

MEETING DATE: 3/23/09

AGENDA ITEM: Authorization to Enter Into a Professional Services Agreement with Charles Abbott Associates, Inc. to Provide Inspection Services for Culver City's NPDES Program.

ATTACHMENTS

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1	Inspection Programs in Other Agencies	1
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INSPECTION PROGRAMS IN OTHER AGENCIES

	CITY	Inspections required in Current NPDES Permit Completed	Resuming Inspections Prior to New NPDES Permit	Inspection Frequency			
				Annually		30 Month Intervals	
				Restaurants	Other Industrial/ Commercial Sites	Restaurants	Other Industrial/ Commercial Sites
West Side Cities	Beverly Hills	X	X	X	X		
	West Hollywood	X	X			X	X
	Santa Monica	X	X	X	X		
	City of Los Angeles	X	X			X	X
	County of Los Angeles	X	X	X			X
	<i>Culver City</i>	X	TBD	X (proposed)			X (proposed)
South Bay Cities	Torrance	X	X	X			X
	Hermosa Beach	X	X	X			X
	Manhattan Beach	X	X	X			X
	Rolling Hills Estates	X	X			X	X
	Redondo Beach	X	X	X			X
	Rancho Palos Verdes	X	X	X			X



Proposal To:

Provide National Permit Discharge Elimination Program (NPDES)/Stormwater Program Compliance Inspection Services for the City of Culver City.

Submitted To:

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

September 10, 2008



CHARLES ABBOTT ASSOCIATES INC.
2601 AIRPORT DRIVE, SUITE 110 TORRANCE, CA 90505
PHONE (310) 257-2000 • FAX (310) 534-8082
WWW.CAAPROFESSIONALS.COM

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September 10, 2008

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

Subject: Proposal to Provide Compliance Inspection Services for NPDES/Stormwater Program

Dear Mr. Skinner:

Charles Abbott Associates, Inc. (CAA) is pleased to submit our proposal to provide Commercial Facility Inspection services and NPDES Program support to the City of Culver City (City).

CAA is exceptionally well qualified to serve the City, as our team is not only comprised of environmental experts, but also public works and government officials who understand the cost and practical issues associated with implementing the required measures of a comprehensive Compliance Inspection Program. CAA's environmental professionals have a proven track record in balancing regulatory requirements, cost effectiveness, political considerations, and practicality when advising their clients. CAA prides itself on being a firm who provides superior quality of services without sacrificing quality. CAA is also a progressive thinking firm which aims its self to efficiently guiding its clients and helping them identify creative solutions to complex environmental issues.

We pledge CAA's full resources to assure that the City maintains its objective of delivering outstanding public service and ensuring public health, while maintaining cost effectiveness. CAA stands by its commitment to unparalleled professionalism and service.

The attached proposal details our Project Team's expertise in providing similar services for various NPDES/Stormwater programs throughout Southern California. CAA's expert staff has assisted many clients in fulfilling the requirements established by the Regional Water Quality Control Boards and State Water Resources Control Board.



Please contact me directly at (310) 257-2004 should you have any questions or if there is additional information that we can provide you. The environmental staff and I look forward to working with you on this project.

Sincerely,

A handwritten signature in blue ink that reads 'Kimberly Colbert'. The signature is written in a cursive, flowing style.

CHARLES ABBOTT ASSOCIATES, INC.

Kimberly Colbert

Director of Environmental Services

SECTION 2- PROJECT MANAGEMENT

“Our experience has taught us that communication and follow through are keys to effectively execute and manage.”

CAA's team of professionals has the technical skills, experience, and philosophy to perform the services requested by the City. Our Project Team possesses the unique skills necessary to perform inspections specific to industrial and commercial businesses. Our expert team brings a combined + 75 years of related project experience, together with an expertise in performing industrial inspection services for other municipal clients.

FIRM OVERVIEW AND CAPABILITIES

CAA was incorporated in the State of California in 1984. Over the past 24 years, we have provided outstanding professional engineering, environmental, contract management, code enforcement, inspection, facilities management, plan check, building & safety, and many other services to over 75 municipal and regional government agencies.

CAA'S OFFICES

CAA offices are strategically placed throughout Southern California and Nevada to support our clients with enhanced quality and responsiveness in the most cost effective manner.

