

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 10/22/2007		Item Number: <u>C-5</u>	
AGENDA ITEM: Authorization to Release RFP #1355 for Designated UST Operator Services, Environmental Compliance Testing and Associated UST and AST Component Repair at Four (4) City Fueling Facilities.			
Contact Person/Dept: Jane Leonard/Transportation Department		Phone Number: 310-253-6523	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Master Notification List via email on 10/17/07			
Department Approval: Art Ida 10/11/2007		City Attorney Approval: Carol A. Schwab (10/16/07)	
Fiscal Impact Review: Marlee Chang (by M. Noller) (10/16/07)		City Manager Approval: Jerry B. Fulwood (10/17/07)	
<u>RECOMMENDATION:</u> Staff recommends the City Council authorize the release of Request for Proposal No. 1355 in order to solicit bids for Designated UST Operator services, environmental compliance testing, and associated underground storage tank (UST) and above-ground storage tank (AST) component repair at four (4) City fueling facilities: Transportation Facility; Police Department Facility; Fire Station #1 and Fire Station #2. These services are mandated by State and Local environmental regulations which protect groundwater from potential contamination and improve air quality in the region. Staff proposes these services be combined into a three-year award of contract, with an option for one 2-year extension. <u>BACKGROUND:</u> The City of Culver City owns, operates and maintains four fuel sites on City property, itemized above. All four sites currently contain underground storage tanks for petroleum-based fuels. Fire Station #2 is undergoing a reconstruction of its fuel site to close its underground tanks and install one new diesel tank above-ground. The operation, monitoring and environmental compliance testing for all USTs and ASTs are strictly regulated by the California Air Resources Board (CARB), the State Water Resources Control Board (SWRCB), and the Southern California Regional Air Quality Management District (AQMD) to ensure protection of groundwater resources and air quality. All tank and fuel dispensing components are required to be monitored and inspected by individuals certified as Designated UST Operators. All monitoring equipment must be tested and certified annually, vapor recovery systems must be tested annually, and secondary containment systems and components must be tested triennially by technicians who possess special qualifications for this			

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testing. In addition, all repairs to these components must be performed by certified tank specialists.

To date, the City has solicited quotes for testing services when they became due, and for repair services as required. The Certified Designated UST Operator services were originally provided by in-house Transportation Facility staff (our Facility Engineer). However, the time required to perform these duties eventually impeded his ability to perform his primary responsibility for maintenance of the complex systems at our Transportation Facility. Over the past year, these services were contracted via two six-month terms with a company specializing in UST and AST operations to streamline costs and staff time associated with these functions. This current contract for Designated UST Operator Services is currently held by Ami Adini & Associates, Inc. and will terminate on January 29, 2008.

DISCUSSION:

Since these operations affect multiple City sites, the ongoing UST and AST needs assessment involves Public Works, Fire, Police and Transportation Departments. Staff agrees that these services should be performed by one contractor. In addition, combining these critical UST and AST services to ensure their safe operation and environmental compliance in a three-year contract is an effective method to reduce costs and establish greater accountability for these services.

The proposed RFP document is attached for reference and consideration by the City Council. The proposed timeline is as follows:

Release RFP:	October 25, 2007
Deadline for Submission by Contractors:	November 15, 2007
Council Award of Contract:	December 10, 2007

FISCAL ANALYSIS:

Funds for Designated UST Operator Services and environmental compliance testing have been identified in the FY07-08 and FY08-09 operational budgets for Building Repair & Maintenance in the Police (10140900), Fire (10145100) and Transportation (30868900) Departments.

Any minor UST or AST modifications associated with changes in environmental compliance legislation performed under this contract at General Funded fuel sites (Police Department and both Fire Stations), will be paid from funds identified in Capital Improvement Project No. 844. Similar minor modifications to Transportation Facility UST components will be paid from funds identified in the Transportation

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Department Capital Improvement account 20368300.732120 for FY07-08 and FY08-09.

ATTACHMENTS:

Proposed RFP #1355.

MOTIONS:

That the City Council:

1. Authorize the release of RFP#1355 for Designated UST Operator Services, Environmental Compliance Testing and Associated UST and AST Component Repair at Four (4) City Fueling Facilities.