



Honorable Mayor and Members of the Hermosa Beach City Council

AWARD OF PROFESSIONAL SERVICES AGREEMENT WITH JOHN L. HUNTER AND ASSOCIATES INC. TO PROVIDE STORMWATER CONSULTING SERVICES
(Environmental Programs Manager Doug Krauss)

Recommended Action:

Staff recommends City Council:

1. Award a Professional Services Agreement with John L. Hunter and Associates Inc. to administer the City's Municipal Stormwater Management Program in connection with National Pollutant Discharge Elimination System (NPDES) and Safe Clean Water Program at a not-to-exceed amount of \$600,000 and a five-year term ending July 11, 2029 (**Attachment 1**); and
2. Authorize the City Manager to execute and the City Clerk to attest to the proposed agreement, subject to approval by the City Attorney.

Executive Summary:

On May 2, 2024, the City of Hermosa Beach issued Request for Qualifications (RFQ) 24-001 to secure a qualified firm to provide professional stormwater services. Following a competitive process, staff recommends City Council award an agreement to administer the City's Municipal Stormwater Management Program in connection with National Pollutant Discharge Elimination System (NPDES) and Safe Clean Water Program to John L. Hunter and Associates Inc. at a not-to-exceed amount of \$600,000 and a five-year term ending July 11, 2029.

Background:

The City has utilized the services of contract subject matter experts to augment efforts to administer the City's stormwater programs for many years. The need for additional resources is due to the City's own ambitious efforts to preserve and protect the health of its beach and ocean, as well as the complex and evolving nature of stormwater regulation.

After completion of a competitive selection process seeking qualified firms to provide a host of stormwater services, City Council approved a three-year agreement with John L. Hunter and Associates Inc. at its August 27, 2019 meeting.

At its May 10, 2022 meeting, City Council approved the second amendment to an agreement with John L. Hunter and Associates, Inc. for project management/coordination in implementing the Municipal Stormwater (MS4) Permit to extend the contract by two years, through June 30, 2024. The scope of work for the previous agreement includes the following services:

- Annual Clean Bay Restaurant inspections and reporting;
- Commercial/Industrial storm water Inspections;
- General policy and regulatory support;
- Grant application assistance and reporting, including Safe Clean Water funding;
- Annual stormwater reporting assistance;
- Private development plan review and inspection, as needed;
- Code review and development;
- Stormwater capital improvement project support;
- Sewer system management plan assistance and guidance; and
- Training for City staff and contractors.

Past Council Actions

Meeting Date	Description
<u>August 27, 2019</u>	Approved award of contract to John L. Hunter and Associates Inc. for Professional Stormwater Consulting Services.
<u>May 10, 2022</u>	Approved extension of contract through June 30, 2024.

Discussion:

On May 2, 2024, the City issued Request for Qualifications (RFQ) 24-001 (**Attachment 2**) seeking qualified individuals or firms to provide professional stormwater services. The RFQ was advertised in the paper, on the City’s website, and on the City’s online bidding platform Planetbids. On May 23, 2024, a total of two proposals were received in response to the RFQ.

The proposing firms are listed below in alphabetical order:

- John L. Hunter and Associates Inc.
- Willdan Group, Inc.

A staff review panel independently evaluated the proposals in detail and scored them based on the following weighted criteria:

- Approach and Methods (40 percent)

