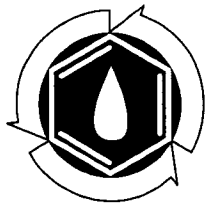


MEETING DATE 1/23/06

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)**

ATTACHMENTS

		Pages
1	A copy of John L. Hunter and Associates' Proposal, including Scope of Services	1 – 37
2	A Summary of NPDES Tasks Currently In Need of Additional Support/Resources	38



John L. Hunter

AND ASSOCIATES INC

COPY

November 29 2005

Cathy Chang D Env
Stormwater Program Manager/Associate Engineer
City of Culver City
9770 Culver Boulevard,
Culver City California 90232

Subject Proposal for NPDES Stormwater Services

Dear Dr Chang

Enclosed is our proposal for providing NPDES stormwater services to the City of Culver City for the next two years. As you know, we provided inspection and plan review services to the city from 1998 through 2003 and we look forward to reestablishing that relationship.

I hope our past record speaks for itself. 537 site visits completed for the City of Culver City on time and within budget during 1998-2000 and 623 site inspections completed on time and within budget for 2001-2003. In addition, two members of our staff (Susan Bawden and Walter Glowac) who were involved with these previous efforts will again be part of the team responsible for the work under this proposal.

We believe in establishing a program that fully integrates with the needs and procedures of Culver City. With our past work, our already existing database and having developed the plan review forms currently being used by the City, we will be able to seamlessly begin implementing our tasks.

We appreciate your requesting a proposal from us and are ready to begin immediately. Please don't hesitate to contact me if you have any questions. Once again, thank you for this opportunity.

Sincerely,

John L. Hunter, P. E.
Registered Environmental Assessor

13310
FIRESTONE BLVD A 2
SANTA FE SPRINGS
CALIFORNIA
90670
(562) 802 7880
FAX (562) 802 2297
www.jlha.net

GENERAL
ENGINEERING
LICENSE
A 582340

HAZARDOUS
SUBSTANCE
REMEDIATION
LIC 3382

Proposal for
NPDES/STORMWATER PROGRAM ASSISTANCE

PREPARED FOR

Dr Cathy Chang
Stormwater Program Manager/Associate Engineer
City of Culver City
Engineering Division 2nd Floor
9770 Culver Boulevard
Culver City, California 90232

November 29 2005

A handwritten signature in black ink, appearing to read "John L. Hunter", written over a horizontal line.

John L. Hunter, P E
California Registered Environmental Assessor



TABLE OF CONTENTS

1	General Scope of Services	2
2	Task I – Industrial and Commercial Inspections	3
3	Task II – Development Planning and Development Construction	7
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7	Exhibit C Standard Rate Chart	
8	Exhibit D Insurance Certificates	
9	Exhibit E Standard Terms and Conditions	

General Scope of Services

The general scope of services provided under this proposal will consist of environmental consulting services for Stormwater NPDES related inspections and SUSMP/SWPPP related industrial/commercial plan checks in general conformance with the

Los Angeles Countywide Municipal NPDES Stormwater Permit 01-182
City of Culver City's Municipal Code Sections 5 05 035 and 040

JLHA uses an integrated approach to NPDES services. For the purposes of this scope of work, inspections, plan reviews, and other NPDES services such as illegal discharge investigations when requested, are handled as an integrated system. For example, when plans are reviewed and approved with post-construction BMPs, these sites are automatically added to the inspection database. This approach is both more cost-effective and results in the City's better overall environmental performance.

As requested in the October 31, 2005 RFP, this proposal covers a two-year period. The scope of services includes:

- Task 1 Industrial and Commercial Inspections (second cycle)
 - a) Inspections
 - b) Fee Schedule
- Task 2 Development Planning and Development Construction
 - a) SUSMP – Plan review/follow-up
 - b) SWPPP – Plan review

JLHA staff will be available to assist the City with other tasks upon request.

John L Hunter and Associates (JLHA) has been conducting stormwater inspections, enforcement, and stormwater plan reviews for our municipal clients since the outset of the NPDES Program (1985). JLHA has considerable experience in operating compliance-based and cost-effective programs for Culver City (1998-2003) as well as other municipalities in Orange, San Bernardino and Los Angeles Counties.

TASK 1 – Industrial and Commercial Inspections

The Municipal Permit requires that existing and new businesses in specific industrial and commercial categories be inspected on a regular basis in order to educate the owners and employees about stormwater concerns and assess the site for potential stormwater problems

Inspection services will include

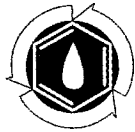
- *Inspection and assessment of facilities listed as critical sources in the municipal permit*
- *Completion of an inspection report as required, including photographs & maps when considered relevant*
- *Prepare Notices of violations for facilities found to be in violation of the municipal permit*
- *Progressive enforcement action as required*
- *Maintain and provide organized records for annual reporting purposes*
- *Provide City staff with full access to electronic records*

During the previous Site visit (1998-2001) and Inspection cycles (2001-2003) in Culver City, JLHA completed 537 and 623 site inspections respectively. These site inspection visits were completed ahead of compliance deadlines. Based upon these prior experiences, JLHA estimates that, due to the typical business cycles such as businesses going out of business and removal of duplicate forms, the original city business license list has approximately 500-600 sites that require a stormwater inspection during the current 30-month inspection cycle, which began on August 2, 2004 and extends through December 13, 2006. Based on Cycle 1 inspections completed by JLHA, the inspections are approximated as follows:

- A. Review City's most recent Business License List to update and add appropriate "new" facilities to the inspection database
- B. JLHA will perform stormwater inspections at approximately 232 restaurants as well as complete the required inspection report at the rate of \$60.00 for each facility
- C. JLHA will perform stormwater inspections at approximately 110 automotive related businesses as well as complete the required inspection report at the rate of \$80.00 for each facility
- D. JLHA will similarly perform stormwater inspections and complete the associated report for approximately 106 Tier 1 and Tier 2 industrial facilities at a rate of \$100.00 for each facility. Sites already visited by State inspectors will not be inspected as allowed by the Municipal Permit.

