

City of Culver City, California
City Council Agenda Item Report

Meeting Date: 8/11/2008		Item Number: <u>C-8</u>	
AGENDA ITEM: Authorization to Issue a Request for Proposals for Compliance Inspection Services for Culver City's NPDES Program.			
Contact Person/Dept.: Kaden Young		Phone Number: (310) 253-6445	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☐ Attachments: ☒	
Public Notification: Master E-Mail Notification List (08/06/08)			
Department Approval: Charles D. Herbertson (08/04/08)		City Attorney Approval: Carol Schwab (by H. Baker) (08/06/08)	
Chief Financial Officer Approval: Jeff Muir (by N. Kimball) (08/06/08)		City Manager Approval: Jerry B. Fulwood (08/06/08)	
<u>RECOMMENDATION:</u> Staff recommends the City Council authorize the issuance of a Request for Proposals for compliance inspection services for Culver City's NPDES Program. <u>BACKGROUND:</u> The current National Pollutant Discharge Elimination System (NPDES) Municipal Permit (Permit) requires that certain commercial/industrial sites be inspected for compliance with storm water regulations. The purpose of the inspections is to verify that site operators are implementing appropriate Best Management Practices (BMPs) to minimize pollutant discharges to the storm drain system. The Permit requires that these sites be inspected twice within the term of the Permit, or about every 30 months. Restaurants, fueling stations, automotive repair facilities and certain industrial sites are targeted for these inspections. Approximately 500 sites require inspection in Culver City. Inspections were last conducted in 2006 through a contract with John L. Hunter and Associates. Two inspections were conducted at each site placing the City in compliance with the inspection provisions of the Permit. <u>DISCUSSION:</u> Although inspections of all commercial sites were previously conducted, City staff continues to observe violations and non-storm water discharges from commercial sites. It is believed that these continuing offenses are attributable to commercial staff turn-over with new hires not trained in proper storm water best management			

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practices. It is important that more frequent inspections be conducted to inform new staff members of storm water laws and to provide them with education to assist them in reducing storm water pollution. It is recommended that commercial site inspections be conducted on an annual basis in lieu of the 30 month interval required by the NPDES Permit.

Request for Proposals (RFP)

Storm water regulatory compliance activities are conducted by the Environmental Programs and Operations Division of the Public Works Department. Presently, the Division lacks the inspection personnel to perform the inspections in-house. It is recommended that City Council authorize Staff to issue the attached RFP to solicit proposals from inspection firms to conduct storm water compliance inspection services. Attached is a sample inspection checklist that the City currently uses and may be revised or adopted by the consultant.

FISCAL ANALYSIS:

The term of the agreement would be for one (1) year with the option to extend the contract for four (4) additional years upon mutual consent of the City and consultant. It is estimated that the cost of a consultant contract issued in response to this RFP will range from \$40,000 to \$45,000 per year, which will be funded by P-497, NPDES – Storm Water Discharge Program (42000497).

ATTACHMENTS:

- 1) Request for Proposals – Compliance Inspection Services for NPDES/Stormwater Program
- 2) Sample Inspection Checklist

MOTION:

That the City Council:

Authorize the issuance of a Request for Proposals for compliance inspection services for Culver City's NPDES Program.