Corporate Headquarters

27401 Los Altos Suite 220
Mission Viejo, CA 92691
Toll Free: (866) 530-4980
FAX: (949) 367-2852



Los Angeles County

2601 Airport Drive Suite 110
Culver City, CA 90505
Phone: (310) 257-2000
FAX: (310) 534-8082

Sacramento County

US Bank Plaza Center
980 Ninth Street, 16th Floor
Sacramento, CA 95814
Toll Free: (866) 530-4980
Phone: (916) 446-7104

Clark County, Nevada

5940 S. Rainbow, Suite 3000
Las Vegas, NV 89118
Phone: (702) 835-9217
FAX: (702) 835-9218

Nye County, Nevada

1210 E. Basin Avenue
Suite 1
Pahrump, NV 89048
Phone: (775) 751-3773
FAX: (775) 751-3778

FIRM'S ORGANIZATION

CAA's full-time staff of more than 134 employees is fully credentialed and cross-trained enabling us to quickly and effectively respond to any changes in our clients' needs. CAA has a demonstrated track record of very low turnover, which has proven beneficial to our clients. We employ a fully credentialed, cross-trained staff that effectively meets our building & safety, engineering, environmental and fire prevention commitments to our clients. The general make up of CAA's staff includes the following:

Principals	2
Civil/Structural Engineers	23
Engineering Associates	10
Building & Safety	52
Environmental, Fire Prevention & Planning	17
Technicians	17
Administrative	13
TOTAL	134

SECTION 3 - Project Team

“The CAA team understands the challenges and the processes of preparing a thorough Industrial Inspections Program, and is prepared to execute.”

CAA has identified and dedicated to the City an integrated team of environmental professionals experienced in all aspects of storm water management, compliance monitoring and inspection, as well as construction site management and engineering to fully service your needs.

CAA's management approach has been highly effective in maintaining strict quality and contract compliance in the performance of similar studies. Our Project Team maintains several key qualities:

- ❖ An efficient, functional organizational structure that provides clear lines of authority, responsibility, accountability and communication,
- ❖ Highly qualified key personnel, with a Project Manager who has a proven track record managing similar and multi-task contracts,
- ❖ Strict cost and schedule control procedures that address planning, scheduling, budgeting, performance, measurement, performance evaluation, and quality control,
- ❖ Proven success with project tracking and documentation procedures and systems to facilitate the early identification of performance issues,
- ❖ Well-planned and disciplined execution of timely and effective corrective action, and
- ❖ Formalized communication requirements to provide effective teamwork, and
- ❖ A Quality Assurance and Control Plan designed to expedite progress and eliminate rework.

It is also important that the Project Team members possess the following key skills:

- Managing the general program areas;
- Performance of commercial facilities inspections;
- Technical knowledge to perform the duties;
- Certification/Registration in the necessary disciplines to demonstrate their technical knowledge;
- Ability to stay current with technology through ongoing training;
- Ability to communicate effectively with the public; and
- Desire to work cooperatively with other staff members and consultants.

Rusty Reed, PE, is the proposed Principal-in-Charge. Mr. Reed brings over 30 years of environmental management experience and will ensure that firm's resources are available to efficiently and timely execute the project. He brings a wealth of municipal engineering and management skills to the team.

Kimberly Colbert, CHMM, REM, CEM., is the proposed Project Director for this project. Ms. Colbert will serve as program management and NPDES technical resource to the team. She brings over 18 years of environmental and water quality experience to the team and is an authority in industrial and commercial facilities inspections in Southern California. Ms. Colbert