5





TASK 1 – Industrial and Commercial Inspections

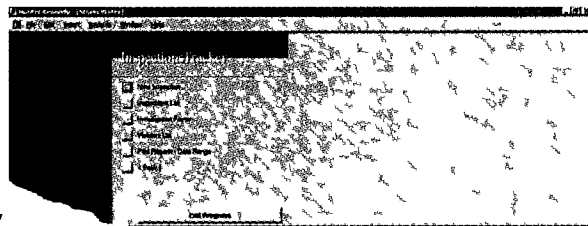
Enforcement Action Summary

During the inspection program, facilities will be rated as "No Violations Observed", "Minor Corrections Observed", or "Violations Observed". At the request of the City, any sites needing potential follow-up will be referred to the City.

JLHA will be available to assist with enforcement follow-up upon the City's request. Assistance can include: A facility that is found to have minor corrections required (e.g., trash bin lids open) can be sent a friendly follow-up letter approximately one month from the date of the inspection, and will include additional educational materials. Facilities where major violations were observed can be sent a Notice of Violation, any necessary follow-up inspections will be conducted accordingly.

Database Management

A database is used to track inspections of all critical sources as listed in the permit. The database includes the following information: A listing of the critical sources facilities (an electronic list to be provided by the City as an excel or access file), name of facility, name of Owner/Operator, name of contact if different, address, coverage under GIASP or other NPDES permits, SIC code, and narrative description that reflects site activities, and date inspected. This database was constructed as part of the Cycle 1 inspections conducted by JLHA, and will be updated for Cycle 2 use. Electronic copies of completed inspection report forms will be provided to the City.



TASK I – Industrial and Commercial Inspections

Fee Recovery

JLHA has assisted municipalities in establishing fees to help recover the cost of the inspection program. If specifically requested by the City, JLHA can assist the City with adopting and implementing this aspect of the overall inspection program. JLHA has worked with fee recovery systems as varied as: Estimated annual costs on trash/water bills, per inspection billing immediately after the inspection was completed, quarterly billing based upon inspections completed that quarter, and inspection fees collected on the annual business license renewal. JLHA is experienced in writing the staff report and preparing verbiage for municipal codes and resolutions as well as preparing the invoicing system.

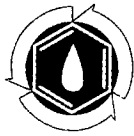


TASK II – Development Planning/Development Construction

The Development Planning and Construction provisions of the NPDES permit require that contractors and developers/property owners take specific steps to reduce stormwater pollution from new and significant redevelopment projects. Contractors with projects over one acre will need to prepare a Local Storm Water Pollution Prevention Plan. Developers and property owners of Priority Planning Projects will be required to prepare Standard or Site Specific Urban Stormwater Mitigation Plans.

As the initial step, a Training session will be provided by JLHA to City Planners and Building personnel that will include

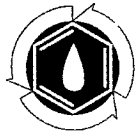
- I A general overview of Permit requirements (10 minutes)
- II General Planning Guidelines (40 minutes)
 - CEQA requirements
 - General Plan Requirements
 - Recognizing Priority Projects
 - Standard non-structural BMPs
 - Standard treatment BMPs
 - Communication with Building and Stormwater inspection staffs
- III General Building Guidelines
 - Construction Phase Plan Review (20 minutes)
 - General requirements for sites under one acre,
 - General requirements for sites over one acre,
 - Generally follows the California construction BMP Handbook
- IV Inspection Requirements (20 minutes)
- V Violation procedures (10 minutes)



TASK II – Development Planning/Development Construction

JLHA proposes to conduct plan reviews of SUSMP and SWPPP submittal for new development sites to determine if proposed locations and size of treatment systems (berms, sandbags, sediment traps, filters, vegetative swales, etc) are adequate to meet permit requirements and the goals of the City stormwater quality program. As part of the plan review process, these plans must be approved prior to permit issuance. Included in plan checks are size comparisons of the proposed treatment systems to the land surface and potential rainfall, to ensure that the systems would have sufficient capacity to adequately remove pollutants from stormwater runoff. Plan checks for SUSMP/SWPPPs take approximately one week for the review/approval process.

The City and JLHA will need to work together to determine the optimum time of first review. Several of our clients prefer these reviews begin prior to any planning commission review, others prefer to wait until after the planning commission approves the project, but prior to actual submittal of building or grading plans to the city.



