



May 23, 2024

City of Hermosa Beach
 Department of Public Works
 1315 Valley Dr
 Hermosa Beach, CA 90254

Subject: Municipal NPDES and SCW Program Consulting Services (RFQ# 24-001)

Dear City of Hermosa Beach,

We at John L. Hunter and Associates (JLHA) are pleased to submit a Statement of Qualifications (SOQ) to provide professional consulting services, prepared in response to the City of Hermosa Beach Request for Quote (RFP) for Municipal NPDES and SCW Program Consulting Services (RFQ# 24-001).

The following table lists the items included in Section 3.2.1 of the RFQ with our responses.

Brief introduction of the firm (or team of firms)
JLHA is an environmental consulting corporation that specializes in serving municipalities. We believe we are the best qualified to provide such services to the City as we currently implement Municipal NPDES water quality programs to over 40 cities in the Southland. Services provided include administration, program funding (e.g., fees, grants, and other water quality funding programs), compliance planning (e.g., WMPs, TMDLs, and statewide pollutant provisions), control measure implementation (e.g., LID review and inspections, and industrial/commercial facility inspections), and monitoring and reporting. Specific qualifications and experience are detailed in the enclosed package.
Contact information for the person authorized to enter into an agreement, and the contract manager that will serve as the day-to-day contact with the City.
The person authorized to enter into an agreement and who will serve as the day-to-day contact with the City is: <div style="text-align: center;"> <p>Cameron McCullough, Contract Manager John L. Hunter & Associates, Inc. 6131 Orangethorpe Ave, Suite 300, Buena Park, CA 90620 562.726.4259 cmccullough@jlha.net</p> </div>
Concise statement of understanding of the scope of work
We understand that following the requirements of the Regional MS4 NPDES Permit improves and protects local surface water quality. We also understand that noncompliance with these requirements can result in fines issued by the Regional Board, or third-party litigation (as allowed by the Clean Water Act). Our understanding comes from years of experience both implementing the provisions of MS4 Permits and interpreting the specific intent of these regulations through regular communication with Regional Water Board staff, other permittees, and stakeholders.

John L. Hunter & Associates, Inc.
 6131 Orangethorpe Ave, Suite 300, Buena Park, CA 90620

We are attentive to the concerns of the Regional Water Boards and the EPA, having represented cities in program audits with these agencies on multiple occasions. This includes program audits in Big Bear Lake, Diamond Bar, Glendale, Seal Beach (twice), Stanton (twice), and Villa Park. We understand that the Regional Boards audit can fine Permittees under the Regional MS4 NPDES Permit and, as such, adherence to the Permit and the concerns of Regional Board staff is paramount.

We understand that compliance with the MS4 NPDES program is a challenge for smaller municipalities. The program includes many unrelated sub-programs, each of which can affect more than one City division. This includes laborious and technically specialized requirements involving Low Impact Development implementation, TMDL compliance, and field inspections. There is also no scaling-down of these responsibilities for smaller cities. As described in the SOQ, we have developed an approach to aid our clients in navigating through the turbid waters (so to speak) of MS4 NPDES regulation.

Acknowledgement of receipt of any addendums that were issued for this RFQ.

We acknowledge receipt of any and all addendums issued in association with this RFQ.

We welcome the opportunity to continue offering our services. Please do not hesitate to contact us if you have any questions or would like further information.

Sincerely,



Cameron McCullough, Director

Municipal NPDES and SCW Program Consulting Services (RFQ# 24-001)



STATEMENT OF QUALIFICATIONS 2024.05.23

Prepared for: The City of Hermosa Beach
Attn: Department of Public Works

Prepared by: **John L. Hunter & Associates**
6131 Orangethorpe Ave #300
Buena Park, CA 90620
562.623.5081

Cameron McCullough

A handwritten signature in blue ink that reads 'Cameron McCullough'.

Contract Manager
cmccullough@jlha.net

Michelle Staffield

A handwritten signature in blue ink that reads 'Michelle Staffield'.

Project Lead
mstaffield@jlha.net

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1. Firm Profile

John L. Hunter and Associates, Inc. (JLHA) is an environmental consulting corporation founded in 1985. We specialize in assisting cities implement water quality and conservation programs. This includes NPDES/pollution prevention, watershed management, sewer spill prevention, water conservation, and recycling. Services include administration, planning, reporting, and funding, as well as inspections, engineering, monitoring, and public education.

JLHA consists of 21 full-time staff and 4 part-time staff. This includes one principal, two directors, three managers, four senior technical specialists, thirteen technical specialists, and two business administrators. Six of our staff provide project management services, four provide engineering services, and twelve provide field inspection services. All staff operate out of JLHA's office at 6131 Orangethorpe Ave, Suite 300, in Buena Park, California.

We do not anticipate the need to enlist the assistance of sub-consultants to fulfill the scope of services. Services that we subcontract as-needed include water quality monitoring and laboratory analysis, outfall screening, construction management, computational analysis, and design engineering. If it is determined that a subconsultant is needed to provide one of these specialized tasks, the City will be notified for approval prior to starting the task.

