



CITY OF POMONA

COUNCIL REPORT

August 3, 2020

To: Honorable Mayor and Members of the City Council

From: James W. Makshanoff, City Manager

Submitted By: Chris Diggs, Water Resources Director

SUBJECT: AWARD OF A FIVE YEAR PROFESSIONAL SERVICES AGREEMENT FOR ENVIRONMENTAL CONSULTING SERVICES FOR THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PROGRAM TO CASC ENGINEERING AND CONSULTING, INC.

RECOMMENDATION:

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

- 1) Award of a one-year Professional Services Agreement (PSA), with the option for four additional one-year terms for Environmental Consulting Services for the National Pollutant Discharge Elimination System (NPDES) program to CASC Engineering and Consulting, Inc.; (CASC Engineering) and
- 2) Authorize the City Manager to execute a one-year PSA to CASC Engineering to provide NPDES Consulting Services in the amount not to exceed \$125,000 for the first year, and adjusted as needed through the budget process for future years.

EXECUTIVE SUMMARY:

The attached agreement is necessary to ensure compliance with the NPDES Permit issued by the Regional Water Quality Control Board. Approval of the PSA will result in the consultant providing Industrial/Commercial, Fats Oils and Grease, and construction inspection services, and plan checking.

FISCAL IMPACT:

Funding of \$125,000 for this contract is appropriated in the Fiscal Year 2020-2021 Watershed Management Program budget for consultant services (592-8131-52285-00000). .

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 May 5, 2020, a Request for Proposal (RFP) No. 2020-1006 – NPDES Program Compliance was issued on the City’s electronic bidding platform.

PREVIOUS RELATED ACTION: On September 14, 2015, City Council awarded a five-year contract to Charles Abbott Associates, Inc. for environmental consulting services for the NPDES program.

DISCUSSION:

As part of the City’s NPDES Permit issued by the Regional Water Quality Control Board (Regional Board) certain inspections are required. These inspections include construction sites and industrial facilities. Additionally, plan checking is required to ensure developments meet Regional Board 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.

On May 5, 2020, a Request for Proposal (RFP) No. 2020-1006 – NPDES Program Compliance was issued on the City’s electronic bidding platform. The solicitation notified 73 potential bidders, of which 67 downloaded the RFP, resulting in the City receiving eight proposals. All eight proposals met minimum qualifications and were then evaluated on a 180-point scale based on Responsiveness and Compliance, Qualifications, Experience, Responsiveness to Scope of Services, Timelines and Speed, and Comprehensiveness and Rational; the results of which are shown below:

| Rank | Vendor | RFP Evaluation Score |
|------|-----------------------|----------------------|
| | Total Possible Points | 180 |
| 1 | CASC Engineering | 160 |
| 2 | NV5 | 153 |
| 3 | Charles Abbott | 144 |
| 4 | John L. Hunter | 143 |
| 5 | Michael Baker | 141 |
| 6 | CGRME | 135 |
| 7 | Bureau Veritas | 128 |
| 8 | SoCal Stormwater | 110 |

The Evaluation Committee selected CASC Engineering proposal as the highest-ranking proposal. Below are the ratings for each proposal with the respective averages. If approved, CASC Engineering 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.

Staff recommends award of the attached one year PSA, with the option of four additional one-year terms to CASC Engineering for NPDES Program Compliance.

Prepared by: Julie Carver, Environmental Compliance Supervisor

Attachment: No. 1 – Professional Services Agreement