

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 1/23/06		Item Number: <u>C-4</u>	
AGENDA ITEM: Authorization to Enter Into a Professional Services Agreement with John L. Hunter and Associates, Inc. to Provide Environmental Services in Support of the City's Stormwater and Urban Runoff Program (P-497)			
Contact Person/Dept.: Cathy Chang/PW		Phone Number: 310-253-5619	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒ Attachments: ☒	
Public Notification: Master Notification List (01/17/06); John L. Hunter and Associates, Inc. (01/11/06); Charles Abbott Associates (01/11/06)			
Department Approval: Charles D. Herbertson (01/12/06)		CAO Approval: Martin R. Cole for Jerry B. Fulwood (01/19/06)	
City Controller Approval: Marlee Chang (01/19/06)			
<u>RECOMMENDATION:</u> Staff recommends the City Council authorize entering into a professional services agreement with John L. Hunter and Associates, Inc. (JLHA), in the amount of \$47,653 to provide environmental services to support the City's Stormwater and Urban Runoff Program (Program), P-497, in its compliance with the federal and state NPDES requirements. <u>BACKGROUND:</u> On June 28, 2004, the City Council authorized adding an Associate Engineer position to the Engineering Services Division to manage the City's Program and directed staff to obtain a proposal from Enfact Solutions, Inc. (Enfact) for environmental services for a period of up to six months to support the Program and its transition to the new Associate Engineer. A new Associate Engineer was hired on January 10, 2005. Subsequently, the contract with Enfact was terminated in March 2005. The new Program manager came to the City with many years of NPDES regulatory experience and contracting management skills gained at the Water Board and Santa Monica Bay Restoration Commission, which are enhanced by her academic background of a doctorate in environmental science and engineering. As such, the new Program manager immediately took over the various challenges of the program with minimal transition time. Since January 2005, the new program manager has been engaged in <u>mandatory</u> compliance-related activities, which include:			

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- ◆ Attended and/or facilitated mandatory meetings (currently the chair of Ballona Creek and Santa Monica Bay Watershed Permittee meeting) and negotiated on behalf of the City regarding regulatory requirements and financial contributions associated with Total Maximum Daily Loads;
- ◆ Performed SUSMP plan checks, related meetings, and correspondence;
- ◆ Reviewed and approved local Storm Water Pollution Prevention Plans (LSWPPP);
- ◆ Oversaw compliance-related inspections, sampling, stormwater pollution prevention revisions and reporting of Transfer Station and Transportation Facility's General Industrial Storm Water Permit;
- ◆ Final draft update under review of the Stormwater and Urban runoff webpage on the City website and have all forms and instructions downloadable;
- ◆ Ensured city departments' compliance with NPDES requirements by responding to interdepartmental requests to review proposals, scopes of work, and questions to ensure consistency with state and federal water quality regulations;
- ◆ Shared information and resources on stormwater issues with other cities (regarding developing procedures, forms, enforcement strategies, etc.);
- ◆ Conducted public education and outreach on urban runoff issues, through an article in Culver City Living and by participating in various environmental fairs such as Children's Earth Day at Eco-Station, Ballona Creek Clean-up, Fiesta La Ballona, and Fire Prevention Week;
- ◆ Successfully applied for and placed a \$1,450,800 project concept in a West Basin MWD's Prop 50 proposal Chapter 8 Regional Grant Application (award decision to be announced at the end of this year);
- ◆ Submitted on time a completed Annual Report under the municipal stormwater permit by September 2005, by compiling and analyzing data from 10 departments/divisions;
- ◆ Responded to urban runoff complaints and spill incidents from the public as well as from other agencies;
- ◆ Updated Standard Urban Stormwater Mitigation Plan (SUSMP)-related forms, instruction, and guidelines;
- ◆ Developed NPDES training material and conducted training for Planning and Building staff;
- ◆ Created a construction stormwater inspection report form;
- ◆ Ensured a clean, orderly, and efficient environment at Symantec construction site by providing close oversight.

Additional items and accomplishments:

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- ◆ Applied for a Proposition 50 grant (awarded \$1,252,000) to assist the City in meeting TMDLs and NPDES requirements which helps the City fully meet its trash TMDL *and* has resulted in cost savings of \$58,000 and \$60,000 for Sanitation's and Parks & Recreation's 2005-2006 budget. A part of the Proposition 50 grant project pays for 45 tamper-free trash bins and 50 recycling receptacles in high trash generating areas and the installation of Calsense Central Control System for the irrigation system at 8 schools and parks within the City, to eliminate excessive water use;
- ◆ Enhanced, streamlined inter-departmental procedure and tools for reviewing SUSMP plans;
- ◆ Enhanced compliance under the municipal stormwater permit;
- ◆ Improved compliance under the general industrial stormwater permit at Transfer Station and Transportation Facility (by satisfying stormwater sampling and analysis and timely reporting requirements for which the City has received several violation notices in the past);
- ◆ Greater visibility for Culver City within the Ballona Creek Watershed for its leadership and initiatives;
- ◆ Effectively leveraged resources through information sharing with other agencies.

Currently, despite a very active program, there are other mandatory tasks that are required to ensure that the City is in compliance with NPDES requirements. Most importantly, the storm water quality inspection of 600 commercial and industrial businesses is required. Based on the aforementioned activities that take the entire work time of the Program Manager, it was proposed that a consultant be solicited to support the full implementation of the Program.

DISCUSSION:

Staff contacted JLHA and three other consulting companies and requested a proposal to provide environmental services for one-year (January 2006 to January 2007) to support the City's Stormwater and Urban Runoff Program. Two companies, JLHA and Charles Abbott and Associates, Inc. submitted their proposal by the indicated deadline. Staff reviewed the two proposals and found that JLHA's proposal was most responsive and cost-effective.

JLHA's fee for the 1-year contract is a not to exceed amount of \$47,653 including \$37,213 for the inspection services, which need to be completed by end of 2006. The remaining \$10,440 allocated for SUSMP and LSWPPP review, an amount which may fluctuate depending on the number of construction projects in the City,

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will not impact the City's budget as these fees will be recouped from the developer.

FISCAL ANALYSIS

There are sufficient I&A funds in the "Stormwater Discharge Program/NPDES", Project No. P-497, to cover the proposed agreement cost.

ATTACHMENTS:

- JLHA Proposal with Scope of Services.
- A Summary of NPDES Tasks Currently In Need of Additional Support/Resources

MOTIONS:

That the City Council:

- 1) Authorize entering into a professional services agreement with John L. Hunter and Associates, Inc. to provide environmental services in support of the City's Stormwater Pollution Prevention and Discharge Program for a not-to-exceed amount of \$47,653;
- 2) Direct the City Attorney to prepare the necessary documents and authorize the Chief Administrative Officer to approve the documents.