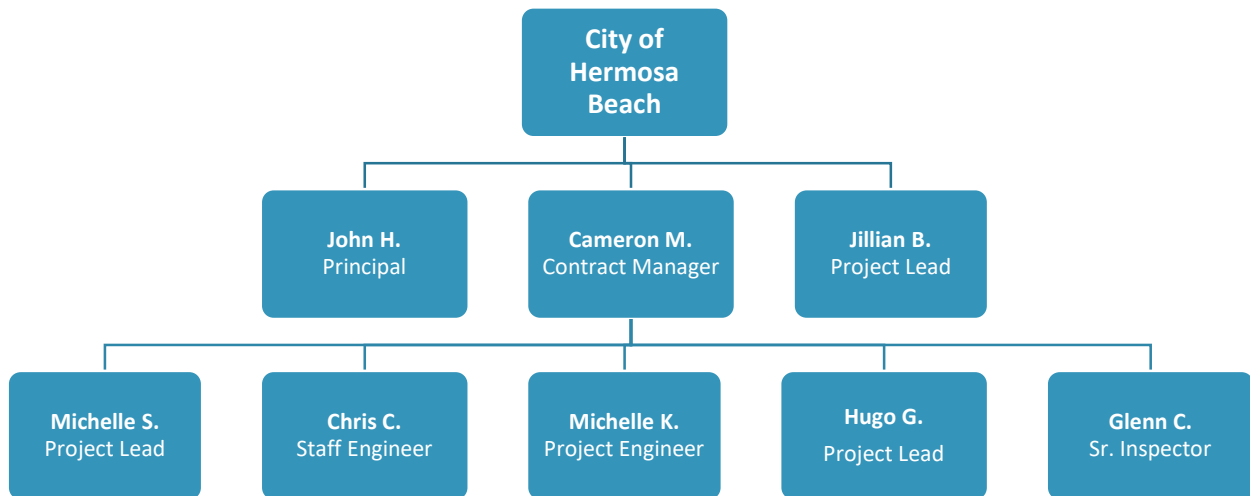
Table 1 lists the items included in Section 3.2.2 of the RFQ with our responses.

Table 1. Response to RFQ Section 3.2.2

Official name, address, email, and telephone number of the consultant's primary point of contact.
The person who will serve as the primary point of contact is: Cameron McCullough, Contract Manager John L. Hunter & Associates, Inc. 6131 Orangethorpe Ave, Suite 300, Buena Park, CA 90620 562.726.4259 cmccullough@jlha.net
Type of business entity of consultant (corporation, company, joint venture, etc.). Please enclose a copy of the Joint Venture Agreement if entity is a joint venture.
We are an environmental consulting corporation.
Federal Employer I.D. Number.
#330127292
Indication whether firm is totally or partially owned by another business organization (parent company) or individual.
We are not owned, totally or partially, by another business organization or individual.
Number of years consultant has been in business under the present business name.
We have been in business for 39 years.
Number of years of experience the consultant has had in providing required, equivalent, or related services.
We have over 30 years of experience in Municipal NPDES beginning with the inception of MS4 Permits in the 1990s.
Any failures or refusals to complete a contract, and explanation.
We have not had any failures or refused to complete a contract.

2. Organizational Chart

Key personnel to provide services under this SOQ for the duration of the contract are listed in the following organizational chart. No person designated as “key” shall be removed or replaced without the proper written concurrence of the City of Hermosa Beach.



3. Bios of Key Staff

3.1. Relevant Staff Credentials

Staff credentials include certified professionals in engineering, stormwater quality, BMP (Best Management Practice) inspection, erosion control, SWPPP development and implementation, and environmental assessment. Table 2 lists specialized credentials held by JLHA staff in the area directly related to the RFP.

Table 2. Specialized Credentials held by JLHA Staff

Credential	Credential Task
PE	Professional Engineer
CPSWQ	Certified Professional in Stormwater Quality
CESSWI	Certified Erosion, Sediment and Stormwater Inspector
QSD/P	Qualified SWPPP Developer and Practitioner (Construction)
QISP	Qualified Industrial Stormwater Practitioner
CGP/IGP ToR	Trainer of Record for the NPDES Construction and Industrial General Permit

3.2. Key Personnel

Table 3 lists the key personnel for this project and their typical project roles.

