

Agenda Report

September 28, 2015

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH JOHN L. HUNTER AND ASSOCIATES, INC. TO PROVIDE NPDES CONSULTANT SERVICES FOR TWO YEARS IN AN AMOUNT NOT TO EXCEED \$400,000

RECOMMENDATION:

It is recommended that the City Council:

1. Find the proposed action is exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment; and
2. Authorize the City Manager to enter into a contract without competitive bidding pursuant to City Charter Section 1002(F), contract for professional or unique services, with John L. Hunter and Associates, Inc. for NPDES consultant services for two years in an amount not to exceed \$400,000.

BACKGROUND:

The Departments of Public Works and Planning and Community Development are seeking a qualified consultant to provide services related to National Pollutant Discharge Elimination System (NPDES) compliance activities, reports, permits, and programs.

The scope of the work may include:

- Providing training sessions for City staff;
- Attending Enhanced Watershed Management Program (EWMP) and other meetings;
- Reviewing the Final EWMP prior to submittal to the Los Angeles Regional Water Quality Control Board (LARWQCB);
- Assisting with Total Maximum Daily Load (TMDL) compliance;

- Preparing technical studies and NPDES Annual Reports;
- Verifying submittal of annual reports for Green Infrastructure Practices;
- Reviewing the results of the ongoing monitoring program of the TMDLs and Coordinated Integrated Monitoring Program (CIMP) once approved by the LARWQCB;
- Assisting with Public Outreach Activities;
- Providing Low Impact Development (LID) and Standard Urban Stormwater Mitigation Plan (SUSMP) plan checking services on an as-requested basis;
- Performing site inspections of LID and SUSMP Best Management Practices (BMPs); and
- Preparing handouts and checklists for developers and/or their consultants explaining the new design requirements under the NPDES permit.

The Department of Public Works issued a Request for Proposals (RFP) for NPDES Consultant Services on August 12, 2015. The City received seven proposals on September 2, 2015 in response to the RFP. Below is a list of proposers:

Firm	City	
CASC Engineering & Consulting	Burbank	Short-Listed
John L. Hunter and Associates, Inc.	Buena Park	
E2 Managetech	Long Beach	
RMC Water & Environment	Santa Monica	Others
Sapphos Environmental	Pasadena	
Willdan Engineering	Industry	
Enfact Solutions	Newport Beach	

Based on the evaluation procedures and criteria specified in the RFP, the firms were scored and ranked by the selection committee. The top three ranked consulting firms were interviewed by the evaluation committee on September 15, 2015. Attachment A contains a summary of the proposal, interview, and total scoring. John L. Hunter and Associates, Inc. was ranked number one and is recommended to be selected to provide NPDES Consultant Services.

John L. Hunter and Associates, Inc. is a consulting firm with over 30 years of professional experience with NPDES compliance activities. They have worked for 32 cities in the southland, and have continuously provided services to three cities for over 20 years each. In addition, they have performed plan review and site inspection services, public outreach, annual reporting, staff training, and program management for similar clients. John L. Hunter and Associates, Inc. recently assisted the City of Pasadena with the review of the City Council agenda report and resolutions for Low Impact Development (LID) and Green Streets, and made presentations to the Municipal Services Committee and City Council. The consulting firm has previously worked for the City on various projects with the Departments of Public Works and Planning and Community Development. Prior to this recent action item, John L. Hunter and Associates, Inc. worked for the City seven years ago.

Based on the scoring, as shown on Attachment A, it is recommended that the City enter into a contract with John L. Hunter and Associates, Inc. for an amount not to exceed \$400,000 for a two-year term commencing the date that the contract is fully executed.

COUNCIL POLICY CONSIDERATION:

The contract is consistent with the City Council's goal to increase conservation and sustainability and the General Plan Land Use policy to encourage and promote the stewardship of Pasadena's natural environment, including water conservation and the protection of water quality and natural open space.

ENVIRONMENTAL ANALYSIS:

This contract is exempt from CEQA review pursuant to State CEQA Guidelines section 15061(b)(3). The contract is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to the provisions of CEQA. The contract would retain consultants for professional NPDES consultant services only.

FISCAL IMPACT:

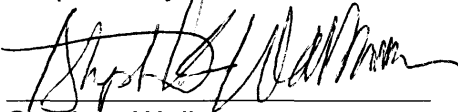
The cost of this contract is a maximum of \$400,000 over two years. Funding for this action will be addressed by utilization of budgeted appropriations in the NPDES – Storm Water Pollution Prevention Program CIP project (budget account 76290) and by plan review and inspection fees paid by developers which are included in the Planning and Community Development Department’s operating budget. It is anticipated that all of the costs for the two-year contract will be spent in FY 2016 and FY 2017. There are support costs such as contract administration and site inspections which are already included in the operating and capital budgets.

Respectfully submitted,



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Concurred by:



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