

CITY OF DANA POINT
AGENDA REPORT

Reviewed By:	
DH	X
CM	X
CA	

DATE: MARCH 26, 2003

TO: CITY MANAGER/CITY COUNCIL

FROM: ROBERT A. WARREN, DIRECTOR OF PUBLIC WORKS AND ENGINEERING SERVICES AND PAT FELT, SENIOR CIVIL ENGINEER

SUBJECT: AUTHORIZATION TO AMEND THE PURCHASE ORDER WITH PBS&J FOR ASSISTANCE WITH THE IMPLEMENTATION OF THE CITY'S JURISDICTIONAL URBAN RUNOFF MANAGEMENT PROGRAM TO COMPLY WITH THE SAN DIEGO REGIONAL WATER QUALITY CONTROL BOARD NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT REQUIREMENTS

RECOMMENDED ACTION:

That the City Council authorize the amendment of the purchase order with PBS&J in an amount not to exceed \$40,000 for additional professional assistance in implementing the Jurisdictional Urban Runoff Management Program, also known as the local Implementation Plan (LIP), for the remainder of this fiscal year.

ISSUES:

The existing purchase order to PBS&J was for professional services to assist staff in preparing the Local Implementation Plan (LIP). That work was completed and the LIP was delivered to the San Diego Regional Water Quality Control Board (SDRWQCB) on February 13, 2003. Funds in that purchase order have been exhausted. To keep the momentum going and carry out implementation of the LIP program, further assistance is needed. It would be appropriate for the Council to authorize this additional work.

BACKGROUND:

The City of Dana Point, the County of Orange, the Orange County Flood Control District and ten other cities are copermittees under the third term NPDES Stormwater Permit from the San Diego Regional Water Quality Resources Control Board. The current permit was adopted by the Regional Board on February 13, 2002 and is valid for a period of five (5) years. It is renewable at the Regional Board's discretion, which generally includes additional conditions and requirements.

The current stormwater permit requirements are far more regulatory and include many more reporting requirements and evaluations than did the previous permit. City Council authorized PBS&J to assist staff to meet the timing requirements of the LIP submittal to the SDRWQCB. Through a concerted effort by staff and PBS&J, the deadline was met.

The County-prepared Drainage Area Management Plan (DAMP) provides the history of the Clean Water Program in Orange County and describes what must be done to comply with the current permit requirements. The City's LIP describes how the City of Dana Point will meet or exceed those requirements and implement the plan. Both documents, the DAMP and the LIP, were submitted as part of the South County package to the San Diego Regional Water Quality Control Board (SDRWQCB) on February 13, 2003.

DISCUSSION:

The City of Dana Point is a leader in water quality with its Clean Beaches Clean Ocean campaign, weekly street sweeping, catch basin filter inserts, dry weather storm water diversion program and Salt Creek Treatment Facility. The City has conducted extensive public outreach with the water quality booth at many local and regional events, the water quality newsletters and the first and second round of public service announcements, the latter of which is scheduled to be aired in local theaters soon. The City conducted a public awareness survey to assess the success of the water quality campaign and determine where additional emphasis is needed. A summer intern was hired to begin work on the Salt Creek 'Adopt a Watershed Program'. All of these efforts are far in excess of the efforts of our neighboring cities and are included in the City's LIP for reporting to the Regional Board in the annual report due in November each year.

February 13, 2003 marked the one year anniversary of the SDRWQCB adoption of the Permit. The Board is expecting cities to take action on the activities they have proposed and begin the implementation phase without delay. Assistance with the implementation programs is needed to show a good faith effort in the remaining three months of the current fiscal year.

PBS&J has submitted a detailed proposal, which was negotiated by staff to the recommended amount, to assist staff with the preparation of the documents and exhibits necessary to comply with the permit requirements and demonstrate the extra effort the City has exerted and will yet exert to accomplish the clean water goals set by the permit. The experience PBS&J possesses in working with the San Diego Regional Board will provide valuable assistance in implementing the City of Dana Point's LIP. PBS&J has successfully assisted other cities in the San Diego Region with their LIPs/JURMPs.

