downspouts disconnect, and cistern system per the approved design plans and specifications.				X			
2.3.2.5	Conduct pre, during, and post-installation photo documentation				X			
2.4	<u>Water Conservation and Nuisance Flow Elimination BMPs Program</u>							
2.4.1	<u>Low-flow, High-pressurized Water Brooms</u>							
2.4.1.1	Establish a water conservation and nuisance flow elimination program to educate commercial business on the use of high-pressurized, low-flow water brooms to deter hosing down of driveways and sidewalks.	X						
2.4.1.2	Select a minimum of five hundred (500) businesses including restaurants, nurseries, and parking lots to participate in the program and submit the list to the Grant Manager. As a participant, the selected businesses will receive a water broom for their use. Businesses or facilities with significant outdoor activities or storage, and/or those with documented past nuisance flow complaints will be chosen for broom distribution. Preference will be given to those located on major thoroughfares within the City.	X						
2.4.1.3	2.4.1.3 Conduct door to door education to introduce the water conservation program to the selected businesses (see 2.4.1.2)	X						
2.4.1.4	Prepare and disseminate educational material, such as bilingual flyers, to selected sites and provide Grant Manager with copies.	X						
2.4.1.5	Conduct follow up meetings with the selected businesses to ensure that the water brooms are being used properly.	X						
2.4.2	<u>Optimized Irrigation at City Parks and Recreation Centers</u>							
2.4.2.1	Identify nine (9) sites that will include parks or recreation centers to be retrofitted with an optimized irrigation system and submit list to the Grant Manager.						X	
2.4.2.2	Retrofit nine (9) sites identified in 2.4.2.1 with optimized irrigation systems.						X	
2.4.2.3	Pre, during, and post installation photo documentation.						X	

Breakdown of Project Tasks and Assignments



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2.5	<u>Project Maintenance</u>							
2.5.1	Prepare and submit a maintenance plan for the two-tiered catch basins, irrigation systems, and rain gardens installed and submit to the Grant Manager for review and approval. The plan will detail for the City or contacted maintenance crew how to properly clean out the system, how to manage vegetation and filter media, and when/how to repair and replace necessary parts.	Tasks under tasks 2.5.1.1 & 2.5.1.2 below						
2.5.1.1 add	Prepare and submit a maintenance plan for the Catch Basin Inserts and submit to the Grant Manager for review and approval. The plan will detail for the City or contacted maintenance crew how to properly clean out the system and when/how to repair and replace necessary parts.			X				
2.5.1.2 add	Prepare and submit a maintenance plan for the rain gardens, cistern and irrigation system installed and submit to the Grant Manager for review and approval. The plan will detail for the City or contacted maintenance crew how to manage vegetation and filter media and when/how to repair and replace necessary parts.		X					
2.6	<u>Water Quality Monitoring</u>							
2.6.1	Conduct water quality monitoring to assess physical and chemical parameters of water quality at the inlet and outlet of the rain gardens for a minimum of three (3) storm events per the approved MP and QAPP.	X						
2.6.2	Prepare and submit to the Grant Manager a report summarizing results of water quality monitoring as part of the draft and final project report.	X						
2.7	<u>Public Outreach</u>							
2.7.1	Submit draft copies of all public outreach, press releases, signs and publications for approval to the Grant Manager prior to publication.	X						
2.7.2	Prepare education material such as brochures and flyers and disseminate at special events and via mailing, press releases, and/or City's website.	X						
2.7.3	Prepare presentation to be given at national and regional environmental conferences.	X						
2.7.4	Prepare City publications, such as <i>Culver City Living</i> , to be mailed to businesses and residences.	X						
2.7.5	Install signage on or near each Project site.						X	X
2.7.6	Conduct tours for students, residents, and or interested groups to Project sites to raise awareness of stormwater pollution and the pollution prevention projects implemented within the City.	X						
2.8	<u>Draft and Final Project Reports</u>							
2.8.1	Prepare and submit to the Grant Manager for review and comment a draft Project Report that includes the results of the work listed above. The report shall include the following narrative sections in addition to the requirements listed in Exhibit A (i.e. PAEP).	X						
	a. A summary of the Project, describing Project purpose, scope and goals, activities completed, techniques used and partners involved.	X						

Breakdown of Project Tasks and Assignments



Culver City Citywide BMP Treatment Train

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2.8.1 Cont'd	b. A report of all management practices or management measures implemented, together with their corresponding locations. The report shall be in a format that enables the Grant Manager to find the physical location of each implemented practice or measure in a quick and efficient manner. Acceptable formats include, but are not limited to the following: >Map of locations – The map of practices or measures implemented shall consist of dots placed on a USGS 7.5-minute quadrangle map at the implementation location. Lead lines shall be connected to a text box description of the practice or measure. The dots shall have a small enough diameter to enable the Grant Manager to locate the measure or practice within a 50-foot radius.	X						
	> Map of locations – The map of practices or measures implemented shall consist of dots placed on a USGS 7.5-minute quadrangle map at the implementation location. Lead lines shall be connected to a text box description of the practice or measure. The dots shall have a small enough diameter to enable the Grant Manager to locate the measure or practice within a 50-foot radius.						X	
	> Project coding system – The project coding system shall explain the product coding used to describe each implemented practice or measure, together with its corresponding latitude and longitude.						X	
	c. Describe Project performance, including benefits, successes and shortcomings, consistent with the PAEP. Enumerate specific quantifiable environmental changes and results of the Project. As appropriate, include 1) behavioral results such as the amount of management practices or measures implemented, 2) estimates or measurements of the amount of pollutants prevented from reaching surface or ground water, and 3) documented changes in water quality based on monitoring.	X						
	d. Any additional steps necessary to achieve the purposes of the local watershed management.	X						
	e. Include information collected in accordance with the PAEP, including a determination of the effectiveness of the Best Management Practices (BMPs) or management measures implemented as part of the Project in preventing or reducing nonpoint source pollution	X						
	f. Identify lessons learned in carrying out the Project. Describe what worked and what did not work, and how similar efforts could be utilized within the Project area, as well as in other watersheds.	X						
	g. Describe the extent of outreach that has been conducted and if there are plans to further promote the results of the Project to achieve additional implementation.	X						
	h. Describe the Project's funding. Include the projected cost and actual cost of the Project, how much of the grant funds were spent, and how much funding was put into the Project from sources other than Prop 50. Identify funding sources that have been "leveraged" by the Project and plans for funding future activities.	X						
	i. Identify planned or potential follow-up activities, including additional monitoring to assess project effectiveness and additional steps necessary to achieve the water quality objectives, Total Maximum Daily Loads (TMDL) or local watershed plans.	X						
	j. Identify additional reports that will be submitted after term of the agreement that describe follow up activities.	X						
	k. A list of items submitted as outlined in the Table of Items for Review.	X						
	l. Any additional information that is deemed appropriate by the Project Director or Grant Manager.	X						