TASK II – Development Planning/Development Construction

- A JLHA staff will review Local Stormwater Pollution Prevention Plans and Standard Urban Stormwater Mitigation Plans

Review of these plans will be consistent with JLHA's current interpretation of

- 1) The LSWPPP, SWPPP and SUSMP programs within the NPDES Permit
- 2) The countywide SUSMP guideline
- 3) Conversations with Regional Board staff on pertinent specific or general issues
- 4) The Countywide "technical manual" when approved (currently in the final stages of review by the Regional Board)
- 5) Conditions specifically required by the City and the City Municipal Code

This does not include a review of what are commonly referred to as grading or erosion control plans, as these are not within the scope of the NPDES Permit

- B JLHA staff will pick-up and drop off plans at the city's offices as plans are submitted by applicants
- C JLHA will provide a quarterly list of on-going and approved projects accompanied by a listing of treatment BMPs that were approved during the reporting period
- D JLHA will maintain an in-house database of construction projects
- E JLHA will
- Maintain organized records,
 - Conduct verification inspections of SUSMP and (L)SWPPP sites for BMP implementation,
 - Provide information appropriate to the annual reporting requirements,
 - Provide quarterly reports,
 - Provide City staff with electronic records, and
 - Work closely with the City's Stormwater Program Manager

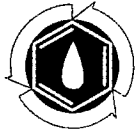


TASK II – Development Planning/Development Construction

JLHA is ready to immediately begin plan review. In preparation of this proposal, the City's 2004-05 annual report was reviewed. It was noted that the City still uses plan review forms developed by JLHA during its tenure with the City. This will facilitate a seamless resumption of our services to the City.

If requested by the City, a developer fee program may be implemented for the City by JLHA. Such a program will allow the City to recover the costs of plan reviews, based upon the type of development under review.

The cost to provide SUSMP and SWPPP services is dependent upon the number of plans that are actually submitted for review during the term of this contract. The number of plans and type reported on the 04-05 annual report will be used as the basis for this proposal. Plans reviewed during the previous year as included on the 004-05 annual report included Four (4) parking lots, one (1) auto service facility and one (1) retail gasoline outlet. Therefore, for the two-year term of this proposal, 8 parking lots, 2 auto facilities and 2 retail gasoline outlets are used, for budgetary purposes.



Required Information

1) California Corporation

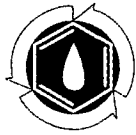
John L Hunter & Associates, Inc is a California registered corporation established in 1985 John Hunter is the Owner and President who oversees the firm

2) Project Contact

John L Hunter
President
John L Hunter & Associates, Inc
13310 Firestone Boulevard, Suite A-2
Santa Fe Springs, California 90670
(562) 802-7880 Ext 25

3) Staff Levels

JLHA Staffing levels have ranged between 10 and 12 over the past 5 years and currently at ten (3 engineering services, 5 field and 2 outreach) JLHA conducts approximately 400 SUSMP/SWPPP plan reviews and 5,000 site inspections each year (restaurants, auto service, commercial, and industrial sites)



Required Information

4) Insurance

JLHA meets the coverage limits as specified by the RFP

- Automobile Liability, including owned, non-owned, and hired vehicles, with at least the following limits
 - a Primary Bodily Injury with limits of at least \$500,000 per person, \$500,000 per occurrence, and,
 - b Primary Property Damage of at least \$100,000 per occurrence, or,
 - c Combined single limits of \$500,000 per occurrence
- General Liability including coverage for premises, products and completed operations, independent contractors/vendors, personal injury and contractual obligations with combined single limits of coverage of at least \$1,000,000 per occurrence
- Errors and Omissions coverage with limits of at least \$1,000,000 per occurrence
- Workers' Compensation insurance as required by the Labor Code of the State of California

Copies of Insurance Certificates are attached as Exhibit D



Required Information

5) Stormwater Program Assistance Team

Project members will be

Team Member	Duties	Experience
John Hunter President	• Project lead • Lead SUSMP/SWPPP reviewer	25 years experience, worked with over 30 cities in implementing NPDES programs
Susan Bawden Field Op Manager 4 years	• Assistant project lead • Database Management	4 years municipal experience, 3 years field operations manager – oversees inspection schedule/staff for 20 cities
Melissa Pacal Engineer 3 years	• Supplemental plan reviews	Has reviewed over 500 plans for SUSMP and SWPPP requirements
Walter Glowac Inspector II 3 years	• Lead inspector	Conducted over 2,500 NPDES inspections, including many municipal facilities Currently lead inspector for Cities of Arcadia, Baldwin Park, and South El Monte NPDES Inspector in Culver City (2002-03) Bilingual - Spanish
Cameron McCullough Inspector II 3 years	• Supplemental inspections	Conducted over 2,000 inspections Currently lead inspector for West Hollywood and Monrovia Has written municipal facility stormwater management plans and inspected many of these facilities
Anne Chang Public Outreach Manager 8 years	• Inspection support • Prepare inspection outreach materials where appropriate	8 years experience in outreach Inspection support in cities with large Chinese speaking communities (Temple City Arcadia and Monterey Park, etc) Bilingual- Mandarin

*Resumes attached as Exhibit B

JLHA administers the NPDES Program in-house and does not subcontract for NPDES Services

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Required Information

6) Government Agencies

John L. Hunter and Associates, (JLHA) has considerable experience in NPDES Stormwater programs for municipal agencies and has had continuing contracts with clients for the administration of environmental programs since 1985. JLHA is currently implementing all facets of the MS4 program, essentially acting as a Co-permittee, for 20 cities in a tri-county area with populations ranging from 5,000 to 140,000. Land uses in these areas vary from highly industrialized to commercial, residential and semi-rural. JLHA has regularly interfaced the California Regional Water Quality Control Board, Los Angeles Region (LARWQCB). Listed are just a few examples of the projects developed for other municipal clients.

Required Information

Santa Monica Bay/Ballona Creek Watershed

City of Rancho Palos Verdes (population 41,145)

The City of Rancho Palos Verdes has been a continuous client of JLHA since 1994. Since that time JLHA has administered the entire NPDES Stormwater program.