Therefore, staff recommends authorizing PBS&J to assist staff with the implementation of the City's LIP/JURMP.

NOTIFICATION/FOLLOW-UP:

PBS&J

STRATEGIC PLAN IMPLEMENTATION:

This item is in compliance with the Strategic Plan Initiative to restore and maintain the integrity of our ocean waters and beaches.

FISCAL IMPACT:

There are sufficient operating funds available in Account No. 01-57-20-0000-223, Professional Services, to accommodate this work.

ALTERNATIVE ACTIONS:

- 1. Do not approve the engineering service agreement with PBS&J and provide other direction to staff.

ACTION DOCUMENTS:

PAGE #

None

SUPPORTING DOCUMENTS:

- A. [Proposal](#) letter from PBS&J..... 4

Supporting Document A: - Proposal letter from PBS&J

March 19, 2003

Mr. Pat Felt
Senior Engineer
City of Dana Point
33282 Golden Lantern
Dana Point, California 92629

SUBJECT: SCOPE OF STORMWATER PROGRAM IMPLEMENTATION SERVICES

Dear Pat:

Post, Buckley, Schuh & Jernigan, Inc. (PBS&J) is pleased to submit this proposal/agreement to the City of Dana Point for Stormwater Program Implementation consulting services.

It is our understanding that the City of Dana Point (City) has developed a Stormwater Program that meets the requirements of the San Diego Regional Water Quality Control Board (RWQCB) Order 2002-01. The City would like assistance in implementing various elements of the program.

I. SCOPE OF SERVICES FOR IMPLEMENTATION SERVICES

Based on our current understanding of the Project, PBS&J will be available to provide the following consulting services:

PBS&J will provide project management and implementation services to assist the City with various urban runoff projects. These services may include assistance with the implementation of the City's Jurisdictional Urban Runoff Management Program (JURMP), development of the City's Standard Urban Storm Water Mitigation Plan (SUSMP), discretionary review, plan checking, the management of inventories as related to the JURMP, writing summaries and reports, assisting with the compliance activities of City departments, collecting data, and educating and training City staff. It is anticipated that the City will encounter a variety of tasks related to the JURMP implementation with which PBS&J may provide assistance.

It is anticipated that the consulting services can be a combination of any of the below-mentioned services in Section I items A – F.

Based on our current understanding of the Project, PBS&J may provide the following professional services:

- A. Project Management – This task includes Project scheduling, meeting attendance, project task management, project budgeting and staffing needs. Project scheduling includes prioritization of tasks and milestones.
- B. JURMP Implementation – This task may include the following sub-tasks:
 - a. Development of forms that assist with the implementation of the JURMP by providing a standardized method of collecting and recording information. This task consists of revising and updating forms, and creating new forms to assist in the collection of information relevant to the JURMP and to develop the appropriate records to supplement reporting to the RWQCB.
 - b. Developing Operational Procedures and Urban Runoff Management Plans for Departments and Facilities – These documents would be the Storm Water Management Plans that are not required for most facilities but are recommended for all facilities. This task consists of coordination with the facility manager and staff, the appropriate City department, and development of a Plan specific for that facility which outlines the Best Management Practices and other procedures that the specific facility should implemented in order to comply with the Order. This task also includes developing drawings as necessary for sites.
 - c. Assistance with Site Inspections – This task includes training both in the office and in the field of personnel responsible for site inspections. Training will include, pre-inspection preparation, field training, follow up and code enforcement actions necessary for inspection of municipal, construction and commercial facilities.
 - d. Planning and Development Review Services – Assistance to the Community Development and Planning department for development review consulting, General Plan amendments, environmental review and data management.
 - e. Dry Weather Monitoring – Further development of the Dry Weather Monitoring Program and implementation of field screening and laboratory analysis.
 - f. ID/IC Program – Implementation of the City’s Illicit Discharge/Illicit Connection program, including investigation and follow up procedures.
- C. Revisions to the JURMP – This is a one-time task. The JURMP will require revisions in response to comments by the RWQCB, and in

response to comments from public and City staff. This task consists of coordination with the RWQCB and City staff to receive comments, resolve issues, and incorporate revisions to the JURMP and supporting documents. Revisions may also be made based on feedback from the public since the implementation of the JURMP.