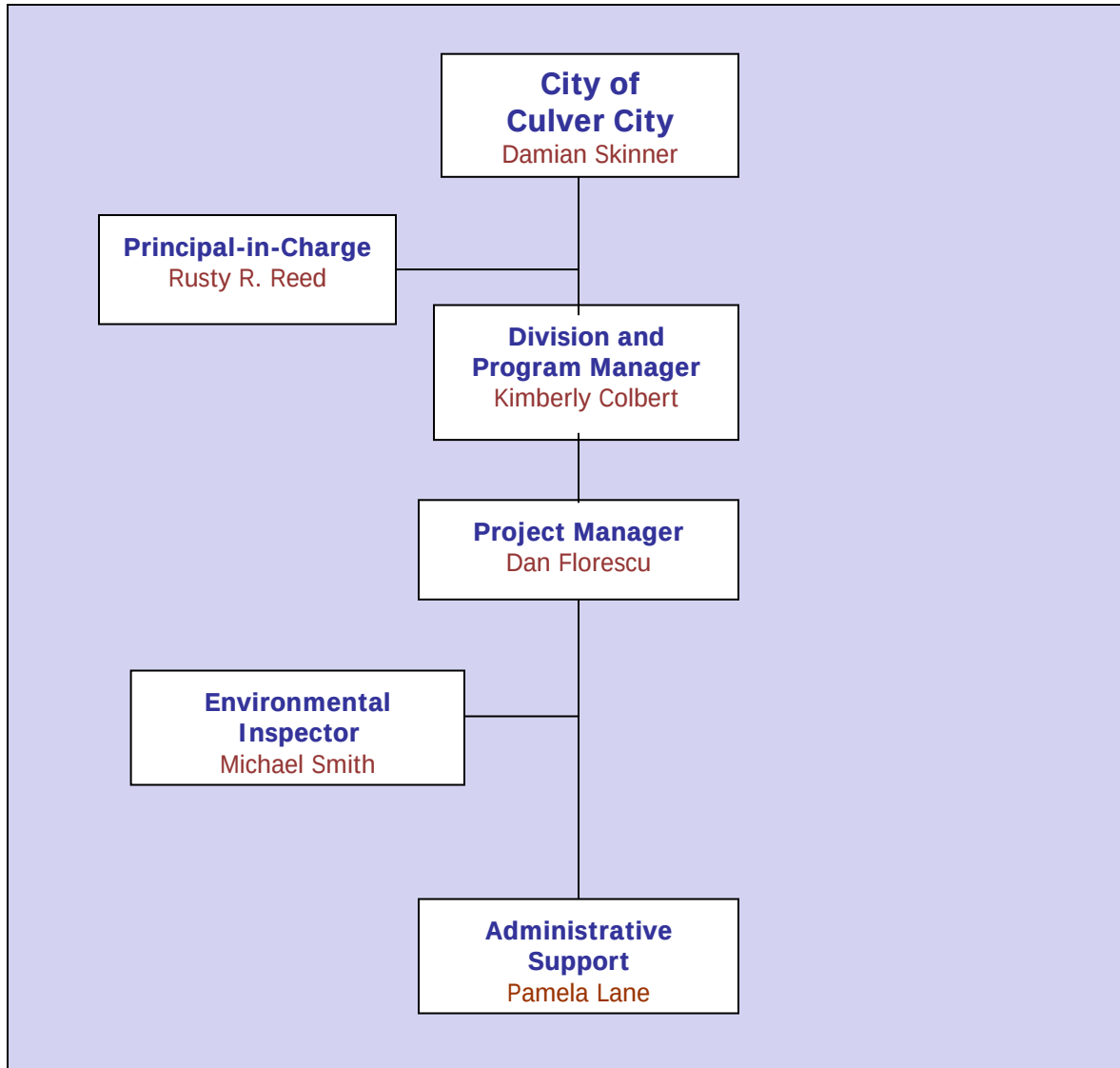
has directed industrial/commercial facility inspection programs for the cities of Cypress, Norwalk, Lawndale, Yucaipa, Ontario and Manhattan Beach.

Dan Florescu is the proposed Project Manager for this project and will be responsible for the day-to-day management of the project including coordination with the City of Culver City staff and the project team. He is uniquely qualified for this role based on his experience in NPDES permit compliance. Mr. Florescu currently manages several municipal industrial and commercial inspection projects within Los Angeles County and assists clients in maintaining NPDES permit compliance, implementing NPDES programs, training municipal and contract staff. Mr. Florescu's qualifications also include document review and preparation associated with new development/redevelopment projects; construction site inspections and SWPPP reviews; municipal operations inspections; and municipal NPDES program management.

Michael Smith will perform the commercial facilities inspections on behalf of the City. Each of these proposed team members has proven experience in commercial, GCASP, GIASP and IC/ID inspections and reporting. Mr. Smith is uniquely qualified to provide support as evidenced by the success of the completion of commercial facilities and construction project inspections for the cities of Palos Verdes Estates, Norwalk, Moorpark, and Lawndale.

Pamela Lane will provide administrative support and task support to the project team. Ms. Lane will assist in document production, maintaining project files and data management.

PROJECT TEAM ORGANIZATIONAL CHART



RUSTY R. REED, PE

Principal-in-Charge

KEY QUALIFICATIONS

- ▶ Registered Civil Engineer
- ▶ Municipal Background
- ▶ Hands-on Engineering Experience
- ▶ Project Oversight
- ▶ Project Commitment

Years of Experience

29+

Education

B.S., Civil Engineering, University of Illinois

Registration

Civil Engineer: California and Arizona

License

General Contractor "A" – California

Experience

Mr. Reed is the President of Charles Abbott Associates, Inc. He directs the firm's business affairs and oversees all client services. He is responsible for bottom-line results, growth, marketing, profitability, quality control, client relations, and organizational development for the firm. Mr. Reed is involved in all aspects of Environmental Services, Building and Safety, City Engineering, Planning, Public Works, Capital Improvement Programs and Redevelopment for CAA's municipal clients.

Recent Project Experience

- ▶ Writes and identifies codes, ordinances, and resolutions for implementation.
- ▶ Administers city design services for preparation of plans, specifications, and construction; manages and administers engineering and public works permit procedures, inspection services and records.
- ▶ Administers the implementation of Public Works Maintenance Contracts.
- ▶ Develops short and long-range capital improvement programs, and coordinates and identifies methods of funding.
- ▶ Served as Town Engineer for the Town of Apple Valley for over 10 years.