Table 3. Project Team Key Personnel and Roles

Program Title	Team Member Information	
Contract Manager	Name	Cameron McCullough , MS, CPSWQ, QSD/P, IGP ToR
	Roles	Point of contact, manages services implementation and budget
Project Lead	Name	Michelle Staffield , PE, MSE, CPSWQ, QSD
	Roles	Point of contact, manages services, technical focus on compliance & reporting
Project Lead	Name	Jillian Brickey , MS, CPSWQ, QSD/P, CGP ToR
	Roles	Point-of-contact, manages services, technical focus on land development
Principal in Charge	Name	John Hunter , PE
	Roles	As-needed project implementation
Staff Engineer	Name	Chris Chew , PE
	Roles	Plan review and engineering oversight
Project Engineer	Name	Michelle Kim , MSE, CPSWQ, QSD
	Roles	Plan review, assists in land development
Project Lead	Name	Hugo Garcia , CPSWQ, CESSWI, QSD/P
	Roles	Technical focus on field services and trash compliance
Senior Inspector	Name	Glenn Cajar , CESSWI, QSP, QISP
	Roles	Field compliance inspections

3.3. Resumes

Resumes are included in the following with the experience, credentials, and education of the project team.

20 years of project experience

Cameron McCullough, CPSWQ, QSD/P, IGP ToR

Director

Education

M.S., Applied Mathematics, CSULB
B.S., Physics, CSULB

Certifications

CPSWQ, EnviroCert (#0842)
QSD/QSP, CASQA (#22706)
IGP Trainer of Record, CASQA (#079)

Affiliations

Phi Beta Kappa Society
Society for Industrial & Applied Math

Cameron McCullough has 20 years of experience in the environmental compliance field, specializing in municipal surface water quality. His experience includes municipal NPDES, TMDL, and SSO control programs administration and implementation, funding—including the Safe, Clean Water Program, compliance planning, staff training, and representing client interests in interactions with regulators and other stakeholders.

Recent experience and qualifications

Mr. McCullough currently serves as a contracted project manager and primary contact for nine local cities' surface water quality programs and provides as-needed general technical assistance to 28 local cities. Programs administered include those for state NPDES stormwater discharge permits (MS4, IGP, CGP), state non-stormwater discharge permits and orders (e.g., sanitary sewer overflows and drinking water system discharges), and local ordinances related to these programs (e.g., for the Safe, Clean Water Program, stormwater and urban runoff pollution prevention, and FOG/Industrial Waste Control). The table below lists specific clients, roles, and tasks for relevant contracted services.

Relevant Experience Currently or Recently Provided

Project Manager for contracted Municipal NPDES Program implementation assistance	
Clients	Arcadia, Burbank, Glendale, Inglewood, South El Monte, South Pasadena, Stanton, Villa Park, and West Covina (9 cities total)
Tasks	Varies per client, including client representation with watershed groups and regulators, program administration, WMP/TMDL/trash prohibition compliance planning, training, reporting, studies, and oversight of control programs such as inspections and public outreach.
Budget	\$600,000/year total
Lead Technical Support for as-needed Municipal NPDES technical assistance	
Clients	The clients listed above, as well as Artesia, Baldwin Park, Compton, Covina, Diamond Bar, Downey, Hawthorne, Hermosa Beach, Lomita, Long Beach, Monterey Park, Norwalk, Paramount, Pasadena, Pico Rivera, RPV, Temple City, West Hollywood, and Whittier (28 total)
Tasks	Varies per client, including but not limited to staff training, NPDES Permit compliance inquiries, and assistance with strategic WMP/TMDL compliance planning.
Lead Technical Support for contracted Safe, Clean Water Program (SCWP) implementation assistance	
Clients	The 28 clients listed above, and Hawaiian Gardens, La Mirada, and Lynwood (31 total)
Tasks	Varies per client, including Annual Plan and Expenditure Report development and preparation, and general technical assistance. For Burbank (2020), Diamond Bar (2020), and South Pasadena (2 in 2020, 1 in 2021), tasks included project concept planning and TRP application preparation.
Project Manager for Watershed Management Group Reporting and WMP Adaptive Management	
Clients	Agencies within the Lower LA River and Lower San Gabriel River Watershed Management Groups
Tasks	Administering the preparation and adaptive management of WMPs and watershed reporting.
Client Representation for NPDES Program Audits	
Clients	Diamond Bar (2019), Glendale ('20), Seal Beach ('10, '06), Stanton ('14, '10), Villa Park ('19)
Tasks	Represented cities in MS4 NPDES Permit compliance audits from Cal EPA and Federal EPA.

Michelle Stafffield, PE, MSE, CPSWQ, QSD
Project Manager/Project Engineer

Education

M.S., Civil Engineering, Loyola Marymount
B.S., Ecology, Behavior, & Evolution, UCSD

Certifications

CA Professional Civil Engineer (#88904)
CPSWQ, EnviroCert (#1136)
QSD, CASCA (#26529)

Michelle Stafffield has 17 years of experience in the water quality field, specializing in surface water quality regulation in local regions including Los Angeles, Orange County, and San Diego. Her experiences include managing the development and implementation of point and non-point source programs—including NPDES and TMDL programs for municipalities—assisting and training municipal staff in their in-house NPDES programs, and representing client interests in interactions with regulators and other stakeholders.