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Breakdown of Project Tasks and Assignments



Culver City Citywide BMP Treatment Train

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2.8.2	Prepare a final Project Report that addresses, to the extent feasible, comments made by the Grant Manager on the draft Project Report. Submit one (1) reproducible master and two (2) copies of the final Project Report to the Grant Manager for review and acceptance.	X						
	<u>EXHIBIT B – INVOICING, BUDGET DETAIL AND REPORTING PROVISIONS</u>							
1.1	Invoicing						X	
7	<u>REPORTS</u>							
7.1	Progress Reports by the twentieth (20 th) of the month following the end of the calendar quarter (March, June, September, and December).						X	
7.2	Expenditure/Invoice Projections.						X	
7.3	Grant Summary Form.						X	
7.4	Natural Resource Projects Inventory (NRPI) Project Survey Form.	X						
	<u>EXHIBIT C – SWRCB GENERAL CONDITIONS</u>							
7	Copy of final CEQA/NEPA documentation. Work cannot begin prior to receipt of environmental clearance from the SWRCB.						X	
30	Signed cover sheets for all permits.						X	

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Culver CITY

REQUEST FOR QUALIFICATIONS AND PROPOSALS

CONSULTANT SERVICES FOR PROPOSITION 50 GRANT PLAN AND REPORT DEVELOPMENT, PUBLIC OUTREACH AND EDUCATION, AND WATER MONITORING

for

CULVER CITY CITY-WIDE BEST MANAGEMENT PRACTICES TREATMENT TRAIN

May, 2008

Submittal Deadline: 3:00 pm., July 16, 2008

SECTION I - GENERAL

Project Background - In August 2005, the City of Culver City (City) was awarded \$1,252,600 in Proposition 50 grant funds by the State Water Resources Control Board (SWRCB), through the Santa Monica Bay Restoration Commission (SMBRC), to implement its "Citywide BMP Treatment Train" project. The project is aimed at restoring and protecting the water quality in Ballona Creek and the Santa Monica Bay.

Overall Project Description - The project consists of designing, installing, implementing, and monitoring a series of innovative BMPs, such as rain gardens (also known as bioretention cells), downspout disconnection, cistern, catch basin filter inserts, optimized irrigation at certain City parks and recreation centers, and increased trash and recycling receptacles in select parts of the City. Also, as part of this project, the City will launch a focused dry weather runoff elimination program for critical sector businesses by distributing and conducting outreach on the use of high-pressure, low-volume water brooms to help eliminate pollution associated with hosing down of parking lots, driveways, and sidewalks. The overall success of implementing these BMPs will be assessed by monitoring for reductions in pollutant loads and runoff volumes. Public education and outreach will be carefully designed and provided to highlight both the successes and the importance of the BMPs, to raise public awareness, and to compel behavioral changes.

The successful implementation of these BMPs will achieve key objectives for the Santa Monica Bay-- i.e. the elimination of trash loading to Santa Monica Bay and significant reductions in pollutant loads from storm water/urban runoff, which in turn will assist the City's compliance with Federal and State water quality regulations. Through this Citywide BMP treatment train project, the City hopes to engage its residents and businesses and work toward meeting water quality standards in the Creek and the Bay.

Culver City - The City of Culver City is a Charter City incorporated in 1917, with a population of approximately 40,000 within five square miles. The City is located eight miles west of Downtown Los Angeles and six miles north of Los Angeles International Airport near the interchange of the Santa Monica (I-10) and San Diego (I-405) freeways. Culver City straddles a 3.5-mile segment of the Creek composing 3.9% of the of the roughly 120 square-mile Ballona Creek watershed.

Ballona Creek Watershed - One of the two major tributaries to the Santa Monica Bay, Ballona Creek drains a highly urbanized watershed that is home to more than 1.6 million residents. Approximately 85 percent of the land area in the Ballona Creek Watershed is occupied by homes, businesses, roads, and similar uses. Ballona Creek is listed on the California 303(d) list as impaired for trash, metals (copper, lead, selenium, and zinc), pathogens, pesticides, polyaromatic

hydrocarbons (PAHs), polychlorinated biphenyls (PCBs), and unknown toxicity (water and sediment).

SECTION II - PROJECT LOCATION

The City of Culver City is a Charter City incorporated in 1917, with a population of approximately 40,000 within five square miles. The City is located eight miles west of Downtown Los Angeles and six miles north of Los Angeles International Airport. It is also strategically located near the interchange of the Santa Monica (I-10) and San Diego (I-405) freeways.

SECTION III - PROJECT DESCRIPTION

Overall Project Concept - The project consists of designing, installing, implementing, and monitoring a series of innovative BMPs, such as rain gardens (also known as bioretention cells), downspout disconnection, cistern, catch basin filter inserts, optimized irrigation at certain City parks and recreation centers, and increased trash and recycling receptacles in select parts of the City. Also, as part of this project, the City will launch a focused dry weather runoff elimination program for targeted businesses by distributing and conducting outreach on the use of high-pressure, low-volume water brooms to help eliminate pollution associated with hosing down of parking lots, driveways, and sidewalks. The overall success of implementing these BMPs will be assessed by monitoring for reductions in pollutant loads and runoff volumes. Public education and outreach will be carefully designed and provided to highlight both the successes and the importance of the BMPs, to raise public awareness, and to compel behavioral changes.

The successful implementation of these BMPs will achieve key objectives for the Santa Monica Bay-- i.e. the elimination of trash loading to Santa Monica Bay and significant reductions in pollutant loads from storm water/urban runoff, which in turn will assist the City's compliance with Federal and State water quality regulations. Through this Citywide BMP treatment train project, the City hopes to engage its residents and businesses and work toward meeting water quality standards in the Creek and the Bay.

Exhibit 2 and the Grant Agreement (Exhibit 3) provide a full and detailed description of the overall project. This Request for Proposals requests proposals to complete those items of work described in the Scope of Work (Exhibit 1) and those items of work assigned to "Consultant A" in Exhibit 2.

SECTION IV - OBJECTIVES

This RFP - The City of Culver City is seeking the services of a qualified consulting firm to provide the following elements of the Proposition 50 Grant project:

- Plan and report development.
- Marketing, public outreach and education.
- Water quality monitoring services.
- Other tasks Identified in the attached Scope of Work (Exhibit 1) and the attached "Breakdown of Project Tasks and Assignments" (Exhibit 2).

The Grant Agreement between the City and the State Resources Control Board is attached as Exhibit 3. The City intends to perform certain project tasks with City forces and assign the remainder of tasks to be completed through 2 Consultant Agreements and 3 Public Works Contracts. Exhibit 2 provides a detailed breakdown of project tasks and assignments. **This Request for Proposals requests proposals to complete those items of work assigned to "Consultant A" in Exhibit 2 and as more fully described in the Scope of Work (Exhibit 1).** Exhibit 2 provides the proposer a clear understanding of the tasks to be completed by others and the coordination and cooperation required to complete the overall project. The consultant selected must coordinate and cooperate with other consultants and contractors involved in the project.