KIMBERLY COLBERT

Division Manager/Program Manager

KEY QUALIFICATIONS

- ▶ Environmental Management
- ▶ NPDES Compliance
- ▶ Project Management

Years of Experience

18+

Education

M.S., Hazardous Waste and Materials Management, Southern Methodist University
B.A., Biology, Whittier College

Certifications

Certified Environmental Manager, Nevada
Certified Hazardous Materials Manager
Registered Environmental Manager

Experience

Ms. Colbert has over 18 years of environmental project management experience in both the private and public sectors. She has extensive experience in stormwater program management, environmental permitting, industrial and hazardous waste management, due diligence and environmental health and safety auditing, air pollution management and DOT compliance. She is experienced in project budgeting and management for private and public clients.

Ms. Colbert has long served in key roles on NPDES-related technical reviews of Municipal, Industrial and Construction Stormwater Discharge permits, Storm Water Pollution Prevention Plans, and Hazardous Waste Facilities and Air Pollution Control permits. She is experienced in developing and implementing large scale environmental inspection programs and has managed environmental programs for the County of Orange, US Department of Energy, US Marine Corps as well as for many industrial clients.

Ms. Colbert is currently serving as CAA's Environmental Program Director, serving the Cities of Aliso Viejo, Bell, Hawaiian Gardens, Hidden Hills, Lawndale, Norwalk, Palos Verdes Estates, Torrance, Yucaipa and the Town of Apple Valley. Program services include:

- NPDES stormwater program management and reporting;
- Development of industrial/commercial inspection programs;
- Development of program guidance documents, program manuals, inspection/reporting forms and BMP fact sheets;
- Representation of City clients at watershed Permittee meetings;
- Comprehensive compliance analysis of municipal programs;

KIMBERLY COLBERT *(Continued)*

Division Manager/Program Manager

- Development of training programs for municipal staff; and
- Total Maximum Daily Load monitoring and implementation.

Representative Project Experience

- ▶ City of Cypress, CA, Stormwater Quality Inspection and WQMP Review Services: Ms. Colbert directs the team of professionals providing NPDES inspection and WQMP Plan Check Services to the City of Cypress. Ms. Colbert works directly with the City's Engineer and Environmental Contracts Manager to ensure that all required industrial, commercial, municipal facility and IC/ID inspections of performed to the highest standards.
- ▶ City of Palos Verdes Estates, CA, NPDES Permit Program Management Services: Ms. Colbert administers the City of Palos Verdes Estates NPDES Stormwater Compliance services. In this capacity Ms. Colbert directly develops and ensures implementation of the six NPDES program elements in accordance with the Los Angeles Municipal Stormwater Permit Order No. 01-182.
- ▶ Safety-Kleen, Santa Ana, CA, General Industrial Stormwater Permit and Environmental Permit Support Services: California State Lead for Industrial NPDES Permit compliance and reporting programs. Developed RCRA Part B Permits, Industrial SWPPP, RCRA Contingency Plans and SPCC Plans for hazardous materials management facilities in California and Nevada. Established and administered environmental, health and safety and DOT compliance auditing programs for internal and contracted activities.
- ▶ Battelle/U.S. Department of Energy Pantex Plant, Amarillo, TX: As the Manager of regulatory compliance programs, Ms. Colbert provided regulatory/technical expertise in the development of RCRA Part B, NPDES stormwater compliance, and air emissions permits. Program lead for internal environmental compliance and contractor audit programs.
- ▶ Northrop Aircraft Division, Hawthorne, CA: Developed environmental permits including: RCRA hazardous waste facility permits, NPDES storm water permits, Industrial Wastewater Discharge permits, and Air Emissions permits.

DAN FLORESCU

Environmental Scientist II

KEY QUALIFICATIONS

- ▶ Environmental Expertise
- ▶ Extensive Water Programs and Practices Experience
- ▶ Municipal Background

Years of Experience

34+

Education

B.S., Chemical Engineering, Polytechnic Institute of Timisoara, Romania

Certifications

Hazardous Waste Management - California

Safety Leadership School: Safety Coach, California

Experience

Mr. Florescu has extensive experience in managing water quality programs and practices. He has experience in regulatory compliance, permitting, storm water prevention, environmental assessment and remediation, and hands-on operation of industrial wastewater treatment plants.

Currently, Mr. Florescu is serving as a project manager for a several NPDES clients within the Los Angeles County. Mr. Florescu is currently supporting the Cities of Bell, Norwalk, and Cypress.