Recent Experience and Project Qualifications

Michelle serves as a Project Manager and technical lead on various stormwater infrastructure projects for municipalities involving planning, review, and implementation. In this role her relevant experiences and tasks include implementing and managing NPDES municipal permit provisions such as watershed management and TMDL compliance, Best Management Practices (BMPs) and Low Impact Development (LID) for planning and land development, construction, and industrial/commercial activities, public information and participation, and general programs management and technical assistance. She is also involved in the development and review of Watershed and Stormwater Management Programs, Water Quality Management Plans (WQMPs), and LID Plans.

Municipal NPDES Permit Management: Some of Michelle’s current client-specific responsibilities include:

- Reviewing LID Plans following the standards of the Los Angeles County area-wide MS4 Permit for the cities of Covina, Diamond Bar, Downey, Hawaiian Gardens, Long Beach, Lynwood, Monterey Park, Norwalk, Pasadena, Rancho Palos Verdes, Santa Fe Springs, Signal Hill, South El Monte, South Gate, West Hollywood, and Whittier.
- Reviewing WQMPs following the standards of the North Orange County area-wide MS4 Permit for the cities of Buena Park, La Habra, Placentia, Seal Beach, Stanton, and Villa Park. (WQMPs are the Orange County-equivalent of Los Angeles County’s LID Plans.)
- Serving as point-of-contact with project engineers for the LID Plan and WQMP review process.
- Conducting post-construction BMP verification and maintenance inspections for the cities of Covina, Diamond Bar, Downey, Hawaiian Gardens, La Habra, Placentia, Rancho Palos Verdes, Seal Beach, Signal Hill, Stanton, and West Hollywood.
- Assisting in municipal TMDL compliance activities, including the preparation of Trash TMDL studies and compliance reports, and Bacteria TMDL studies and Load Reduction Strategy reports.
- Assisting in NPDES program management for the cities of Downey, South Gate and Signal Hill. Tasks include serving as a point-of-contact with City staff, representing city interests at watershed meetings and other related meetings and hearings, and preparing the Individual Annual Report.

Watershed Management: Through representation of municipal clients’ stakeholder interests, Michelle also participates in the development and implementation of watershed management programs and monitoring programs for the Dominguez Channel, Los Cerritos Channel, Lower Los Angeles River, Lower San Gabriel River, and Peninsula Cities.

Jillian Brickey, MS, CPSWQ, QSD/P, CGP ToR
Director

18 Years of Experience in Water Quality**Education**

M.S., Environmental Science, CSUF
B.S., Zoology, Cal State Poly Pomona

Certifications

CPSWQ, EnviroCert (#0845)
QSD/QSP, CASQA (#22731)
CGP Trainer of Record, CASQA

Jillian Brickey has 18 years of experience in environmental management, specializing in stormwater and watershed management and water conservation. Her relevant experiences include implementing and managing NPDES municipal Permit programs for Low Impact Development, Development Construction, and TMDL/watershed management. Tasks include plan review and approval, reporting, training municipal staff in program implementation, and representing client interests in interactions with regulators and other stakeholders.

Recent Experience and Project Qualifications

Municipal NPDES Permit Management: Ms. Brickey serves as a Programs Manager of municipal NPDES Permit programs for multiple cities throughout the Southland. NPDES Permits managed include all elements of the MS4 and CGP Permits, including erosion/sediment control and Low Impact Development (LID) for construction projects, and TMDL implementation for water bodies impaired by trash, metals, toxics, and bacteria. Through these management activities, she has:

- Represented cities in MS4 NPDES Permit New Development compliance audits from the Regional Water Quality Control Board. (Seal Beach: 2010, 2015, Stanton: 2010).
- Developed TMDL compliance plans for Metals, Toxics, Bacteria, and Trash. (Lower Los Angeles River, Lower San Gabriel River, Long Beach Nearshore Watersheds: 2013-2016.)
- Served as primary contact with clients and represented their interests when interacting with regulators. (Covina, La Habra, Seal Beach, South Pasadena, Stanton, Pasadena, West Hollywood).
- Developed Stormwater Quality Management Programs (Seal Beach: 2011), LID compliance guideline documents (Gateway cities, 2014), and LID ordinances (2014).
- Held CGP QSD/QSP training as a CGP ToR (Pasadena, 2016) and led over one hundred municipal training sessions in MS4 and CGP Permits. (Over 20 municipal clients: 2008-2016).
- Reviewed on behalf of municipal clients hundreds of LID Plans, WQMPs, and SWPPPs and verified proper installation and maintenance of hundreds of LID BMPs.
- Supervised JLHA plan checking staff.

Watershed Management: Ms. Brickey served as a Project Manager for the development of the WMPs for the Lower Los Angeles River and Lower San Gabriel River Watershed Groups (2013-2016). The WMPs were developed by MS4 Permittees with shared watershed boundaries, with the objective of achieving surface water quality standards. Tasks included evaluating existing control measures and developing new control measures and compliance schedules to achieve water quality standards. She also oversaw the development and implementation of LID ordinances as required by the WMP development process. This included preparing a LID Ordinance Equivalency Demonstration for the City of Long Beach.