SECTION V - SCOPE OF SERVICES

The scope of services for this Request for Proposals is attached as Exhibit 1

SECTION VI – SCHEDULE

All tasks under the agreement must be completed by March 2009 as shown in Exhibit 3. If the proposer believes that this schedule cannot be met, an alternative schedule shall be proposed by the proposer and submitted with the proposal.

SECTION VII - QUALIFICATION CRITERIA

Prospective firms must meet the following qualification criteria before progressing any further in the proposal process.

1. Firm(s) must demonstrate experience and ability to perform the unique tasks described in the scope of services (Exhibit 1).
2. Firm(s) must have specific experience developing monitoring plans and monitoring storm water and shall provide examples of at least two monitoring plans developed in the last five years.
3. Firms shall have specific experience performing public outreach and marketing and shall provide examples of at least two related projects in the last five years.
4. It is preferred that firms have specific experience preparing Proposition 50 required reports and plans.
5. Firm(s) must meet the City insurance requirements, as stated in the attached Professional Services Agreement. All insurers must be licensed to sell their specific product in the State of California.

SECTION VIII - SUBMITTAL REQUIREMENTS

Five (5) copies of the following information, one copy of which must be single-sided and unbound, are requested as part of the submittal requirements. Please use the following format:

1. Letter of Introduction - Include the Respondent's basic understanding of the proposal; limited to two pages.
2. Project Team – List the proposed project team members, by name and position, the function each person will perform, and the percent of time each will spend on this project. Provide resumes for each proposed team member, including past experience of each team member related to this project.
3. A list of sub-consultants, if any, proposed to assist the prime consultant. This list shall also include the sub-consultants' qualifications pertinent to this project.
4. The City must approve changes in key personnel subsequent to the award of the contract.
5. Approach – Describe the firm's approach to Section V - Scope of Services in this RFP, as well as the level of involvement and interaction with City staff anticipated. Also describe what kind of information will be required from City staff.
6. Experience - Describe the relevant experience of the firm in completing similar types of projects. Provide a summary of the stated experience and outcomes/results accomplished, including a client contact and phone number.
7. Work Load – Provide a list of the firm's and team member's current and anticipated major projects to December 2008.
8. Project Timeline – Detail an anticipated project timeline from start of work to deliverables of each project phase/milestone.
9. Rates - Provide a not-to-exceed contract amount for the project, cost by each task listed in Exhibit 1 - Scope of Services, and hourly rates for the personnel assigned to this project.
10. References - Provide at least three (3) references of individuals and/or firms with whom the Proposer has worked; provide a contact name, position, firm name, address, telephone and fax numbers. Public Sector references are preferred.
11. Provide examples of relevant reports, plans and outreach/marketing materials developed by the proposer during previous projects.

SECTION IX- CONSULTANT SELECTION CRITERIA

The following criteria will be considered in the evaluation process:

1. Extent and quality of the firm's experience and accomplishments in relevant projects;
2. Qualifications and experience of the firm(s) and team members assigned to the project;
3. Quality of Proposal and demonstrated understanding of the project;
4. Record of the consultant in accomplishing work within required time and budget constraints;
5. Understanding of the approach; tasks, and methodology necessary to complete the required services
6. Workload of the firm(s);
7. References; and,
8. Geographical location of the design team.

The proposed fee is not intended to be the governing factor in the selection process but will be considered. The proposed fee must be submitted in a sealed envelope, separate from the proposal.

Interviews will be scheduled with the top candidates. The City in its sole discretion will determine how many and which firms will be invited to interview. Upon determining the most qualified candidate firm, the City will enter into negotiations with that firm. If an agreement cannot be reached, the City will end negotiations with the most qualified firm and initiate negotiations with the next firm. The City will follow this process until an agreement can be reached or the City elects to end all negotiations.

SECTION X - SOLE AUTHORITY

Rights of Rejection

The City intends to award a contract to the respondent that demonstrates the highest level of expertise and capabilities to provide the requested services. The City reserves the right to reject any and all proposals or to re-issue the RFP when such action shall be considered in the best interest of the City.

By submitting a response to this RFP, prospective consultants waive the right to protest or seek legal remedies whatsoever regarding any aspect of this RFP. In addition, the City reserves the right to issue written notice to all participants of any changes in the proposal submission schedule or submission requirements, should the City determine in sole and absolute discretion that such changes are necessary. The City also reserves the right to approve all individuals and firms, if any, to be retained by the prime consultant. The City's policy is to screen consultants based upon their proposal and project reference checks.

SECTION XI - RFP QUESTIONS

Questions regarding this Request for Proposals must be submitted no later than **5:00 p.m. PST on Thursday, July 3, 2008 by e-mail**. Questions should be submitted to:

Steven.Finton@CulverCity.org

Responses to RFP Questions will be e-mailed only to bid holders who have provided an e-mail contact.

SECTION XII - CONTRACT

The lead firm will be required to enter into an agreement with the City of Culver City prior to commencing work. No selection will be final until an agreement has been properly executed and signed by the consultant and the City. The terms of the agreement will include, among other items, insurance requirements established by the City. A sample form professional services contract is attached as Exhibit 4.

Errors and omissions insurance, specifically and exclusively designated for development of the site, shall be required of the firm providing professional design or engineering services for the Project. Such insurance shall provide a minimum coverage limit per claim of not less than \$1,000,000 per claim/\$1,000,000 in aggregate with an additional \$1,000,000 in exclusive coverage to the Project. Such policy may be written on a "claims made" basis provided it commences as to each named insured upon execution of each covered contract, continues until Final Completion and includes at least a one year discovery period after completion of the project.

All firms are required to have Worker's Compensation coverage and General Liability and Automobile Liability, each with a limit of \$1,000,000, naming the City and Santa Monica Mountains Conservancy as additional insured and provide for a 30-day notice of cancellation. Additionally, the consultant is also required to have the insurance company execute the City's Special Endorsement form. A copy of the Special Endorsement form is attached as Exhibit 5. The firm and all subconsultants must obtain a City of Culver City business tax certificate.

Should the City's relationship with the firm /contractor end during any phase of the design/construction process the City will retain possession of and exclusive rights to any drawings and/or documents produced during any one of the phases.

SECTION XIII - PROPOSALS DUE

Five copies of the proposal and your proposed fee in a separate sealed envelope must be submitted **by 3:00 pm, July 16, 2008** to the address shown below. Postmarks will not be accepted in lieu of delivery. Proposals are to be sent to:

Damian Skinner
Environmental Programs and Operations Manager
Culver City Public Works Department
9505 Jefferson Boulevard
Culver City, CA 90232-0507

All Submittals must, be clearly marked as "Proposal for Professional Services for the Prop. 50 Project, Consultant Contract A."