Representative Project Experience

- ▶ City of Ontario, CA, Industrial and Commercial Facilities Inspection Services: Mr. Florescu served as the Project Manager for industrial and commercial inspection programs. He ensured that the project team completed approximately 800 facility inspections were completed within a six month period.
- ▶ City of Yucaipa, CA, Industrial and Commercial Facilities Inspection Services: Mr. Florescu led the team of inspectors in completing some 120 NPDES compliance inspections for the in a two week period.
- ▶ Vought Aircraft Industries, Dallas, TX, Water Quality Program Lead: As a lead of the water quality program, provided technical expertise for assuring compliance operation of the Metal Finishing Industrial Wastewater Plant, NPDES permitting, and regulatory agency contact. As a member of the Hazardous Waste Minimization Task Force Team, he provided recommendations for changes in process chemistry, mechanical operation and cost control. Duties included review, interpretation and compliance with waste water regulations

DAN FLORESCU *(Continued)*

Environmental Scientist II

and permit requirements; review and update of operating procedures, interface and negotiation with regulatory agencies.

- ▶ Northrop Grumman Corporation, El Segundo, CA, Industrial Stormwater Program Manager: Developed and implemented Storm Water Pollution Prevention Plans (SWPPPs) of the Storm Water Management Program. Developed environmental permits including: NPDES storm water permits and Industrial Wastewater Discharge permits. Performed environmental assessments, phase 1 and 2 for soil remediation. Conducted environmental compliance audits for air, wastewater, storm water and hazardous waste programs. As a key member for hazardous waste minimization activities, he delivered research projects in the treatment and disposal of aqueous liquids and implemented internal training courses for new wastewater treatment operators.
- ▶ Municipal Water Treatment Work, Craiova, Romania: As a Manager of the Water Quality Laboratory developed and implemented process control and laboratory analysis methods for the municipal drinking water treatment plant.
- ▶ Nitrogen Chemical Complex, Craiova, Romania: As a Chemical Process Engineer in the Ammonium Nitrate Chemical Plant, developed operating procedures and process quality control to achieve the Plant's productivity, safety and delivery of quality objectives.

MICHAEL SMITH

Environmental Inspector

KEY QUALIFICATIONS

- ▶ GCASP Construction Site Inspections
- ▶ Industrial and Commercial Facilities inspections
- ▶ Plan Check and Review

Years of Experience

2+

Education

B.S., Aeronautical Science, Minor in Safety, Embry-Riddle University.
Daytona Beach, FL

Experience

Mr. Smith possesses a wide range of NPDES and Building Inspection experience. He has performed a variety of duties including plan review, SWPPP review, industrial and commercial facility inspections, and GCASP site inspections.

He has over two years experience working in the public sector.

Representative Project Experience

- ▶ City of Palos Verdes Estates, CA: Performed inspections for the Building and Safety Department. Conducted plan checks and counter checks. Responded to complaints and safety issues and performed investigations for the Building Official. Performed public works inspections and supervised capital works projects.
- ▶ City of Rancho Palos Verdes, CA: Performed as both Building Inspector and Public Works Inspector.
- ▶ Cities of Moorpark, Lawndale, Norwalk, and Torrance, CA: Performs industrial/commercial inspections to ensure facility compliance.

SECTION 4 -SUBCONSULTANTS

Charles Abbott Associates will not utilize sub-consultants all work shall be performed by CAA personnel.

SECTION 5 -PROJECT APPROACH

“CAA offers a solid project understanding, a proven approach based on experience, and a committed team determined to complete all assignments in a timely manner.”

Task 1: Project Management and Coordination

CAA understands that time is of the essence in this project, and we intend to commence inspections within two weeks of contract award. We will meet with City staff to gather program information and coordinate overall program implementation of the commercial inspections program. We will consult with the City to prepare an inspection schedule to ensure that inspections are completed by June 30, 2009. CAA will coordinate with staff and create a commercial facility database, ensuring that all facilities are properly identified and compliance status is documented.

Task 2: Commercial Facility Inspections



CAA inspectors will perform inspections of approximately 500 commercial facilities by June 30, 2009. Our inspectors will confirm the status of stormwater pollution control BMPs; document program compliance statutes; obtain signatures of the owner or owner's representative at the conclusion of each inspection on City-supplied inspection forms; and disseminate storm water BMP informational outreach materials. As necessary, CAA will document the conditions of

non-compliant facilities with photos and submit them to the City on a weekly basis.