She has also led multi-jurisdictional workshops and technical committees on watershed management program implementation, and engaged with Regional Water Quality Control Board members, staff, and non-governmental organizations in support of contested issues regarding the watershed management compliance approach. Through representation of municipal clients' stakeholder interests, Ms. Brickey has also participated in the development of watershed management programs and monitoring programs for the Upper Los Angeles River, Upper San Gabriel River, and Peninsula Cities Watershed Groups (2013-present).

Over 30 years of project experience

John L. Hunter, PE
Principal

Education

B.S. Chemical Engineering, CSULB
B.S. Biological Sciences, UCI

Certifications and Licenses

CA Professional Chemical Engineer, 4724
CA Registered Environmental Assessor, 0900
CA Hazardous Substance Removal, A3382
CA General Engineering License, A-582340

Mr. Hunter serves as the Principal of JLHA. He has over 30 years of experience in municipal environmental programs and currently oversees or otherwise assists with: (1) elements of over 40 separate municipal NPDES programs that covers sub-programs such as: watershed and stormwater management, TMDL implementation, plan reviews, industrial and construction inspections, training, O&M activities, public outreach, and monitoring and

reporting; (2) elements of 30 municipal Safe, Clean Water Programs, (3) eleven municipal FOG or Industrial Waste programs encompassing permitting, inspections and enforcement; (4) six municipal Used Oil Recycling programs; (5) three municipal Beverage Container Recycling programs; and (6) two water conservation programs.

Related Experience

Representation, Advocacy, and Leadership

Since May 2016, Mr. Hunter has served as the chair for the LA Permit Group, which facilitates discussions and provides area wide Permit updates to affected parties within LA County that are under the Regional MS4 NPDES Permit. He coordinates this role with staff from the County of Los Angeles, as well as other Permit stakeholders. Historically, he has also chaired the Los Angeles River Watershed Management Committee and the Santa Monica Bay Bacterial TMDL J7 Subcommittee.

For decades Mr. Hunter has regularly represented client interests in meetings with Regional Board staff and members, most recently regarding topics such WMPs, CIMP, TMDLs, trash provisions, and other new Permit mandates. Most recently this included providing written and oral comments on the 2021 Regional MS4 NPDES Permit on behalf of the Lower San Gabriel River and Lower LA River Watershed Management Groups.

Through these experiences, Mr. Hunter has played a leadership role in the continued countywide development and implementation of the Municipal NPDES Program in the LA Region.

Watershed Management and Safe, Clean Water Program

Mr. Hunter serves as the Principal-in-Charge for contracted program administration and implementation assistance to the Lower Los Angeles River Watershed Group, the Lower San Gabriel River Watershed Group, the Peninsula Cities Watershed Group, and the Long Beach Near-shore watersheds. Services overseen include preparation and adaptive management of the WMPs, CIMP monitoring, annual compliance reporting, project concept planning, and SCWP application preparation. This includes presenting SCWP funding projects to the Watershed Area Steering Committees (WASCs). He also participates as needed in the Upper Los Angeles River Watershed Group, the Dominguez Channel Watershed Group, and the Los Cerritos Channel Watershed Group.

Total Maximum Daily Loads and NPDES Permit Implementation

Mr. Hunter oversaw development of the Reach 1 Metals TMDL Implementation Plan on behalf of nine local agencies. The Plan was used as a source document for the Compliance Schedule in the Lower LA River WMP. He has also administered Trash TMDL studies and associated compliance reports for 19 cities, and continues to oversee the development and implementation of the federally required NPDES Municipal Permit Minimum Control Measures for over 30 cities.

Chris Chew, PE, QSD
Staff Civil Engineer

Overview

Mr. Chew serves as a Staff Civil Engineer. He has over 20 years of municipal experience reviewing structural and architectural plans. His specialty lies in reviewing such plans for compliance with Permits (including MS4), City ordinances (including LID and Green Streets /Erosion Control), Building Codes, and other State Laws.

Education

- M.S. Civil Engineering, Texas Tech University
- B.S. Civil Engineering, Texas Tech University

Certifications and Licenses

- CA Professional Civil Engineer (#47147)
- Qualified SWPPP Developer (QSD)

Related Experience**With JLHA (Starting 2021)**

- Reviews structural and architectural plans and residential and large and complicated buildings for compliance with the MS4 Permit, City Ordinances and State Law.
- Interacts with developers to facilitate completion of their projects.
- Code Consultant.