Business hours are 7:30 am - 5:30 pm, Monday through Friday, City facilities are closed alternate Fridays and will be closed on June 20, 2008.

SECTION XIV - FURTHER INFORMATION/CONTACT

Steve Finton, Senior Civil Engineer
(310) 253-6406

Damian Skinner, Environmental Programs and Operations Manager
(310) 253-6421

EXHIBITS:

1. Scope of Work
- ~~2. Breakdown of Project Tasks and Assignments.~~
- ~~3. State Water Resources Control Board Grant Agreement~~
- ~~4. Sample Contract with Exhibits "A" and "B"~~
- ~~5. Special Endorsement form~~

Exhibit 2 is not attached as it is provided as an attachment to the Council Report. Exhibits 3, 4 and 5 are not attached as a paper saving measure. Any of these items can be reviewed upon request.

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Culver City City-wide BMP Treatment Train

EXHIBIT 1

SCOPE OF SERVICES

Scope of this RFP		Corresponding Grant Task Description (for reference only)	
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		1	<u>QUALITY ASSURANCE PROJECT PLAN, MONITORING PLAN, PROJECT ASSESSMENT AND EVALUATION PLAN</u>
1.2.1	Prior to implementation of monitoring and performance assessment and/or evaluation actions, develop and submit a completed PAEP for review and approval by the City Contract Manager. [Guidance for preparing the PAEP is available at http://www.waterboards.ca.gov/funding/paep.html.] PAEP must detail the methods of measuring and reporting Project benefits. [This project includes multiple activities that will require measurement of several parameters to evaluate Project performance, in terms of pollutant concentration/load reductions, including projected annual load reductions. [Note: Proposals shall emphasize Applicant's expertise and experience in developing PAEP or similar plans.] Deliverables: One (1) hard copy and one (1) electronic copy of DRAFT PAEP, consistent with the instruction provided	1.2	PAEP - All projects are required to prepare and implement a Project Assessment and Evaluation Plan (PAEP) (aka Project Monitoring and Performance Plan) in accordance Exhibit D to detail the methods of measuring Project benefits and reporting them in accordance with a PAEP. Many projects include multiple activities that will require measurement of several parameters to evaluate Project performance. All implementation projects that propose pollution load and/or concentration reductions must report such reductions annually. Projects addressing sediment and nutrients must report annual pollutant load reductions. Projects protecting, restoring or creating streams, shorelines, or wetlands must report an annual accounting of the acres of wetlands restored and created, feet of stream bank and shoreline protected and feet of stream channels stabilized. The PAEP shall



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- under <http://www.waterboards.ca.gov/funding/paep.html>.
- Two (2) hard copies and two (2) sets of CDs of FINAL PAEP, consistent with the instruction provided under <http://www.waterboards.ca.gov/funding/paep.html>.

1.2.2 Implement the approved PAEP.

- 1.2.1 Prior to implementation of monitoring and performance assessment and/or evaluation actions, develop and submit a completed PAEP for review and approval by the City Contract Manager. [[Guidance for preparing the PAEP is available at <http://www.waterboards.ca.gov/funding/paep.html>.] PAEP must detail the methods of measuring and reporting Project benefits. [This project includes multiple activities that will require measurement of several parameters to evaluate Project performance, in terms of pollutant concentration/load reductions, including projected annual load reductions.
[Note: Proposals shall emphasize Applicant's expertise and experience in developing PAEP or similar plans.]

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be approved by the Grant Manager prior to implementation of monitoring and performance assessment and/or evaluation actions. Guidance for preparing the PAEP will be available at <http://www.waterboards.ca.gov/funding/paep.html>.

1.2 **PAEP** - All projects are required to prepare and implement a Project Assessment and Evaluation Plan (PAEP) (aka Project Monitoring and Performance Plan) in accordance Exhibit D to detail the methods of measuring Project benefits and reporting them in accordance with a PAEP. Many projects include multiple activities that will require measurement of several parameters to evaluate Project performance. All implementation projects that propose pollution load and/or concentration reductions must report such reductions annually. Projects addressing sediment and nutrients must report annual pollutant load reductions. Projects protecting, restoring or creating streams, shorelines, or wetlands.



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Deliverables:

- One (1) hard copy and one (1) electronic copy of DRAFT PAEP, consistent with the instruction provided under <http://www.waterboards.ca.gov/funding/paep.html>.
- Two (2) hard copies and two (2) sets of CDs of FINAL PAEP, consistent with the instruction provided under <http://www.waterboards.ca.gov/funding/paep.html>.

must report an annual accounting of the acres of wetlands restored and created, feet of stream bank and shoreline protected and feet of stream channel stabilized. The PAEP shall be approved by the Grant Manager prior to implementation of monitoring and performance assessment and/or evaluation actions. Guidance for preparing the PAEP will be available at <http://www.waterboards.ca.gov/funding/paep.html>.

1.2.2 Implement the approved PAEP.

1.3.1 Develop and submit for approval by City Contract Manager a Monitoring Plan (MP) that:

- a. Is consistent with the Sample Monitoring Plan provided under:
http://www.waterboards.ca.gov/funding/docs/grantinfo/monitoring_plan.pdf.
- b. Details the monitoring method(s) and the specific physical and chemical parameters of water quality to be assessed at the inlet and outlet of the two rain gardens for minimum of three storm events;
- c. Details the method for estimating pollutant load reduction anticipated on an annual basis from the two (2) rain gardens.

1.3 *Monitoring Plan* - If environmental water quality monitoring (chemical, physical, or biological) is undertaken, the Grantee shall prepare, maintain, and implement a Monitoring Plan (MP) as described on Page 9 of the Agricultural Water Quality Grant Program Guidelines (August 26, 2004). The MP shall include, but is not limited to, a description of the monitoring objectives, types of constituents to be monitored, and the sampling location frequency/schedule for the monitoring activities. The MP shall be approved by the Grant Manager prior to implementation of any sampling or monitoring activities. No monitoring may occur prior to MP approval. The Grant Manager must approve any changes to the MP prior to