- **Restaurant Facilities:** CAA will perform stormwater inspections of restaurant facilities as identified by the City. Inspectors will verify each restaurant owner/operator has received educational materials on stormwater best management practices (BMPs); does not pour grease or oil residue in parking lot or catch basins; properly manages trash bins; does not allow illicit discharges; and prohibits food waste and trash in the parking lot areas.
- **Automotive Facilities:** CAA will perform stormwater inspections of Automotive Service facilities as identified by the City. Inspectors will verify that each facility implements good-housekeeping BMPs to prevent spills and leaks; no evidence of excessive staining; properly discharges wastewaters to the sanitary sewer system; prohibits illicit discharges; properly manages raw materials; protects outdoor work areas; routinely cleans and inspects any storm drain inlets located on the facility's property; and trains employees to implement stormwater BMPs.
- **Commercial Facilities:** CAA will conduct stormwater inspections of commercial facilities. Inspectors will verify that each commercial facility properly implements stormwater BMPs; properly manages any outdoor materials storage areas; properly manages trash bins; maintains housekeeping BMPs; and prohibits illicit discharges to the storm drain system.

- **Notification of Non-Compliant Facilities:** CAA will notify the City immediately of facilities with blatant illicit discharges and other conditions that pose a threat to human health or environment. Based on the BMP implementation of Cities, CAA will develop a list of facilities recommended for follow-up inspections.
- **Follow-up Inspections:** CAA's inspectors will perform follow-up inspections of facilities which have not effectively implemented the required stormwater BMPs and that pose an ongoing risk to the public's health and the environment. It has been our experience that between 15% and 25% of the inspected facilities will be found to be out of compliance. Should a problem with a facility continue for an extended period of time, our staff will work with the City's Code Enforcement staff to take additional enforcement actions as necessary. All required follow-up inspections will be incorporated into the routine commercial facility inspection schedule.

Task 3: Database Management and Reporting



Our staff will review all inspection reports for completeness and accuracy prior to submitting reports to the City. We will prepare and submit on a weekly basis a report to City staff documenting sites visited along with violations and recommended enforcement actions.

CAA will develop a commercial facilities inspection database to record and document the status of all commercial facilities inspected. Our staff will verify that information contained within the database is accurate, updating database on weekly. We will document the date of inspection, verify facility contact information, document facility compliance status and findings, and indicate if a follow-up inspection is recommended.

CAA will provide regular weekly status reports to the City to include: 1) copies of all completed inspection reports detailing inspection program results; 2) memorandum detailing program status; and 3) detailed description of inspection findings and photographs of facilities found to be significantly out of compliance.

In addition, CAA will maintain records of inspection reports, which will be provided to the City to support its Regional Water Quality Board Annual Report documentation.

Task 4: On-Call NPDES Inspection Services

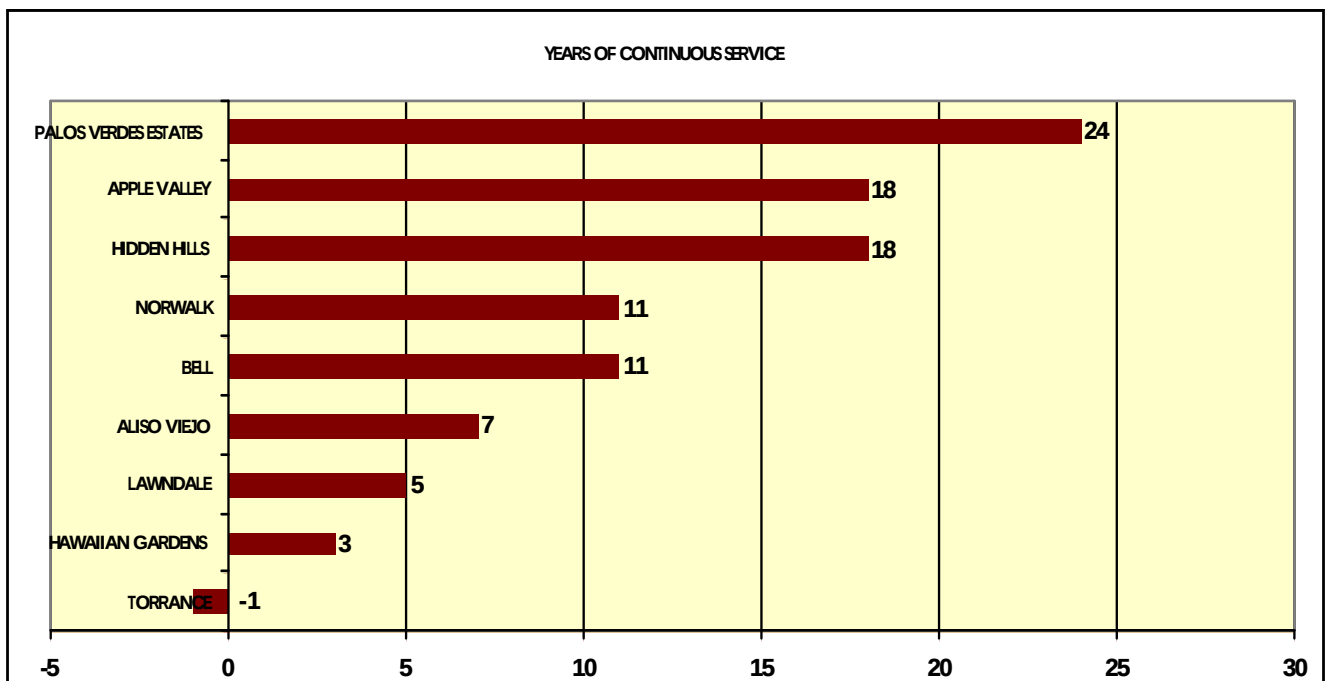
CAA will provide on-call NPDES inspection services to the City. Tasks include stormwater inspections of construction sites subject to the GCASP, industrial sites subject to the GIASP, illicit connections and illegal discharges and other NPDES mandated inspections such as verification of SUSMP treatment control BMPs.