City of Glendale, Principal Civil Engineer (2015-2020)

- Supervise and manage the Land Development, GIS, Surveying, Real Property, Stormwater and Wastewater Sections.
- Supervise and manage the review of grading and public improvement plans, encroachment plans, subdivision maps, covenant and agreements, street vacations and dedications.
- Update City's ordinances relating to engineering requirements in the Glendale Municipal Code, Glendale Building Code and Low Impact Development Ordinance.
- Review development plans for construction and code compliance.
- Represent the City of Glendale in meetings with other public agencies relating to wastewater and stormwater issues.
- Manage and implement the Municipal Separate Storm Sewer System (MS4) program.
- Responsible for the management of the Wastewater contracts with City of Los Angeles relating to the Amalgamated System and the Los Angeles Glendale Water Reclamation Plant.
- Manage wastewater rate study involving cost of service analysis.
- Solicit, prepare, and manage professional service agreements.
- Coordinate with architects, engineers, contractors, and other City staffs on development projects.
- Review City Council's staff report submittals.
- Review and evaluate employee's job performance.

City of Glendale, Senior Civil Engineer (2009-2015)

- Supervise and manage the Land Development, GIS, and Surveying Groups.
- Review development plans for construction and code compliance.
- Determine requirements for subdivisions, grading permits, construction permits and bonds.
- Coordinate with architects, engineers, contractors, and other City staffs on development projects.
- Review Council's staff report submittals.
- Response to citizen's requests and complaints.
- Manage the construction of federally funded slope repair project and supervise the analysis and reports on disputed construction costs, procedures, bids, and contract.
- Oversee preparation and revision of maps, surveys, wastewater records, and the storage and filing of various records and project files.
- Develop a handbook that describes the permitting procedures for various permits.
- Review and evaluate employee's job performance.

Michelle Kim, MSE, CPSWQ, QSD
Project Engineer

17 years of project experience

Education

M.S., Civil Engineering, Loyola Marymount

B.S., Environmental Science, UC Berkeley

B.A., Public Health, UC Berkeley

Certifications

CPSWQ, EnviroCert (#1134)

QSD, CASQA (#26504)

EIT, NCEES (#141554)

Grade 3 Laboratory Analyst, CWEA (#130133001)

Michelle Kim has 17 years of experience in the water quality industry, which includes potable water, wastewater, and stormwater. Michelle serves as a Project Manager and technical lead on various stormwater infrastructure projects for municipalities involving planning, review, implementation, and funding (including the Safe Clean Water Program). Her relevant experiences and tasks include implementing and managing NPDES municipal permit provisions such as watershed management and TMDL compliance, Best Management Practices

(BMPs) and Low Impact Development (LID) for planning and land development, construction, industrial/commercial activities, and public information and participation. She is also involved in the development and review of Watershed Management Programs (WMPs), Water Quality Management Plans (WQMPs), and LID Plans. Her experience also includes compliance planning, staff training, and representing client interests in interactions with regulators and other stakeholders.

Michelle's client-specific responsibilities at JLHA include:

- Reviewing LID Plans following the standards of the Los Angeles County area-wide MS4 Permit for the Cities of Covina, Diamond Bar, Downey, Hawaiian Gardens, Long Beach, Lynwood, Monterey Park, Norwalk, Pasadena, Rancho Palos Verdes, Santa Fe Springs, Signal Hill, South El Monte, South Gate, West Covina, West Hollywood, and Whittier.
- Reviewing WQMPs following the standards of the North Orange County area-wide MS4 Permit for the Cities of La Habra, Placentia, Seal Beach, Stanton, and Villa Park. (WQMPs are the Orange County-equivalent of Los Angeles County's LID Plans.)
- Serving as point-of-contact with project engineers for the LID Plan and WQMP review process.
- Conducting post-construction BMP verification inspections.
- Conducting training to municipal staff on LID.
- Assisting in municipal TMDL compliance activities, including the preparation of Trash TMDL studies and compliance reports, and Bacteria TMDL studies and Load Reduction Strategy reports.
- Assisting in MS4 Permit Project Management for the Cities of Diamond Bar, Downey, La Mirada, Long Beach, Lynwood, Monterey Park, Pico Rivera, Temple City, and Whittier. Tasks include serving as a point-of-contact with city staff, representing city interests at watershed meetings and other NPDES-related meetings and hearings, and preparing Annual Reports.
- Assisting in Watershed Management efforts under the LA County area-wide MS4 Permit. This includes management of the Lower Los Angeles River Watershed Management Group (WVG), Lower San Gabriel River WVG, and Long Beach Nearshore WVG. Tasks include administering meetings, managing subcontractors, representing the groups in interactions with regulators, and preparing compliance reports, such as Watershed Annual Reports, WMP Progress Reports, and Adaptive Management reports.

Hugo Garcia, CPSWQ, CESSWI, QSD/P
Assistant Project Manager

Education

B.S., Environmental Science, UCR

Certifications and Training

CPSWQ, EnviroCert (#1183)

CESSWI, EnviroCert (#4769)

QSD/P, CASQA (#27064)

Professional Certificate in GIS

Basic Inspector Academy, Cal EPA

Spanish fluency

Hugo Garcia has 12 years of experience with John L. Hunter & Associates, specializing in NPDES and Industrial Waste/FOG Control regulations. His experiences include implementation of Municipal NPDES Programs for Industrial/Commercial Facilities, Development Construction, Municipal Activities, Planning and Land Development, Public Information and Participation, and Illicit Connections & Illicit Discharge Elimination Programs. In addition, Hugo provides TMDL implementation and reporting, and serves as JLHA's lead GIS Specialist.