- D. Assist in Preparing for the Development of an Annual Report – Although not due until November 2003, the reporting period for the Annual Report is from July 1, 2002 to June 30, 2003. Preparation of the Annual Report should commence in July 2003 to provide sufficient time to identify and resolve any deficiencies prior to reporting. This task includes the preparation of an Annual Report based on the information generated and collected by the City during the reporting period. Also included is the receiving and organizing information from the various departments that will need to be reported in the JURMP annual report.
- E. SUSMP Development – Each Copermittee is required to adopt its own local SUSMP by August 2003. PBS&J will assist the City in using the regional model SUSMP and tailoring it to meet the specific needs of the City. This task includes meetings with staff from the Development Services Department as well as educating and training staff on the SUSMP requirements and how to apply them to development and redevelopment projects.
- F. Quality Control – This task is to provide technical oversight to the project and insure that the City receives a quality product. PBS&J has standard mechanisms to implement quality control at key points for each of the tasks above to effectively and efficiently direct the project towards the best solutions in a timely manner.

Additional services may also be provided relating to implementation of the JURMP as directed by the City.

II. ADDITIONAL SERVICES

If requested by the Client, PBS&J will provide the following Additional Services, beyond the services included in Section I, Scope of Services:

- A. Additional JURMP Implementation – This task may include the following sub-tasks:
 - a. Responding to public and staff inquiries regarding the JURMP.
 - b. Coordinating directly with the RWQCB.
 - c. Assisting with the preparation and review of informational resources such as handouts and the City's website.

- d. External education including preparation of focused presentations and handouts, and assistance in conducting education seminars or workshops to educate developers, commercial and industrial sectors, contractors, residential, and other applicable sectors of the community with the regulations outlined in the RWQCB Order and the guidelines described in the JURMP.
- B. WURMP Coordination and Development – Each Copermittee is required to coordinate with other Copermittees to develop and implement a WURMP for each major watershed. The WURMPs must be developed and implemented by August 2003. This task consists of assistance with the coordination with the other Copermittees and assistance with the City's contribution to the development of the WURMP.
- C. GIS development – PBS&J will provide the City with various layers and informational databases associated with the Urban Runoff Program that can be used for informational and demonstrative purposes, and fulfill some of the reporting requirements of the Program.
- D. Environmental services, including environmental reviews, analysis or studies, permit preparation and processing, attendance to public hearings for environmental review, etc.

Any additional project related services not specifically included in Section I, Scope of Services.

III. CLIENT FURNISHED SERVICES

The following services or information will be provided by Client or its consultants:

- A. Assign one person to serve as the Client's project manager who has authority to represent the Client and will serve as the point of interface for all project issues and communications.
- B. Application and processing of all required permits including complete environmental compliance.
- C. A complete description of all pertinent project information and issues, including all unusual or critical requirements of the Client.

IV. FEES AND CONDITIONS

- A. The Services described in Section I, Scope of Services for On-Site Services, will be provided on a Time and Materials basis with a not to exceed amount of \$40,000 in accordance with the PBS&J Standard Rate Schedule in effect

at the time the services are performed. A copy of the current Standard Rate Schedule is attached; and

- B. The fees for the Services described in Section II, Additional Services, will be provided on an hourly rate basis in accordance with the PBS&J Standard Rate Schedule in effect at the time the services are performed. A copy of the current Standard Rate Schedule is attached.

We appreciate the opportunity of offering this proposal, and we look forward to working with you on this project. If you are in agreement with the above, please incorporate this proposal into your Standard Agreement for Professional Services and return for signature.

If you have any questions, please call me.

Respectfully submitted,

Paul E. Cooley
Vice President