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- d. Includes visual observations, photo documentation, and other methods necessary to generate average or representative estimates of trash collected by the 672 catch basin inserts, some of which could have otherwise ended up in Ballona Creek or Oxford Basin.
- e. Includes visual observations and photo documentation (pre-, during, and post-installation) for a minimum of three months for the 50 trash and 45 recycling bins purchased and installed in high trash generating areas, to generate estimates of trash collected that could have otherwise ended up in the streets or catch basins.
- f. Includes visual observations, photo documentations (pre-, during, and post-installation), and other methods (such as field observations, personnel interviews, and review of City's water bills) necessary to document and estimate water usage reduction from the installation of optimized irrigation at 9 City Parks and Recreation Centers.
- g. Details methods to assess physical and chemical parameters of pollutants in typical nuisance runoff and estimates of annual reductions in runoff volume and pollutant loads prevented or reduced by the use of low-flow, high-pressurized water brooms.
- h. Complies and is consistent with the requirements in Page 9 of the Agricultural Water Quality Grant Program Guidelines (adopted on August 26, 2004 by the State

implementation



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	Water Resources Control Board). i. Describes the monitoring objectives, types of constituents to be monitored, sampling locations, access points, safety tips, and frequency/schedule for each monitoring activities. [Note: Proposals shall emphasize Applicant's expertise and experience in developing MP or similar plans. To the extent possible, Proposals shall elaborate on the specific monitoring methods to be used to quantify measurable reductions in pollutant loads achieved through the BMP installation.] Deliverables: - Two (2) hard copy and one (1) electronic copy of DRAFT MP - Three (3) hard copies and two (2) sets of CDs of FINAL MP. 1.4.1 Concurrent with the MP, develop and submit for review and approval by City Contract Manager and Los Angeles Regional Water Quality Control Board's or SWRCB's Quality Assurance Officer a Quality Assurance Project Plan (QAPP) in accordance with the SWRCB's Surface Water Ambient Monitoring Program's (SWAMP) QAPP and data reporting requirements, and the USEPA QAPP, EPA AQ/R5 3/01. [Note: QAPP applies to the physical,	1.4	<i>QAPP - If an MP is prepared, the Grantee shall also prepare, maintain, and implement a Quality Assurance Project Plan (QAPP) in accordance with the SWRCB's Surface Water Ambient Monitoring Program's (SWAMP) QAPP and data reporting requirements, and the USEPA QAPP, EPA AQ/R5 3/01. Water quality monitoring data includes physical, chemical, and biological monitoring of any surface water. Electronic submittal of data collected in accordance with SWAMP shall be required. The QAPP shall be approved by the RWQCB's or SWRCB's Quality Assurance (QA) Officer prior to implementation of any sampling or monitoring activities. No monitoring may occur prior to QAPP approval. Any costs related to monitoring data collected prior to and not supported by the approved QAPP will not be reimbursed. Guidance for preparing the QAPP is available at http://www.waterboards.ca.gov/swamp/qapp.</i>



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chemical, and biological monitoring of any surface water. Electronic submittal of data collected in accordance of SWAMP is required. Any costs related to monitoring data collected prior to and not supported by the approved QAPP will not be reimbursed. Guidelines, checklist, and a template for preparing the QAPP are available through <http://www.waterboards.ca.gov/funding/grantinfo.html#forms>.

[Note: Proposals shall emphasize Applicant's expertise and experience in developing QAPP or similar plans.]

Deliverables:

- Two (2) hard copy and one (1) electronic copy of DRAFT QAPP, consistent with relevant information provided through <http://www.waterboards.ca.gov/funding/grantinfo.html#forms>.
- Three (3) hard copies and two (2) sets of CDs of FINAL QAPP, consistent with relevant information provided through <http://www.waterboards.ca.gov/funding/grantinfo.html#forms>.

- 1.5.1 Implement the approved MP and QAPP [note; No monitoring may occur prior to MP and QAPP approval]. Monitoring work should preferably be conducted by or in

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	partnership with a local environmental organization.		
1.5.2	Submit for review and comment by the City Contract Manager, a summary of water quality and other monitoring results, as part of the draft and final project report. At minimum, the monitoring summary shall include the following: <u>Trash and recycling bins</u> ▪ Evaluation, consisting of visual observations and photo documentation, for a minimum of 3 months to generate averaged estimates of trash collected that could have otherwise ended up in the streets or catch basins. ▪ Narrative description of field (visual) observations of street conditions and trash collected in bins, ▪ Photos (pre- and post-installation) of trash in and around trash and recycling bin areas, ▪ Monthly and annual quantitative estimates of trash collected by the 50 trash and 45 recycling receptacles; <u>Full capture catch basin inserts</u> ▪ Evaluation of baseline annual collection of trash from 672 catch basin before insert installation. ▪ Evaluation of annual increase in trash collected after insert installation. ▪ Narrative description of field (visual) observations of		



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inserts and conditions along Ballona Creek.

- Photos of trash near storm drain outlet into Ballona Creek, immediate after storm event, before and after insert installation
- Presentation of baseline data and an evaluation of load (i.e. into Ballona Creek) reductions in light of baseline data, and
- Description of rationale, calculation method and monthly as well as annual quantitative estimates of trash collected by the 672 catch basin inserts, and an estimate of the annual amount that could have otherwise entered Ballona Creek.

Rain Gardens

- Evaluation of 3 or more qualifying storm events (i.e. producing sufficient runoff volume for sampling and analysis) of rain gardens monitoring results,
- Narrative description of visual observations,
- Compilation of raw data as well as quantitative and qualitative analyses (including reductions in concentrations and loads for the sampled storm events) of the physical and chemical parameters of water quality at the inlet and outlet of the rain gardens for minimum of three storm events;
- Quantitative estimates of annual pollutant load reductions achieved by the rain gardens, roof rain

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disconnect, and cistern;

Optimized Irrigation at 9 City Parks and Recreation Center

- Description of rationale, calculation/estimation method, and estimates (e.g. based on observations, interviews, and review of City's water bills, etc) of water usage reduction from the installation of optimized irrigation at 9 City Parks and Recreation Centers.

Low-flow, high-pressurized water brooms

- Evaluation of baseline monitoring (i.e. physical and chemical parameters) of pollutants in typical nuisance runoff generated from the kinds of establishments where low-flow, high-pressurized water brooms were distributed.
- Description of rationale, calculation/estimation method, and estimates of annual reductions in runoff volume and pollutant loads achieved by the use of low-flow, high-pressurized water brooms.

Deliverables:

- Two (2) hard copies and two (2) electronic copies of DRAFT monitoring summary
- Two (2) hard copies and two (2) sets of CDs of FINAL monitoring summary.



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2.1.7 Compile and submit to City Contract Manager annual baseline summary report of the trash captured using City's maintenance records from previous 3 years.

Deliverable: Annual baseline summary report of the trash captured from 672 catch basins using maintenance records from previous 3 years

WORK TO BE PERFORMED BY GRANTEE

Two-Tiered Catch Basin Installation

2.1.7 Submit baseline summary report to the Grant Manager of the trash captured in previous years. The baseline information will be gathered from City's maintenance records of the sites.