Under the NPDES Stormwater program, JLHA personnel conduct approximately 50 inspections per year and also reviews approximately 15 Standard Urban Stormwater Mitigation Plans (SUSMP) covering a wide variety of proposed BMPs. These BMPs are inspected not only throughout the construction process to ensure proper installation, but on a regular basis post construction to verify proper maintenance and operation procedures are being utilized.

As a coastal, residential community, Rancho Palos Verdes is very protective of its pristine shoreline. To continue to achieve the water quality goals set by the City of Rancho Palos Verdes, JLHA

- Conducted studies of residential septic systems to determine the source of offensive odors and elevated levels of surfactants and bacteria in the storm drain system. This included monitoring outfalls located in an environmentally sensitive canyon that contains hillside residences, collecting and analyzing the data from the monitoring reports, predicting the possible source, and terminating the discharges.
- Conducted a study of trash accumulation at transit stops to determine if current/alternative BMPs being employed met or exceeded permit requirements. This study ultimately resulted in alternate BMPs being approved by the Regional Board.
- Chairs the sub-watershed Jurisdiction 7 of the Santa Monica Bay Beaches Bacterial TMDL Committee, authored the sub-watershed's Bacterial TMDL Implementation Plan and worked as a member of the Watershed's Technical Steering Committee, assisting in the development of the monitoring plan for the Santa Monica Bay Beaches (weekly sampling of 70+ monitoring stations).



Required Information

City of West Hollywood (population 35,716)

The City of West Hollywood has been a client since 1994. JLHA provides NPDES inspection services, SUSMP/SWPPP plan review services and conducts water quality investigations as requested.

Under the NPDES Stormwater program, JLHA personnel annually conducts approximately 150 inspections per year and also reviews approximately 25 plans requiring SUSMPs, SWPPPs, or both. Upon approval of any SUSMP, JLHA prepares a SUSMP site plan showing the locations of the post construction BMPs for the use of the building department. JLHA also conducts a stormwater inspection prior to the issuance of the certificate of occupancy to ensure the post-construction BMPs were properly installed.

Required Information

City of Culver City (population 38,816)

JLHA provided NPDES services to the City of Culver City from 1998 through 2003

Industrial and Commercial Inspections

JLHA conducted 537 educational site visits under the previous NPDES Permit (Order 96-054) during the 1996-2001 period and 623 stormwater inspections under the first cycle (2001-2003) of the current permit

SUSMP and SWPPP Plan Reviews

JLHA developed plan review forms for the construction (SWPPP) and post-construction (SUSMP) for the City and previously reviewed several stormwater management plans. JLHA provided SUSMP and construction SWPPP plan review services during its tenure with the City.

Other services included

- Preparation of the City's Stormwater Quality Management Plan (SQMP)
- Preparation of the annual reports
- Preparation of the Industrial SWPPPs for both the Transportation Center and the Transfer Station. Conducted quarterly inspections as required by the GIASP
- Conducted annual training for city employees
- Rainy day surveillance
- Public outreach events

Required Information

Los Angeles River Watershed

City of Arcadia (population 53,054)

The City of Arcadia has been a continuous client of JLHA since 1995. Since that time, JLHA has administered both the NPDES Stormwater and the Industrial Waste – Fat, Oil, and Grease (FOG) programs.

Under the NPDES Stormwater program, JLHA personnel conduct approximately 225 inspections per year. JLHA personnel also review approximately 50 SUSMP per year covering a wide variety of proposed BMPs. These BMPs are inspected throughout the construction process to ensure proper installation, and on a regular basis post construction to verify proper maintenance and operation procedures are being utilized.

JLHA implemented a pilot program, reviewing various styles of catch basin inserts, the inserts were installed at selected locations throughout the City with varied land uses, and conducted a study to determine the types and amounts of trash and debris being captured by these inserts. A baseline representation of trash being discharged versus trash being captured, by land use area (on a per square mile basis), of City area was subsequently developed.

As a corollary to the catch basin insert study, cost-projection for capital and long-term maintenance were developed for the next 13 years, which coincide with a TMDL deadline.

Required Information

City of Signal Hill (population 9,333)

The City of Signal Hill has been a continuous client of JLHA since 1985. Since that time, JLHA has administered a variety of environmental programs, including, NPDES Stormwater, Industrial Waste (FOG) and Used Oil recycling.

Under the NPDES Stormwater program, JLHA personnel conduct approximately 130 inspections per year. JLHA personnel also review approximately 15 Stormwater Quality Management Plans per year covering a wide variety of proposed BMPs. These BMPs are inspected throughout the construction process and on a regular basis to verify proper operation.

The City of Signal Hill, in order to implement a stormwater fee recovery program (recently adopted and implemented), had JLHA conduct a cost analysis of the stormwater program to properly document the proposed fees.

The City of Signal Hill, in a joint venture with the City of Long Beach and County of Los Angeles, is in the process of installing an assortment of end-of-pipe treatment BMPs (nets, radial screens, centrifugal style units and settling style systems), under a \$0.78 million grant awarded by the Los Angeles Regional Water Quality Control Board (LARWQCB), to conduct a study of the efficiency and efficacy of alternate trash capture BMPs. JLHA obtained this grant as project manager.

JLHA obtained Full-Capture and functional equivalency certification from the LARWQCB for a specific End-of-Pipe Trash Capture System, located in the City of Long Beach, but owned and operated by Los Angeles County and collecting stormwater runoff from Signal Hill. This tri-agency effort resulted in Signal Hill meeting its 13 year requirement under the Trash TMDL for that specific area.