- Demonstration of the team’s ability to be responsive to the City’s needs and provide a high level of customer service.
- Evidence of the team’s ability to successfully deliver project tasks and deliverables, within the identified project budget and minimize cost overruns.
- Evidence of the team’s ability to work collaboratively with other members of a multi-disciplinary team in a complex and dynamic working environment.
- Demonstration of the team’s commitment to accurate and superior work products and services as detailed in the project management plan.
- A well thought-out and tailored approach to as-needed work that responds to the City’s particular issues and needs.
- Incorporation of innovative and/or creative approaches for providing services that will maximize efficient, cost-effective operations or increased performance capabilities.
- Relevant Experience & Expertise (40 percent)
 - The consultant team’s ability to dedicate a strong contract manager, with knowledge of the needs of a Public Works Department, who will serve as a single point of contact for the duration of the project.
 - Recent experience providing similar services for other jurisdictions.
 - Familiarity and experience with applicable industry standards and any relevant federal, state, or local requirements.
 - The depth and appropriateness of experience of individual members of the technical team as they relate to the specific technical tasks called for by the project.
 - The team’s experience and ability to clearly communicate technical concepts and terminology with the community.
- Administration (20 percent)
 - Billing rates and ability to comply with billing requirements.
 - The extent and nature of any proposed amendments to the City’s Professional Services Agreement.

Based on a comprehensive review, and following interviews with top ranked firms, staff recommends award of an agreement to administer the City's Municipal Stormwater Management Program in connection with National Pollutant Discharge Elimination System (NPDES) and Safe Clean Water Program to John L. Hunter and Associates Inc. Proposals were ranked based on the weighted selection criteria described above. The rankings are as follows:

Rank	Firm
1	John L. Hunter and Associates Inc
2	Willdan Group, Inc.

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The staff review panel was particularly impressed by John L. Hunter and Associates Inc.'s experience providing similar services in other cities and their familiarity with Hermosa Beach. In addition to providing services to over 50 agencies in the region, the recommended firm provided professional stormwater services for the City of Hermosa Beach from 1995 through 2003 and from 2019 through 2024. John L. Hunter and Associates Inc. was also instrumental in helping the City secure Safe Clean Water grant funding of \$423,950 for the Parking Lot D Improvement Project (CIP 617) and performed a rigorous annual inspection routine as part of the City's Clean Bay Restaurant program.

Staff recommends City Council award a Professional Services Agreement with John L. Hunter and Associates Inc. to administer the City's Municipal Stormwater Management Program in connection with National Pollutant Discharge Elimination System (NPDES) and Safe Clean Water Program at a not-to-exceed amount of \$600,000 and a five-year term ending July 11, 2029 (**Attachment 1**). The scope of work is similar to the previous agreement with only minor updates and revisions.

General Plan Consistency:

This report and associated recommendations have been evaluated for their consistency with the City's General Plan. Relevant Policies are listed below:

Infrastructure Element

Goal 5. The stormwater management system is safe, sanitary, and environmentally and fiscally sustainable.

Policies:

- **5.1 Integration of stormwater best practices.** Integrate stormwater infiltration best practices when initiating streetscape redevelopment or public facility improvement projects.
- **5.7 Stormwater permits.** Strictly implement, enforce and monitor MS4 National Pollutant Discharge Elimination Systems (NPDES) Permit requirements through stormwater ordinances.

Fiscal Impact:

The previous agreement for professional stormwater consulting services was limited to \$114,989 annually. The newly proposed agreement is for a total amount not-to-exceed \$600,000 for a five-year term. As structured, the agreement would authorize an average of \$120,000 annually, but would allow the flexibility to exceed that amount in an individual budget year, if necessary, should extra tasks or special projects arise.

For reference, consultant service costs under the previous agreement never exceeded \$72,000 annually. For Fiscal Year 2024–25, \$115,000 is appropriated for the stormwater

professional services, which would be adequate for next year.

Agreement Request		
Request Amount	FY 2024-25 Budget Dept. Account #	Total Contract Amount
\$115,000	161-3109-4201	Not-to-exceed \$600,000

Attachments:

1. Draft Professional Services Agreement John L. Hunter and Associates, Inc
2. RFQ 24-001
3. Proposal from John L. Hunter and Associates, Inc.

Respectfully Submitted by: Douglas Krauss, Environmental Program Manager

Concur: Andrew Nguyen, Associate Engineer

Concur: Joseph SanClemente, Public Works Director

Noted for Fiscal Impact: Viki Copeland, Administrative Services Director

Legal Review: Pat Donegan, City Attorney

Approved: Suja Lowenthal, City Manager