

Agenda Report

January 22, 2024

TO: Honorable Mayor and City Council

FROM: Department of Public Works
Department of Planning and Community Development

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH JOHN L. HUNTER AND ASSOCIATES, INC. TO PROVIDE ON-CALL NPDES CONSULTANT SERVICES FOR AN AMOUNT NOT-TO-EXCEED \$1,000,000 OVER A FIVE-YEAR TERM

RECOMMENDATION:

It is recommended that the City Council:

1. Find the contract proposed herein to be categorically exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines per Section 15061(b)(3), the "Common Sense" exemption that CEQA only applies to projects that may have an effect on the environment;
2. Authorize the City Manager to enter into a contract, as the result of a competitive selection process specified by Section 4.08.047 of the Pasadena Municipal Code, with John L. Hunter and Associates, Inc. for NPDES consultant services for an amount not-to-exceed \$1,000,000 over a five-year term. Competitive bidding is not required pursuant to City Charter Section 1002(F) (contracts for professional or unique services); and
3. Authorize the City Manager to extend the term of the contract if necessary without increasing the not-to-exceed amount.

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, plan checks, permits, inspections, and programs.

The scope of work primarily includes:

- Providing training sessions for City staff;

- Attending Enhanced Watershed Management Program (EWMP) and other meetings;
- 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 Los Angeles Regional Water Quality Control Board;
- 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 November 21, 2023. A total of 24 vendors downloaded the RFP. One responsive proposal was received by the due date of December 13, 2023, as listed below:

Firm	City
John L. Hunter & Associates	Buena Park

Based on the evaluation procedures and criteria specified in the RFP, the proposal was scored by a selection committee comprised of staff from the Department of Public Works. Attachment A contains a summary of the proposal scoring based on the established evaluation criteria. Based on that evaluation and the quality of prior NPDES work for the City, John L. Hunter and Associates, Inc. is recommended to provide NPDES Consultant Services to the City.

John L. Hunter and Associates, Inc. is an environmental consulting firm with 38 years of professional experience in Southern California with NPDES compliance activities including program administration, environmental planning and review, municipal and industrial facility inspections, monitoring, professional development and training and public outreach and engagement. They have worked for 32 cities in the southland, focusing on providing public agencies with effective and economical solutions to complex environmental programs. This consulting firm has provided these same services to the City's Departments of Public Works and Planning and Community Development for the past eight years (contract 30272 effective September 29, 2015) and have provided excellent services to the City with deliverables on time and on budget.

It is recommended that the City enter into a contract with John L. Hunter and Associates, Inc. for an amount not to exceed \$1,000,000 over a five-year term commencing on 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 action is exempt from the California Environmental Quality Act (CEQA) in accordance with Title 14, Chapter 3, Article 19, Section 15061(b)(3), the "common sense" exemption that CEQA only applies 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 CEQA.

FISCAL IMPACT:

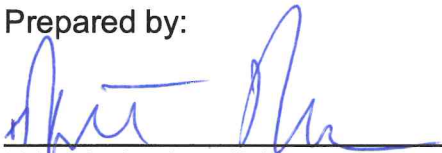
The total cost of this contract is a maximum not-to-exceed amount of \$1,000,000 over five years. Funding for this action will be addressed by utilization of the budgeted appropriations from the Measure W Safe Clean Water Program Annual Local Returns (Fund 24322079) and by plan review and inspection fees paid by developers, which are included in the Planning and Community Development Department's operating budget. It is anticipated that all the costs for this contract will be spent between FY 2024 and FY 2029. There are contract administration and site inspections which are already included in the operating and capital budgets. There is no anticipated fiscal impact on the General Fund.

Respectfully submitted,



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Director of Public Works

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Concurred by:



JENNIFER PAIGE, AICP
Director of Planning &
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Approved by:



MIGUEL MARQUEZ
City Manager