Water Conservation and Nuisance Flow Elimination BMPs Program

Low-flow, High-pressurized Water Brooms

2.4.1.1 Establish a marketing plan targeting local commercial businesses for the distribution and use of high-pressurized, low-flow water brooms to promote water conservation and to eliminate nuisance flow from hosing down of parking lots, driveways, and sidewalks. Consult for "lessons learned" with neighboring cities, such as Santa Monica and West Hollywood that have established an outreach program for low-flow, high-pressurized water brooms. **[Note: Proposals shall discuss essential elements of a**

2.4.1.1 Establish a water conservation and nuisance flow elimination program to educate commercial business on the use of high-pressurized, low-flow water brooms to deter hosing down of driveways and sidewalks.

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	marketing plan and basic marketing approach. In addition, Proposals shall emphasize Applicant's expertise and experience in implementing similar BMP project(s).] Deliverables: - Two (2) hard copies and one (1) electronic copy of the DRAFT marketing plan for water brooms. - Three (3) hard copies and two (2) sets of CDs containing FINAL marketing plan for water brooms.		
2.4.1.2	Select and submit to City Contract Manager a list of a minimum of five hundred (500) businesses (names and addresses) in Culver City, including restaurants, nurseries, gas stations, and commercial parking lots, that will participate in the program and receive water brooms. Businesses or facilities with potential significant outdoor activities or storage, and/or those with documented past nuisance flow complaints should be included. Preference shall be given to those located on major thoroughfares within the City. Deliverables: Two (2) hard copies and one (1) electronic copy of the list of selected businesses, addresses, latitude and longitude information, phone numbers, and contact name, in a format consistent with the GPS instruction provided through:	2.4.1.2	Select a minimum of five hundred (500) businesses including restaurants, nurseries, and parking lots to participate in the program and submit the list to the Grant Manager. As a participant, the selected businesses will receive a water broom for their use. Businesses or facilities with significant outdoor activities or storage, and/or those with documented past nuisance flow complaints will be chosen for broom distribution. Preference will be given to those located on major thoroughfares within the City.



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<http://www.waterboards.ca.gov/funding/docs/grantinfo/gps.pdf>.

- 2.4.1.2a Research and purchase a minimum of 500 high-pressurized, low-flow water brooms. The total cost and the efficiency of the brooms should be at least equivalent to Watermiser brooms designed for commercial use [Note that the Metropolitan Water District offers a rebate to Southern California businesses for the purchase of Watermiser water brooms, which could result in significant cost savings. For additional information, refer to http://www.watermiser.com/html/rebate_offer.html.]

Deliverables:

- Two (2) hardcopies of brochures and web links for each water broom researched and a matrix of evaluation (ranking) criteria clearly showing why a certain water broom was chosen.

- 2.4.1.2b Design stickers for brooms that indicate that the purchase was made possible through a Proposition 50 grant through SWRCB/SMBRC. Submit a draft design to City Contract Manager, followed by a final design that incorporates comments from City Contract Manager. Apply the stickers (see section 4.1) to the brooms and distribute the brooms to



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	a minimum of 500 selected businesses. Deliverables: - Two (2) hard copies and one (1) electronic copy of the DRAFT sticker design. - Two (2) hard copies and one (1) electronic copy of the FINAL sticker design. - Digital photos (including close-ups) showing 500 water brooms with stickers applied. - Two (2) hard copies and one (1) electronic copy of the list of selected businesses, addresses, phone numbers, and initials of individuals receiving the brooms.		
2.4.1.3 & 2.4.1.4	Prepare and submit for review and comment by City Contract Manager draft bilingual educational materials. Submit final bilingual education materials for approval by City Contract Manager. Conduct door-to-door education and disseminate bilingual education materials to introduce the water conservation program to the selected businesses. [Note: Proposals shall highlight an effective outreach method that will help ensure consistent and regular use of water brooms by businesses.] Deliverables: - Two (2) hard copies and one (1) electronic copy of the DRAFT bilingual educational materials. - Two (2) hard copies and one (1) electronic copy of the	2.4.1.3	Conduct door to door education to introduce the water conservation program to the selected businesses (see 2.4.1.2)
		2.4.1.4	Prepare and disseminate educational material, such as bilingual flyers, to selected sites and provide Grant Manager with copies



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- FINAL bilingual educational materials.
- Two (2) hard copies and one (1) electronic copy of the education materials disseminated and list of selected businesses, addresses, phone numbers, and initials of individuals who received education.

- 2.4.1.5 Conduct at minimum one (1) follow up meeting with and obtain feedback from all of the selected businesses to ensure that water brooms are being used properly.
- [Note: Proposals shall highlight the elements of an effective follow-up outreach method that will help ensure consistent and regular use of water brooms by businesses.]**
- Deliverables:
- Two (2) hard copies and one (1) electronic copy of any education materials disseminated.
 - Two (2) hard copies and one (1) electronic copy of checklist of site visits, indicating the date of visit, addresses and names of the businesses visited, and feedback from businesses regarding their regular use of brooms and any problems they have encountered in using the brooms.

2.4.1.5

Conduct follow up meetings with the selected businesses to ensure that the water brooms are being used properly.

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2.6.1 & 2.6.2	Develop monitoring plan and conduct monitoring activities per proposal task 1.3.1, 1.4.1, 1.5.1 & 1.5.2. [Note: Proposals shall discuss feasible monitoring method(s) to be used that will help estimate the annual load of pollutants removed by the rain garden.] Deliverable: Same as deliverable under proposal task 1.5.2. Develop and implement public education program per section 2.7. Deliverables: Same as deliverables under section 2.7, that pertains to rain garden.	2.6	<u>Water Quality Monitoring</u>
		2.6.1	Conduct water quality monitoring to assess physical and chemical parameters of water quality at the inlet and outlet of the rain gardens for a minimum of three (3) storm events per the approved MP and QAPP.
		2.6.2	Prepare and submit to the Grant Manager a report summarizing results of water quality monitoring as part of the draft and final project report.
		2.7	<u>Public Outreach</u>
2.7.1	Prepare and submit for review and approval by the City Contract Manager draft copies of press releases in appropriate format for the types of media outlet targeted. Submit final copies of press releases, which adequately incorporates review comments of City Contract Manager. Conduct press releases at the beginning and completion of the project through appropriate local media outlet, such as	2.7.1	Submit draft copies of all public outreach, press releases, signs and publications for approval to the Grant Manager prior to publication.



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newspaper, radio and TV news. [Note: Proposals shall discuss the overall approach, specific types of media outlet (i.e. newspaper, radio, and TV news) to be targeted for press releases, and the relative effectiveness of the chosen media outlet(s). In addition, Proposals shall emphasize Applicant's expertise and experience in implementing press releases for BMP projects.]

Deliverables:

- Two (2) hard copies and 1 electronic copy of draft press releases, articles, brochures and/or newsletters.
- Three (3) hard copies and 2 sets of CDs of FINAL press releases, articles, brochures and/or newsletters.
- Date, time and list of local media outlets to which press releases were issued.
- One (1) copy of each press release actually distributed by specific local media outlet.
- Written estimation of the size of audience reached by the press releases, and rationale for estimation.