Required Information

City of South Gate (population 96,375)

The City of South Gate has been a continuous client of JLHA since 1991. Since that time, JLHA has administered the NPDES Stormwater, Industrial Waste (FOG), Beverage Container Recycling, and Used Oil programs.

Under the NPDES Stormwater program, JLHA personnel conduct approximately 400 inspections per year. JLHA personnel also review approximately 50 Stormwater Quality Management Plans per year covering a wide variety of proposed BMPs. These BMPs are inspected throughout the construction process to ensure proper installation, and on a regular basis post construction to verify proper maintenance and operation procedures are being utilized.

As a requirement of the Los Angeles River Trash TMDL, a Daily Generation Rate study has been conducted to determine the amount of trash and debris being deposited into the storm drain system on a daily basis. This study includes an analysis of existing BMPs, and the need for future BMPs to meet TMDL goals. The results of this study are compared to the County's trash baseline to determine TMDL compliance.

Required Information

7) References

Municipal Client	Client Since	Contact	Position
City of Rancho Palos Verdes	Continuous since 1994	Dean Allison, P E Director of Public Works 510-724-9010	October 2005, became Director of Public Works, City of Pinole
City of West Hollywood	Continuous since 1994	Jan Harmon 8300 Santa Monica Blvd West Hollywood, CA 90069 323-848-6499	Environmental Programs Analyst
City of Arcadia	Continuous since 1995	Susannah Turney 11800 Goldring Rd Arcadia, CA 91006 626-256-6551	Environmental Services Officer
City of Signal Hill	Continuous since 1985	Charlie Honeycutt 2175 Cherry Ave Signal Hill, CA 90775 562-989-7356	Director of Public Works
City of South Gate	Continuous since 1991	Robert Dickey 8650 California Ave South Gate, CA 90280 323-357-9657	Director of Public Works

Other Current Municipal clients include

- **Baldwin Park**
- **Big Bear Lake**
- **Cypress**
- **Hawthorne**
- **Hermosa Beach**
(Used Oil Program)
- **Lynwood**
- **Monrovia**
- **Monterey Park**
- **Pasadena**
- **Pico Rivera**
- **San Fernando**
- **Seal Beach**
- **Sierra Madre**
- **South El Monte**
- **Temple City**

Required Information

8) Overall Stormwater Assistance Approach

JLHA's overall approach is to provide a compliance-based and integrated full-service program for the City in the areas identified in the Request For Proposal. The attached chart (Exhibit A) summarizes graphically how these services will be implemented. Inspections will essentially be handled in-house with regular communication with the City. The City will be notified in a timely manner of any facilities, which require the City's attention for follow-up or enforcement action (i.e. illegal discharges observed).

JLHA will provide a brief training session to familiarize City staff with the SUSMP and SWPPP review process. JLHA will pick-up plans at the City, review the plan and return them approximately one week later. JLHA has found that follow-up and communication directly with the applicant is most efficient and will follow that procedure, unless requested otherwise by the City. JLHA's training module includes education for building inspectors so they are able to appropriately enforce construction BMPs. JLHA will of course be available to inspect these sites if requested to do so.

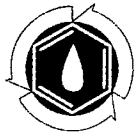
JLHA will be flexible in working with specific needs and requests of the City.

Required Information

9) Fee Proposal

Rates are per unit, not hourly under this proposal, therefore, hourly rates for staff are not included

Task	FY 2005-06
Industrial Commercial Inspections • Update critical source list • Restaurants (232 @ \$60 each) • Auto Service (110 @ \$80 each) • Industrial/Commercial facilities (106 @ \$100 each) • 10% contingency for new businesses • Inspector II, approximately 40 inspections/month, over 11 months	\$510 \$13,920 \$8,800 \$10,600 \$3,383
Development Planning and construction Review SUSMP and SWPPPs as they are submitted Training Session For budget estimates* • 8 parking lots @ \$334 • 2 auto service @ \$427 • 2 retail gasoline outlet @ \$370 • 0 SWPPP • 24 LSWPPP @ \$334 (plan review only) * Based upon the number and types of SUSMP and LSWPPP reviews reported by the City in the 04-05 annual report (and doubled since this is for a 2 year contract term)	INCLUDED \$2,271 \$726 \$629 \$6,814
Estimated Cost to City, Not to exceed (unless prior approval by City)	\$ 47,653 00



Required Information

The NPDES process is an evolving process, and due to the uncertainties inherent with a program of this nature, such as the number of plans that will be submitted for review, and the number of sites requiring enforcement that will be found, this program will be on a time and materials basis, with the cost not to exceed the above amount without prior City authorization

Compliance with the NPDES Program requires active City participation and thorough implementation of Best Management Practices. This proposal is subject to the attached terms and conditions

Any additional services requested by the City will be on a time and materials basis, based on the written scope of work, with the total cost not to exceed the estimated amount without prior City approval. The Standard Rate Schedule can be found in Exhibit C