SECTION 6- EXPERIENCE

CAA possesses both the regulatory knowledge and expertise necessary to successfully complete the inspection and database management services sought by the City. CAA has the knowledge and experience of developing and implementing NPDES inspection programs for our clients in Los Angeles, Orange, San Bernardino and Ventura Counties. Our staff is very familiar with the performing not only industrial and commercial facility inspections, but also inspections of GCASP sites, GIASP facilities, IC/ID investigations, Municipal Facilities Activity Audit and SUSMP Treatment Control BMP evaluations. The City would benefit from our prior experience with large-scale inspection programs we are adept at necessary program management and scheduling and oversight required to meet our clients needs.

CAA has a board base of experience and can provide a variety of a variety of on-call services to meet the challenges associated with the wide-ranging requirements of implementing municipal NPDES programs. Past and current project experiences give CAA a unique and clear understanding of the requirements that the regulated community faces in complying with the Municipal Stormwater Permit and TMDLs. Our firm's technical expertise includes: NPDES Program Management; preparation of Individual and Unified Annual Program Reports; Industrial and Commercial Facility Inspections; Municipal NPDES Program Audits; WQMP Reviews: BMP Evaluations; Stormwater Program Training; SWMPPP Development and Reviews; Database Management; GIS Mapping; Coordination of Permit activities among Permittees; and liaison between Permittees and the Regional Water Quality Control Board.

The following highlights the years of service and the technical expertise of our staff, relevant to the services requested by the City.



CLIENT

**Mr. Mark Pulone
City Manager**

City of Aliso Viejo
12 Journey
Aliso Viejo, CA 92656
(949) 425-2500

PROJECT DESCRIPTION

NPDES Permit Program Management:

- Develop NPDES budgets
- Prepare annual reports
- Implementation of Industrial/Commercial Inspection Program
- Attend pertinent meetings
- Represent City on TMDL issues
- Conduct staff training
- Construction Site Inspections and Post Construction BMP verification inspections
- Water Quality Management Plan and Storm Water Pollution Prevention Plan reviews

CLIENT

**Mr. Douglas Dancs
Director of Public Works**

City of Cypress
5275 Orange Avenue
Cypress, CA 90630
(714) 229-6740

PROJECT DESCRIPTION

NPDES Inspection Program Services:

- Conduct staff training
- Industrial/Commercial Inspections
- Develop NPDES program materials
- Perform Municipal Facility and Field Facility quarterly and annual inspections
- Develop Stormwater Web-page
- Assist City in plan reviews
- Conduct Used Oil Facility audits

CLIENT

Ms. Marlene Miyoshi
Director of Public Works

City of Lawndale
 14717 Burin Avenue
 Lawndale, CA 90260
 (310) 973-3266

PROJECT DESCRIPTION

NPDES Permit Program Management:

- Develop NPDES budgets
- Prepare annual reports
- Attend pertinent meetings
- Conduct staff training
- Implementation of Industrial/Commercial Inspection program
- Host public outreach events and develop public outreach materials
- Negotiate and provide feedback for new directives and permit development
- Assist City with TMDL issues
- GIS Mapping for IC/ID program

CLIENT

Mr. Chino Consunji
City Engineer

City of Norwalk
 1279 Norwalk Blvd.
 Norwalk, CA 90650
 (562) 929-5700

PROJECT DESCRIPTION

NPDES Permit Program Management:

- Prepare annual reports
- Attend pertinent meetings
- Conduct staff training
- Industrial/Commercial Inspection services
- Develop public outreach materials
- Negotiate and provide feedback for new directives and permit development
- Assist City Engineering staff in reviews of new development and re-development projects
- Assist City with TMDL issues
- Develop Stormwater Web-page
- Implement Industrial NPDES Permit for City Yard

SECTION 7 –TERMS AND RATES

Terms and Rates are submitted under separate cover.