2.7.2

Prepare and submit for review and approval by the City Contract Manager draft written concept to feature project highlights on City website, including a concise narrative description of project goals, photos of BMPs and public tours, construction schedule, and summary of available

2.7.2

Prepare education material such as brochures and flyers and disseminate at special events and via mailing, press releases, and/or City's website.

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	monitoring results, presented in a public-friendly format. The written concept shall include an interactive students page that engages school-aged children of pollution prevention concepts and age-appropriate, voluntary actions that can lead to pollution reduction. Submit a written project highlight, which adequately incorporates comments from City Contract Manager, in webpage layout format. Collaborate with City webmaster on webpage layout and to incorporate project highlights, including an interactive kids' page/corner into the City's website. The specific webpage should incorporate a feature to track number of visitors to the webpage.. <i>[Note: Proposals shall discuss the overall approach as well as ideas for the interactive kid's page.]</i> ▪ Deliverables: ▪ Two (2) hard copies and one (1) electronic copy of draft written concept to feature project highlights on City website, including concise narrative description of project goals, photos of BMPs and public tours, construction schedule, and summary of available monitoring results, presented in a public-friendly format. ▪ Three (3) hard copies and 2 sets of CDs of written project highlight, which adequately incorporates comments from City Contract Manager, in webpage layout format.		



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- Two (2) print outs of applicable webpage highlighting BMP project from updated City of Culver City website.
- A functional webpage in City of Culver City's website that clearly communicates the BMP project goals and status.

2.7.3

Prepare and submit for review by City Contract Manager a draft PowerPoint presentation to be given at national and regional environmental conferences, regarding the project background, goals, construction and monitoring results, and evaluation of project success. Submit for approval by City Contract Manager a final PowerPoint presentation that adequately incorporates review comments of City Contract Manager. **[Note: Proposals shall emphasize Applicant's expertise and experience in conducting BMP presentation at regional and national conferences.]**

Deliverables:

- 1 electronic copy of DRAFT PowerPoint presentation (20-40 slides) highlighting project background, goals, BMP installation, monitoring results, and evaluation of project success and lessons learned.
- 2 sets of CDs of FINAL PowerPoint presentation (20-40 slides) highlighting project background, goals, BMP installation, monitoring results, and evaluation of project success and lessons learned.

2.7.3

Prepare presentation to be given at national and regional environmental conferences.

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2.7.4	Prepare and submit for review and approval by City Contract Manager article(s) highlighting the project for City publications, including <i>Culver City Living</i>, to be mailed to all businesses and residents within the City. Submit to City Contract Manager final copies of articles that adequately incorporate review comments of City Contract Manager. Deliverables: - Two (2) hard copies and one (1) electronic copy of draft press releases, articles, brochures and/or newsletters. - Three (3) hard copies and 2 sets of CDs of FINAL press releases, articles, brochures and/or newsletters.	2.7.4	Prepare City publications, such as <i>Culver City Living</i> , to be mailed to businesses and residences.
2.7.5	Prepare and submit for review and approval by City Contract Manager design plans, specifications, and construction schedule for the installation of an interpretive sign at the selected site, which explains the goals, background, and funding source of the rain garden. The purpose of interpretive sign is to enhance student and visitor experiences by explaining the designs and objectives of rain gardens and vegetation associated with rain garden. The sign must include educational text, colorful photos, and maps or other illustrations where appropriate. The text must	2.7.5	Install signage on or near each Project site.



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be suitable for the park's two main audiences – students and families. The sign should measure approximately 24" by 36" and mounted on a slight slant at an easy-to-read height. The sign should be printed on high quality vinyl using solvent based, weather resistant inks, protected with an ultraviolet resistant overlay. The backing plate and support posts should be fabricated from heavy gauge steel that has been powder coated. **[Note: Proposals shall provide approximate dimensions for the rain garden, on which the cost estimates shall be based.]**

- Deliverables:
- Two (2) hard copies of DRAFT design plans, specifications, and construction schedule for the installation of an rain garden interpretive sign.
- Three (3) hard copies and two (2) sets of CDs containing FINAL design plans, specifications, and construction schedule of interpretive sign installation.

Prepare and submit for review and approval by City Contract Manager design plans, specifications, and construction schedule for the installation of an **interpretive sign** at the selected site, which explains project (i.e. **rain garden, downspout disconnection, and underground cistern**) goals, description, and funding source. The purpose of interpretive signs are to enhance student and

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	visitor experiences by explaining the designs and objectives of rain gardens and vegetation associated with rain garden. The sign must include educational text, colorful photos, and maps or other illustrations where appropriate. The text must be suitable for the park's two main audiences – students and families. The sign should measure approximately 24" by 36" and mounted on a slight slant at an easy-to-read height. The sign should be printed on high quality vinyl using solvent based, weather resistant inks, protected with an ultraviolet resistant overlay. The backing plate and support posts should be fabricated from heavy gauge steel that has been powder coated. ▪ Deliverables: ▪ Two (2) hard copies of DRAFT design plans, specifications, and construction schedule for the installation of an rain garden interpretive sign. ▪ Three (3) hard copies and two (2) sets of CDs containing FINAL design plans, specifications, and construction schedule of interpretive sign installation. Install interpretive sign on or near BMPs. ▪ Deliverables: ▪ Full capture catch basin inserts- number and dimensions of interpretive signs to be negotiated during the		



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contracting process.

- For rain gardens, roof downspout disconnect, and cistern- an interpretive sign, consistent with sections A and B below.
- For trash and recycling bins- sticker or stenciling (with a message that purchase was made possible through Proposition 50 grant funding from SWRCB/SMBRC)
- For optimized irrigation- to be negotiated during contracting process.
- For low-flow, high-pressurized water brooms, stickers (with a message that purchase was made possible through Proposition 50 grant funding from SWRCB/SMBRC) on each broom.

2.7.6

Prepare and submit for review and approval by City Contract Manager written BMP tour concepts, an approach for marketing BMP tours to reach and secure desired segment of population and size of participants (at minimum, one tour for students and two tours for the general public), tour schedules, appropriate BMP education/ outreach brochures, and an appropriate parental permission slip for student tour. The purpose of the BMP tours is to raise public awareness of storm water pollution and specific pollution prevention projects implemented within the City. Ideally, the public education tours should be conducted in

2.7.6

Conduct tours for students, residents, and on interested groups to Project sites to raise awareness of stormwater pollution and the pollution prevention projects implemented within the City.