Recent Experience and Project Qualifications

Mr. Garcia currently serves as both a Senior Project Analyst and Compliance Specialist whose responsibilities include providing assistance with the implementation of several Watershed Management Programs in Los Angeles and Orange County, as well as conducting stormwater compliance inspections (e.g., La Habra, and South Gate). Specific examples of recent experience and project qualifications include:

- Assisting with the development, implementation, and compliance reporting components of Trash TMDLs for the Cities of Alhambra, Arcadia, Burbank, Downey, Glendale, Inglewood, Long Beach, Lomita, Lynwood, Monterey Park, Paramount, Pasadena, Pico Rivera, Rancho Palos Verdes, Signal Hill, South El Monte, South Gate, South Pasadena, Temple City, and West Hollywood.
- Assisting with the development of the Lower Los Angeles River Watershed Management Group Trash Monitoring Reporting Plan (TMRP), Trash Minimum Frequency of Assessment and Collection (MFAC/BMP) Programs for the Cities of Arcadia, Burbank, Downey, Glendale, Long Beach, Pasadena, and Pico Rivera, and Plastic Pellet Management Programs (PMRPs) for the Cities of Arcadia, Burbank, Glendale, Monterey Park, Pasadena, San Gabriel, South El Monte, South Pasadena, and Temple City.
- Assisting with Industrial General NPDES Stormwater Permit compliance activities and Stormwater Pollution Prevention Plans (SWPPPs) for municipal facilities located in the Cities of Laguna Beach, La Mirada, San Gabriel, Signal Hill, and West Covina.
- Conducting over 3,000 NPDES compliance inspections at industrial/commercial facilities (e.g., food facilities, automotive repair facilities, and facilities subject to the Industrial General Permit) and construction sites.
- Developing and maintaining GIS databases of 1) potential sites for low impact development (LID) retrofit projects to comply with various Watershed Management Programs, 2) catch basin retrofit locations to comply with Trash TMDLs and the statewide Trash Provisions, and 3) MS4 outfall and non-stormwater discharges locations to comply with Coordinated Integrated Monitoring Programs (CIMPs).
- Reviewing preliminary plumbing plans for new development and tenant improvement projects at Industrial Waste/FOG facilities in the cities of Arcadia, Signal Hill, South El Monte, South Gate, and Stanton.
- Assisting with the review of small site Low Impact Development (LID) plans for conformance with city-specific LID standards for the Cities of Signal Hill, South Gate, and West Hollywood.
- Developing retrofit opportunity inventories for multi-watershed/multi-jurisdictional grants.

Glenn Cajar, CESSWI, QSP, QISP
Compliance Specialist II

Education

B.S., Earth and Environmental Science,
UCI

Certifications and Training

CESSWI, EnviroCert
QSP, CASQA
QISP, CASQA

Glenn Cajar has nine years of experience with John L. Hunter & Associates, specializing in municipal surface water quality and conservation regulations. His experiences include work in 1) the Municipal NPDES Programs for Industrial/Commercial Facilities, Construction, Public Outreach, and Illicit Discharge Elimination, 2) spill prevention through the Industrial Waste and Fats, Oils, and Grease (FOG) Control Programs, and 3) conservation through statewide drought emergency regulations and the Clean Bay Restaurant (CBR) Program in the Santa Monica Bay.

Recent Experience and Project Qualifications

Glenn currently serves as an Environmental Compliance Specialist II. Specific examples of recent and relevant experience under this role include the following:

NPDES

- Conducting NPDES compliance inspections at industrial/commercial facilities (e.g., food facilities, automotive facilities, and facilities subject to the NPDES Industrial General Permit)
- Assisting facilities under the NPDES Industrial General Permit with permitting and compliance.
- Conducting NPDES compliance inspections at construction sites, including those under the NPDES Construction General Permit.
- Serving as a QSP under the Construction General Permit. (Long Beach)
- Assisting industrial businesses with SB 205 compliance.
- Training municipal staff in the illicit discharge component of the Municipal NPDES Permit. (Signal Hill)
- Training municipal staff in the Drinking Water Systems NPDES Permit. (Signal Hill)
- Preparing NPDES permit applications under the Drinking Water Systems NPDES Permit. (Several Cities)
- Assisting with the implementation of Trash TMDL field studies, including the DGR and MFAC studies.
- Developing educational materials for use by municipal staff, industrial/commercial businesses, and construction site operators.