SECTION 8 -REFERENCES

CAA is very proud of the work we do. Listed below and on the following page are four clients for whom we are currently providing NPDES compliance services. Please contact them to better understand how CAA performs our work.

CONTACT	TITLE	COMPANY	PHONE
Mark Pulone	City Manager	City of Aliso Viejo	(949) 425-2500
Douglas Dancs	Director of Public Works	City of Cypress	(714) 2296740
Marlene Miyoshi	Director of Public Works	City of Lawndale	(310) 973-3266
Chino Consunji	City Engineer	City of Norwalk	(562)-929-5700

TERMS and RATES FOR PROPOSAL FOR PROFESSIONAL COMPLIANCE INSPECTION SERVICES FOR CULVER CITY'S NPDES PROGRAM, B-1401

TERMS

As indicated in the RFP the term of the contract will be 1 (one) year. Should the City choose to extend the term of the contract upon mutual consent. CAA will adjust its rates and fees in accordance with the Consumer Price Index.

BILLING RATES

CAA will assist the City in the performance of all the tasks identified in the Project Approach, for a not-to-exceed total contract amount of \$57,150 over the 2008-2009 fiscal year. Our billing rates and a task-by-task cost breakdown is shown in the tables below.

2008 PERSONNEL RATES

(Effective January 1, 2008)

Personnel	Project Role for Commercial Facility Inspections	Rate / Hour
Kimberly Colbert	Senior Environmental Consultant	138.00
Dan Florescu	Program Manager (Environmental Engineer) II	108.00
Reni Keane-Dengel	Environmental Specialist	90.00
Michael Smith	Environmental Inspector	75.00
Pamela Lane	Administrative Support	57.00

PROJECT COST PROPOSAL

Task Description	S.E.C \$138	P.M. \$108	E.I. \$75	A.S. \$57	Total Labor Hours	Total Labor Costs
Program Management						
a. Develop Project Schedule	-	8	4	-	12	\$1164
b. Project Kick-off Meeting	3	4	3	-	10	\$1071
c. Project Management	4	-	-	-	4	\$552
Sub-Task Total	7	12	7		26	\$2787
Commercial Facility Inspections						
a. 500* Commercial Facility Inspections	-	20	474	-	494	\$37,710
b. 1 st Follow-up Round	-	4	74	-	78	\$5982
c. 2 nd Follow-up Round	-	-	3	-	3	\$225
Sub-Task Total	-	24	551	-	575	\$43,917
Database Management and Reporting						
a. Inspection report review	-	20			20	\$2160
b. Database management	-	4	10	60	74	\$4602
c. Monthly Report preparation	8	10	20	-	38	\$3684
Sub-Task Totals	8	34	30	60	132	\$10,446
Additional NPDES Inspection Services**		shr	shr	shr		
TOTALS					733	\$57,150

** Fees for call-out inspections of GCASP, GIASP, IC/ID, ect., are based on the CAA's standard hourly rate by staffing title.

**TERMS and RATES FOR PROPOSAL FOR PROFESSIONAL COMPLIANCE
INSPECTION SERVICES FOR CULVER CITY'S NPDES PROGRAM, B-1401**

Task Description	Budget
1. Program Coordination/Management CAA will meet with City staff within two weeks of contract award to establish the final project scope and obtain a list of the commercial businesses within the City. We will review the City's Business License Database and develop the final inspection schedule.	\$2787
2. Commercial Facility Inspections CAA inspection staff will conduct approximately 500 commercial facility inspections on behalf of the City of Culver City by June 30, 2008. In addition, our inspectors will conduct as necessary follow-up inspections for those facilities found not to begin compliance with the stormwater BMPs. We anticipate that work will commence on or February 1, 2009, our anticipated level of effort will be approximately 120 inspections per month (to include follow-up inspections).	\$43,917
3. Database Management and Reporting a. CAA will create a Commercial facilities database for City. Our staff will verify that information contained within the database is accurate, updating data as necessary. We will document the date of inspection, verify facility contact information, document facility compliance status, and indicate if a follow-up inspection is recommended. b. CAA will provide regular monthly status reports to the City to include: 1) copies of all completed inspection reports detailing inspection program results; 2) memorandum detailing program status; and 3) detailed description of inspection findings and photographs of facilities found to be significantly out of compliance. c. CAA will assist the City in documenting the results of the Industrial and Commercial Facilities Inspection program in the Annual NPDES Report.	\$10,446
4. Additional NPDES Inspection Services CAA will perform additional inspection services for the City on at the specified standard hourly rates identified in the Personnel Rate table above.	
Project Total	\$57,150