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	partnership with a local environmental organization experienced in public outreach and local water quality issues. <i>[Note: Proposals shall discuss the targeted population segment and a range for the size of tours (i.e. # of participants each tour would accommodate). Also, in case a student tour is not feasible, an equivalent outreach, consisting of a public presentation and distribution of education materials, through a school assembly may be a feasible substitute. Proposals shall emphasize Applicant's expertise and experience in implementing public tours showcasing demonstration BMPs.]</i> ▪ Deliverables: ▪ Two (2) hard copies and one (1) electronic copy of DRAFT BMP tour concepts, marketing approach, tour schedules, and parental permission slip. ▪ Three (3) hard copies and two (2) sets of CDs of FINAL BMP tour concepts, marketing approach, tour schedules, and parental permission slip. Conduct, at minimum, one tour for students and two tours for the general public. Make all necessary arrangements, including but not limited to transportation (if necessary), safety instructions, and written permission for taking		



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pictures of participants during tours, which may appear in publications.

- Deliverables:
- Two (2) hardcopies and one (1) electronic copy of dates of tours and list of names, addresses, and age of tour participants.
- Photos of each tour including BMP location, BMP, and tour participants.

2.8

Draft and Final Project Reports

2.8.1

Prepare and submit to the Grant Manager for review and comment a draft Project Report that includes the results of the work listed above. The report shall include the following narrative sections in addition to the requirements listed in Exhibit A (i.e. PAEP):

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Prepare and submit to the Grant Manager for review and comment a draft Project Report that includes the results of the work listed above. The report shall include the following narrative sections in addition to the requirements listed in Exhibit A (i.e. PAEP):

2.8.1.a

A summary of the Project, describing Project purpose, scope and goals, activities completed, techniques used and partners involved.

2.8.1.a

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2.8.1.b	A report of all management practices or management measures implemented, together with their corresponding locations. The report shall be in a format that enables the City Contract Manager to find the physical location of each implemented practice or measure in a quick and efficient manner. Acceptable formats include, but are not limited to: Map of locations – The map of practices or measures implemented shall consist of dots placed on a USGS 7.5-minute quadrangle map at the implementation location. Lead lines shall be connected to a text box description of the practice or measure. The dots shall have a small enough diameter to enable the City Contract Manager to locate the measure or practice within a 50-foot radius. Project coding system – The project coding system shall explain the product coding used to describe each implemented practice or measure, together with its corresponding latitude and longitude.	2.8.1.b	A report of all management practices or management measures implemented, together with their corresponding locations. The report shall be in a format that enables the Grant Manager to find the physical location of each implemented practice or measure in a quick and efficient manner. Acceptable formats include, but are not limited to the following: - Map of locations. The map of practices or measures implemented shall consist of dots placed on a USGS 7.5-minute quadrangle map at the implementation location. Lead lines shall be connected to a text box description of the practice or measure. The dots shall have a small enough diameter to enable the Grant Manager to locate the measure or practice within a 50-foot radius.
2.8.1.c	Description of project performance, including benefits, successes and shortcomings, consistent with the PAEP. Enumerate specific quantifiable environmental changes and results of the project. As appropriate, include 1) behavioral results such as the amount of management practices or measures implemented, 2) estimates or measurements of the amount of pollutants prevented from reaching surface or ground water, and 3) documented changes in water quality	2.8.1.c	Describe Project performance, including benefits, successes and shortcomings, consistent with the PAEP. Enumerate specific quantifiable environmental changes and results of the Project. As appropriate, include 1) behavioral results such as the amount of management practices or measures implemented, 2) estimates or measurements of the amount of pollutants prevented from



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	based on monitoring.		reaching surface or ground water, and 3) documented changes in water quality based on monitoring.
2.8.1.d	Any additional steps necessary to achieve the purposes of the local watershed management.	2.8.1.d	Any additional steps necessary to achieve the purposes of the local watershed management.
2.8.1.e	Information collected in accordance with the PAEP, including a determination of the effectiveness of the Best Management Practices (BMPs) or management measures implemented as part of the Project in preventing or reducing nonpoint source pollution	2.8.1.e	Include information collected in accordance with the PAEP, including a determination of the effectiveness of the Best Management Practices (BMPs) or management measures implemented as part of the Project in preventing or reducing nonpoint source pollution.
2.8.1.f	Lessons learned in carrying out the project. Describe what worked and what did not work, and how similar efforts could be utilized within the Project area, as well as in other watersheds.	2.8.1.f	Identify lessons learned in carrying out the Project. Describe what worked and what did not work, and how similar efforts could be utilized within the Project area, as well as in other watersheds.
2.8.1.g	Description of the extent of outreach that has been conducted and if there are plans to further promote the results of the project to achieve additional implementation.	2.8.1.g	Describe the extent of outreach that has been conducted and if there are plans to further promote the results of the Project to achieve additional implementation.
2.8.1.h	Description of the project's funding. Include the projected cost and actual cost of the project, how much of the grant funds were spent, and how much funding was put into the project from sources other than Prop 50. Identify funding sources that have been "leveraged" by the Project and plans for funding future activities.	2.8.1.h	Describe the Project's funding. Include the projected cost and actual cost of the Project, how much of the grant funds were spent, and how much funding was put into the Project from sources other than Prop 50. Identify funding sources that have been "leveraged" by the Project and plans for funding future

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2.8.1.i	Identification of planned or potential follow-up activities, including additional monitoring to assess project effectiveness and additional steps necessary to achieve the water quality objectives, Total Maximum Daily Loads (TMDL) or local watershed plans. Identification of additional reports that will be submitted after term of the agreement that describe follow up activities. A list of items submitted as deliverables.	2.8.1.i	activities. Identify planned or potential follow-up activities, including additional monitoring to assess project effectiveness and additional steps necessary to achieve the water quality objectives, Total Maximum Daily Loads (TMDL) or local watershed plans.
2.8.1.j	Identification of additional reports that will be submitted after term of the agreement that describe follow up activities.	2.8.1.j	Identify additional reports that will be submitted after term of the agreement that describe follow up activities.
2.8.1.k	A list of items submitted as deliverables.	2.8.1.k	A list of items submitted as outlined in the Table of Items for Review.
2.8.1.l		2.8.1.l	Any additional information that is deemed appropriate by the Project Director or Grant Manager.
2.8.2	Prepare and submit for acceptance by City Contract Manager a final Project Report that adequately addresses comments made by City Contract Manager on the draft Project Report.	2.8.2	Prepare a final Project Report that addresses to the extent feasible, comments made by the Grant Manager on the draft Project Report. Submit one (1) reproducible master and two (2) copies of the final Project Report to the Grant Manager for review and acceptance.



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	Deliverable: Two (2) reproducible masters and three (3) copies of the FINAL Project Report.		
7.4	National Resource Project Inventory Project. Complete a National Resource Project Inventory Form, on behalf of the project, in a manner consistent with the instructions provided under "NRPI Form" hyperlink under http://www.waterboards.ca.gov/funding/grantinfo.html#forms. Deliverable: Completed National Resource Project Inventory Form	7.4	Natural Resource Projects Inventory (NRPI) Project Survey Form

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