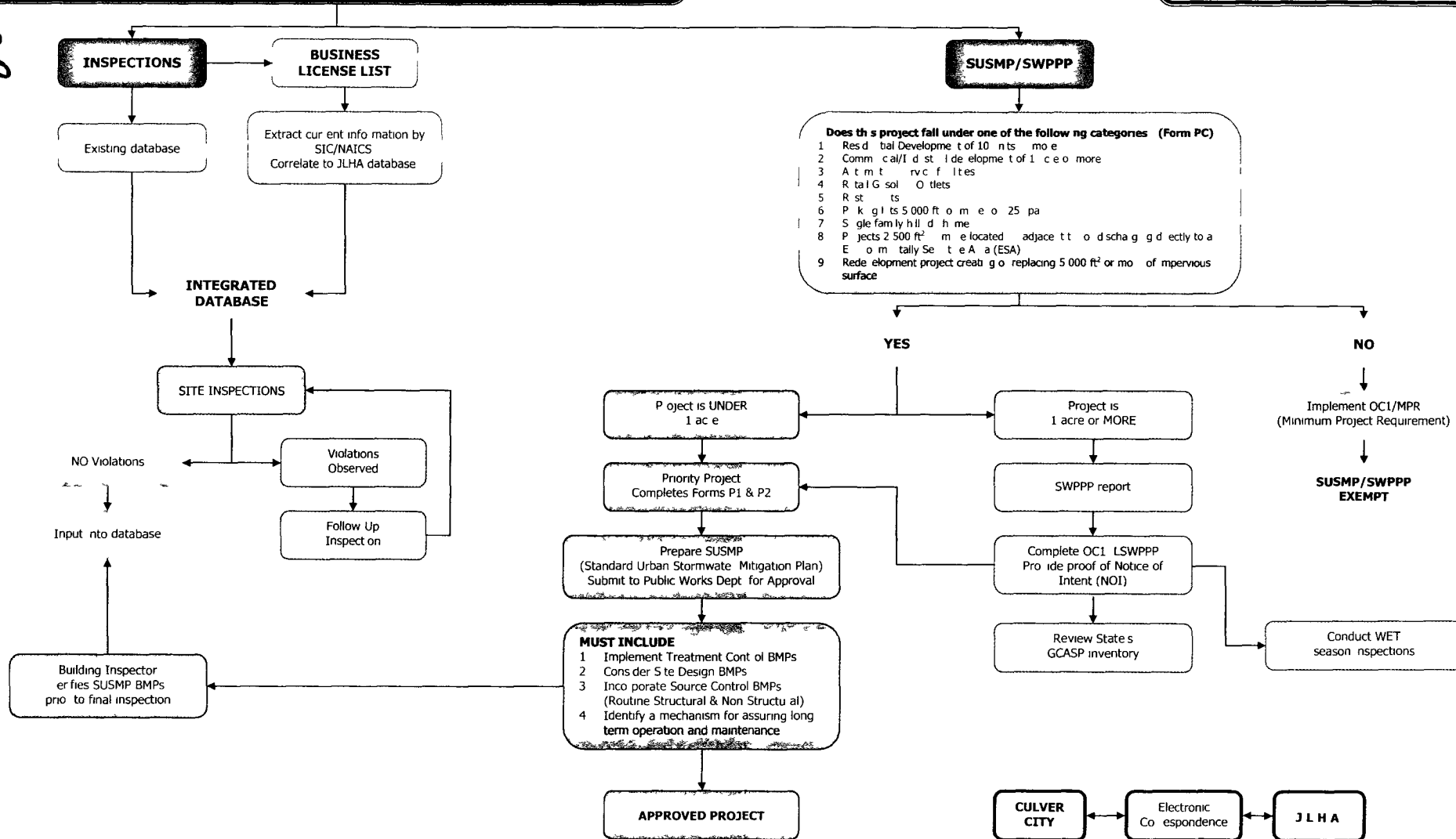
EXHIBIT A

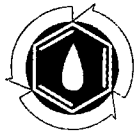
Program Flowchart

INTEGRATED INSPECTION and SUSMP PROGRAM

City of CULVER CITY

28





John L. Hunter
AND ASSOCIATES INC

Proposal for
NPDES/Stormwater Program Assistance
City of Culver City
November 29, 2005

EXHIBIT B

Resumes



John L Hunter
Principal

EDUCATION

Bachelor of Science Chemical Engineering
California State University, Long Beach

Bachelor of Science Biological Sciences
University of California, Irvine

CERTIFICATIONS AND LICENSES

California Registered Professional Chemical Engineer	CH 4724
California Registered Environmental Assessor	REA 0900
California General Engineering Contractor License	A-582340
California Hazardous Substance Removal and Remedial Action Certificate	A3382

EXPERIENCE

John L Hunter has been professionally involved in the environmental field since 1974. He has experience in administering regulatory/enforcement programs for municipalities and local governments (including Public Works, Fire Departments and Redevelopment Agencies).

Mr. Hunter's accomplishments include

- Project manager for \$1.3 million study comparing outlet BMPs (on going)
- Conducted Regional Board ordered receiving water bacterial investigation
- Participation on Technical Advisory Committee in development of Santa Monica Bay Beaches Bacterial TMDL Monitoring Plan (approved by Regional Board in 2004)
- Presentation of Structural BMPs County of Orange Public Works Department

Mr. Hunter currently oversees a 20 city NPDES program encompassing site inspections, stormwater management plan reviews, construction inspections, public agency activities, illegal discharge investigations and public outreach.

Los Angeles County Stormwater Executive Advisory Committee	Current
Chair, Los Angeles River Watershed Management Committee	2000-2001
Chair Dominguez Channel Bacterial TMDL Subcommittee	2001-2002
Chair Santa Monica Bay Bacterial TMDL Subcommittee – Jurisdiction Group 7	Current
Member Trash TMDL Subcommittee	Current

Susan Bawden

Field Operations Manager

EDUCATION

Bachelor of Science - Major – Ecology and Environmental Biology
Minor – Geography, Emphasis Land and Water Use
California State University, Long Beach

EXPERIENCE

Prior to joining John L Hunter and Associates, Ms Bawden worked for the City of Brea in the Community Services Department, serving as a key member of the team that opened the City of Brea's Community Center

Ms Bawden started with JLHA as a field inspector in charge of the inspections for several different cities. She was then promoted to Field Operations Manager where she has implemented several new programs to help increase efficiency and make certain that inspections are being completed in a timely manner. Her programs ensured that all of our clients were in compliance at the conclusion of Cycle 1 inspections on August 1, 2004.

