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# CITY OF POMONA

## COUNCIL REPORT

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June 16, 2025

To: Honorable Mayor and Members of the City Council

From: Anita D. Scott, City Manager

Submitted By: Chris Diggs, Water Resources Director

**SUBJECT: AWARD A PROFESSIONAL SERVICES AGREEMENT FOR ENVIRONMENTAL CONSULTING SERVICES FOR THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PROGRAM TO CHARLES ABBOTT ASSOCIATES, INC.**

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### RECOMMENDATION:

It is recommended that the City Council take the following actions:

- 1) Award of a three-year Professional Services Agreement (PSA), with the option for two additional one-year terms for Environmental Consulting Services for the National Pollutant Discharge Elimination System (NPDES) program to Charles Abbott Associates, Inc.; and
- 2) Authorize the City Manager to execute a three-year Agreement with Charles Abbott Associates, Inc on behalf of the City and any subsequent documents, amendments or renewals, subject to approval as to form by the City Attorney.

### EXECUTIVE SUMMARY:

Approval of the PSA will result a consultant providing Industrial/Commercial, Fats Oils and Grease, and construction inspection services, and plan checking. These services are necessary to ensure compliance with the NPDES Permit issued by the Regional Water Quality Control Board (Regional Board).

### SB1439/GOVERNMENT CODE §84308 APPLICABILITY:

☐ When this box is checked, it indicates the agenda item is subject to the Levine Act SB1439 requirements. Councilmembers are reminded to check their campaign contributions and determine whether they have received a campaign contribution of \$500 or more that would require disclosure and/or recusal from discussing or acting on this agenda item. Campaign contributions of \$500 or more made 1) by any person or entity who is identified in the agenda report as the applicant or proposer or 2) on behalf of the applicant or participant, including a parent, subsidiary or otherwise related business entity, or 3) by any person who has a financial interest in the agenda item requires a councilmember to comply with SB1439.

### **FISCAL IMPACT:**

There is sufficient funding budgeted in the proposed Fiscal Year 2025-2026 Watershed Management Program budget (592-8131-52285-00000) to cover the cost. Future contract costs will be budgeted for in the appropriate fiscal years.

### **PUBLIC NOTICING REQUIREMENTS:**

Section 2-993.1(4) (a) of the City's Purchasing Ordinance states that "the notice inviting bids shall be publicly advertised in the manner directed by the Procurement Officer pursuant to the procurement policies and procedures manual. The notice shall state where bid or proposal documents may be secured and the date, time and place submittal and for opening bids. The City may utilize electronic methods for all noticing requirements of the procurement process whenever feasible. On March 13, 2025, a Request for Proposal (RFP) No. 2025-1015 – NPDES Compliance and Plan Checking Services was issued on the City's electronic bidding platform.

### **PREVIOUS RELATED ACTION:**

There are no previous related actions

### **DISCUSSION:**

NPDES program, which regulates point source discharges of pollutants into US waters, is overseen by the Regional Board. They enforce compliance with permits through inspections, monitoring reports, and enforcement actions. As part of the City's NPDES permit issued by the Regional Board certain inspections are required. These inspections include construction sites, commercial and industrial facilities. Inspections are a key tool for determining and documenting compliance with NPDES permits and Waste Discharge Requirements (WDRs). Additionally, plan checking is required to ensure developments meet Regional Board water/stormwater discharge, and construction stormwater pollutant and runoff mitigation and control requirements. Finally, as part of the City's sewer system inspection requirements, grease-producing facilities are to be inspected annually to ensure proper disposal of greases, which is intended to prevent sewer system overflows. During the inspection, the consultant distributes SB1383 Food Waste Recycling and Edible Food Recovery outreach materials to all restaurants for regulatory compliance.

On March 13, 2025, a Request for Proposal (RFP) No. 2025-1015 – NPDES Compliance and Plan Checking Services was issued on the City's electronic bidding platform. The solicitation notified 1,141 potential bidders, of which 45 prospective bidders downloaded the RFP, resulting in the City receiving four proposals. One proposal was non-responsive, three proposals met minimum qualifications and were then evaluated on a 300 weighted average point scale based on overall project approach, design, and methodology, qualifications and experience; the results of which are shown below:

Table 1.

<b>Rank</b>	<b>Vendor</b>	<b>RFP Evaluation Score</b>
	Total Possible Points	300
1	Charles Abbott Associates, Inc.	228.13
2	CASC Engineering and Consulting	221.15
3	Willdan Engineering	221

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The evaluation committee selected the proposal from Charles Abbott Associates, Inc. as the highest-ranking. Table 1. provides the ratings for each proposal with the respective averages. If approved, Charles Abbott Associates, Inc. will assist the Water Resources, Public Works, and Planning Departments in performing various components of the NPDES permit compliance activities including:

- Industrial/Commercial Facilities Inspection services.
- Fats, Oils, and Grease Inspection services.
- Construction Site Inspection services.
- Plan Check Services for the Planning and Land Development Program.
- Other services as needed.

At this time, staff is seeking approval of a three-year agreement, with two one-year renewals (Attachment 1) in the amount not to exceed \$900,000 to Charles Abbott Associates, Inc. for the NPDES Program Compliance.

Prepared by:

Julie Carver

Environmental Compliance Supervisor

**ATTACHMENT:**

Attachment No. 1 – Professional Services Agreement