Ms Bawden has completed nearly 2,000 industrial/commercial NPDES inspections including GIASP sites, worked closely with developers on large GIASP sites to ensure all appropriate BMPs were implemented and working effectively, post construction SUSMP inspections, has been the lead on working with a software consultant to create the database infrastructure for tracking inspections, and undertaken several projects for the field services department, including

- Completing a study for the City of Rancho Palos Verdes on alternate BMPs at Transit Stops. This study was submitted to and approved by the Regional Board, as a request to use alternate BMPs at transit stops to fulfill NPDES permit compliance requirements.
- Developed the Local Implementation Plan (LIP) for the City of Buena Park and submitted to the Regional Board. Interfaced with the Regional Board regarding the LIP.
- Investigating and discovering several illicit gray water connections to the storm drain system from private residences, which resulted in each homeowner abandoning the connection, and correctly disposing of their gray water.
- Created individualized Stormwater Quality Management Plans based on the County Model Program for several clients.
- Conducted annual NPDES city staff training, open channel inspections, IC/ID reviews and investigated and terminated illicit connections.



Melissa B Pacal

Associate Engineer

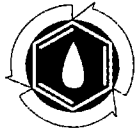
EDUCATION

Bachelor of Science - Major – Chemical Engineering
Minor – Biomedical Engineering
University of California, Irvine

EXPERIENCE

Ms Pacal has three years experience helping municipal clients with JLHA Her major tasks and projects are included as follows

- Lead project coordinator for the Hamilton Bowl project This multi million-dollar project is partially funded by a state grant for a period of two years to study the efficiency of stormwater treatment systems Prepares project budgets, invoices, land use developments, building permits, etc
- Obtain and process environmental permit for trash transfer station
- Prepare stormwater pollution prevention plan (SWPPP – including inspections, preparation of site maps, and implementation of BMPs) for municipal parking lots, police station, city yard and transfer stations
- Lead plan reviewer for the City of Pasadena and Arcadia (approximately 25 plans per month)
- Designed proposed RDS system for City of South Gate Salt Lake Transfer Station
- NPDES project reviewer for proposed Long Point Resort in Rancho Palos Verdes, a \$300 million dollar project
- NPDES project reviewer for Trump National Golf Club and estates at Trump National Golf Club in Rancho Palos Verdes



Cameron McCullough

Field Inspector II

EDUCATION

Bachelor of Science - Physics
California State University, Long Beach

EXPERIENCE

Mr. McCullough has completed over 2,000 NPDES inspections. These inspections have included GIASP and GCASP sites as well as municipal facilities such as city yards and trash transfer stations. His inspections have covered a diverse combination of cities including West Hollywood, Big Bear Lake, Signal Hill and Monrovia. All inspections were completed, or are on schedule for completion, well before permit deadlines.

In addition to inspections, Mr. McCullough works as Project Manager for several clients, specializing in Phase 1 and Phase 2 reports and the associated research and sampling. Mr. McCullough coordinates all aspects of these projects, including historical research, report writing, drilling schedule, sampling and requesting State reimbursement.

Some representative projects managed by Mr. McCullough include

- Analysis and preparation of reports for the Santa Monica Bay Beaches Bacterial TMDL for Jurisdiction 7. This requires review of weekly sampling results from monitoring stations located throughout the jurisdiction and determining which, if any, locations are exceeding the TMDLs limit on "exceedence days" for both dry and wet weather.
- Conducting Daily Generation Rate studies as required for the Trash TMDL for five cities. These DGR studies are conducted annually and are in their second year.
- Performing Phase I studies for numerous municipal redevelopment agencies. These include retail gasoline outlets, auto repair facilities and industrial facilities.
- Performing subsurface investigations where the previous Phase I's or soil sampling have indicated the existence or potential for contamination. These sites have included auto paint shops, auto repair and retail gasoline outlets.



Walter Glowac

Field Inspector II

EDUCATION

Bachelor of Science – Agricultural Biology
California State Polytechnic University, Pomona

Associate in Science Degree – Environmental Technology
Rio Hondo College (Whittier, California)

Associate in Science Degree – Environmental Horticulture
El Camino College (Torrance, California)

Associate in Arts Degree – General Studies
El Camino College (Torrance, California)

CERTIFICATIONS AND LICENSES

- ◆ 40 Hour HAZWOPER pursuant to Title 29 of CFR section 1910.120
- ◆ Confined Space Entry Course Pursuant to Cal OSHA Title 8 CCR, GISO5157
- ◆ Direct Reading of Air Monitoring Instruments
- ◆ Haz Cat Identification certification

EXPERIENCE

Mr. Glowac has three years experience inspecting municipal clients with JLHA. His major tasks and projects are included as follows:

- Conduct Certified Used Oil Recycling Center Evaluations
- Conduct Industrial Waste and Stormwater inspections for compliance in the Los Angeles County Cities of South El Monte, Baldwin Park, Arcadia, Culver City, Lynwood, Rancho Palos Verdes, Signal Hill, South Gate and Hawthorne
- Obtain wastewater samples for LACSD compliance in non contract Cities
- Assist with Phase I site investigations, take soil samples for UST removals, use photo ionization detector (PID)
- Process City Industrial Waste Discharge Permits and coordinate with Los Angeles County Sanitation (LACSD) Industrial Waste Permits as necessary
- Post inspection duties include contacting permittees regarding permit-related issues, collecting fees due, and settling notice of violations



John L. Hunter
AND ASSOCIATES INC

Proposal for
NPDES/Stormwater Program Assistance
City of Culver City
November 29, 2005

EXHIBIT C

Standard Rate Chart



Standard Rate Schedule

For this proposal, the highlighted rates will be in place

Principal	\$120/hr
Senior Project Manager	\$100/hr
Project Manager	\$85/hr
Project Engineer	\$65/hr
Inspector/Project Technician	\$65/hr
Laborer (OSHA 40hr certified)	\$45/hr
State Certified Laboratory Analysis	Cost + 15%
Legal Consultation, Court Appearances/Document review, etc	\$150/hr
Inspection – Auto facilities	\$80/inspection
Inspection – Industrial/Commercial facilities	\$100/inspection
Inspection – Restaurant	\$60/inspection
24 hr industrial wastewater composite sampling (including setup)	\$125/location
24 hr ambient air sampling	\$50/day
Sewer capacity monitor (excluding set up)	\$1,250/week
Specific chemical air monitor	\$40/day
Photo ionization/Flame ionization detector	\$50/day
Combustible gas monitor	\$50/day
Shallow soil or sludge sampling equipment	\$35/day
Subcontracted equipment	Cost + 15%

For Weekends, Holidays or evenings add 50% to listed price
Prices effective as of January 1, 2005

Attachment 2

Summary of NPDES Tasks Currently In Need of Additional Support/Resources

TASK	DEADLINE	FISCAL IMPACT	COMMENTS
1 Conduct and document inspections (and follow up enforcement if necessary) of ~600 industrial/commercial facilities	12/30/06	MINIMAL The estimated \$38 000 required to complete this task by the consultant has already been budgeted into the FY 05/06 budget and will not impact the general budget For next permit cycle (2006 2011) the City will try to develop an inspection fee recovery mechanism so that there will be no future fiscal impact from outsourcing inspections	This task a requirement in the 2001 municipal stormwater permit alone will take a 1 full time PY 1 entire year to complete given an estimated 240 work days within a year If the stormwater program manager were to complete this task the City would be <i>out of compliance</i> with all other NPDES requirements Most of the other cities have either contracted with the County or professional consultants or hired several additional City inspectors to complete this task
2 Establish an effective enforcement mechanism and a complaint/violation tracking database Systematically enforce against violators of city s storm water ordinance	Overdue	Moderate (If tasks #1 and #3 can be outsourced the stormwater program manager could develop a database and with the help of the public works inspector implement a complaint based inspections program However to implement a proactive urban runoff investigation and enforcement program which is mandated by the storm water permit additional resources or help from the Code Enforcement Section would be needed) In terms of fiscal implications if City s violation persists the state enforcement penalty could be a maximum of \$10 000/day	The City s stormwater ordinance does not contain an adequate enforcement mechanism In addition the City s Code Enforcement Section presently does not enforce the storm water code Therefore the City is and has been potentially in violation of the state and federal requirements There is currently no means to fine the violators of NPDES regulations which often is the most effective deterrent to repeated violation The staff is currently conducting the research necessary to recommend an appropriate code revision on stormwater enforcement
3 Provide timely review and approve SUSMP and LSWPPP plans	ASAP	Minimal The City has already adopted a fee schedule (soon in need of an update) to recover the cost of SUSMP and LSWPPP plan checks The City can work with the consultant to charge these fees directly to the developer so that there is no fiscal impact to the City	Timely review and approval of these plans are critical to ensuring that construction projects stay on schedule Due to recently awarded Proposition 50 grant (\$1 252 660) which requires at least a quarter time grant manager the outsourcing of these plan checks is critical at this time to enable the stormwater program manager to successfully manage the Prop 50 grant project
4 Conduct research and develop plans to budget for future fiscal requirements of TMDLs	ASAP	\$Millions All of the cities in Los Angeles County are facing multi million dollar obligations to comply with TMDLs that are adopted by the Water Board	Outsourcing of tasks #1 and #3 will help the stormwater program manager to focus on identifying funding opportunities (such as fee recovery program or grants) Apart from this discussions need to occur on a management level to develop a plan of action regarding the anticipated budgetary requirements which could be millions of dollars over the next decade
5 Conduct a more active public education & outreach per requirements in TMDL implementation plan		Minimal (If tasks #1 and #3 can be outsourced the stormwater program manager could perform additional outreach by mail however in person outreach may need to be outsourced)	Outsourcing of tasks #1 and #3 will help the stormwater program manager to focus on this task Otherwise the City would be in violation
6 Develop a database for construction inspections and keep a documentation of City s inspections		Minimal (If tasks #1 and #3 can be outsourced the stormwater program manager could develop the database and train the public works inspector to use the database and inspection form)	This task is critical to ensuring the City s compliance for the purposes of annual reporting and in case of a Water Board audit
7 Inspect other City facilities to ensure compliance		Minimal (If tasks #1 and #3 can be outsourced the stormwater program manager could implement this task)	Police Fire Parks & Recreation Redevelopment and other city departments have fueling activities outside material storage or pesticide management areas or parking lots that require NPDES related inspections These have not been inspected in the past year due to other higher priorities