Industrial Waste and FOG

- Conducting Industrial Waste and FOG inspections at industrial and commercial facilities. (Several cities)
- Assisting with implementation and processing of Industrial Waste/FOG program permitting. (Signal Hill)
- Assisting with implementation of Industrial Waste/FOG program fee recovery billing. (Signal Hill)
- Assisting with reviewing preliminary plumbing plans for new development and tenant improvement projects at Industrial Waste/FOG facilities. (Signal Hill).

Conservation

- Conducting water conservation inspections. (Seal Beach)
- Assisting in the program management of the Clean Bay Restaurant (CBR) Program and conducting CBR inspections at restaurants. The CBR Program incorporates solid waste recycling requirements, as well as NPDES and FOG requirements.

4. Relevant Experience and References

4.1. Relevant Experience

Our experience in Municipal NPDES begins with the inception of MS4 Permits in the 1990s. Table 4 is a complete list of the Municipal NPDES services we provide to current municipal clients, which are similar to those listed in the RFQ. This includes:

- 38 cities, 4 watershed management groups: Program administration or technical support,
- 18 cities: Grant and SCWP Program project application or administration,
- 38 cities: Field services such as BMP compliance inspections,
- 23 cities: Plan review and approval, including LID Plans, WQMPs, and SWPPPs,
- 39 cities, 3 WMGs: Reporting (e.g., annual, TMDL, or watershed reports), and
- 37 cities and 3 watershed groups: Staff training.

Recent and relevant projects include:

- Submitting over 20 applications for SCWP infrastructure project funding (2019-current).
- Applying for and obtaining a Prop 1 Stormwater grant (Urban Orchard in South Gate, 2018) and administering a Prop 1 grant (Ford Park in Bell Gardens, current).
- Updating Watershed Management Programs (WMPs) for the Lower Los Angeles River (LLAR), Lower San Gabriel River (LSGR), Nearshore (Long Beach), and Peninsula Cities WMGs (2021).
- Assisting with the implementation of the Trash TMDL DGR Study for 24 local municipalities in the Santa Monica Bay, Machado Lake, Ballona Creek, and Los Angeles River watersheds.
- Assisting with the implementation of the Statewide Trash Provisions for 22 local municipalities.
- Representing the Cities of Glendale, Diamond Bar, and Villa Park in MS4 NPDES compliance audits conducted by the Regional Water Board and Federal EPA staff in 2019 and 2020.
- Managing ongoing BMP inspection programs at over 10,000 sites.

Our interagency compliance planning experience includes serving as the lead consultant for the development of the WMPs for the LLAR, LSGR, Nearshore, and Peninsula Cities watershed management groups (WMGs). This included oversight of the development of Coordinated Integrated Monitoring Programs (CIMPs). Together the member agencies of these Watershed Groups represent 20 MS4 NPDES Permittees. We also serve as the consultant team lead for the Nearshore, LLAR, LSGR, and Peninsula Cities WMGs. Services include administering monitoring activities, overseeing the development of and submitting funding applications for Safe Clean Water Program projects, preparing watershed annual reports, holding technical committee meetings, and implementing other relevant tasks such as feasibility studies.

We also represent municipal clients in WMGs for the Upper Los Angeles River, Upper San Gabriel River, Dominguez Channel, Ballona Creek, Beach Cities, and Los Cerritos Channel. In Orange County we represent six municipal clients in WMG planning activities led by the Orange County Public Works.

Table 4. Summary of Municipal NPDES Services Currently or Recently Provided

Municipal NPDES Client	Years of service	Administrative or Technical support	Plan Review	Field Inspections	Public Outreach	Training	Funding Assistance	Project or Compliance Planning	Trash Studies	Monitoring oversight	Reporting
Arcadia	29	x	--	x	x	x	x	--	x	--	x
Artesia	10	x	--	x	x	x	x	x	--	--	x
Baldwin Park	4	x	--	x	x	x	x	x	--	--	x
Burbank	7	x	--	--	--	x	x	x	x	--	x
Cerritos	9	--	--	x	--	--	x	--	--	--	x
Compton	4	x	--	--	--	x	x	--	--	x	x
Covina	16	x	x	x	--	x	--	--	--	--	--
Culver City	1	x	x	x	x	x	x	x	x	x	x
Diamond Bar	17	x	x	x	x	x	x	x	--	--	x
Downey	13	x	x	x	x	x	x	x	x	--	x
Fullerton	7	x	--	--	--	x	x	--	--	--	x
Glendale	11	x	--	x	--	x	x	--	x	--	x
Hawaiian Gardens	12	x	x	x	x	x	x	x	--	--	x
Hawthorne	24	x	--	x	x	x	x	--	--	--	x
Hermosa Beach	4	x	--	x	x	x	x	x	--	--	x
Inglewood	9	x	--	x	x	x	x	--	x	--	x
La Habra	13	x	x	x	x	x	x	--	--	--	x
La Mirada	7	x	--	x	--	--	x	--	--	--	x
Laguna Woods	4	--	x	x	--	--	--	x	--	--	--
Lakewood	9	--	--	x	--	--	x	--	--	--	x
Lomita	9	x	--	x	x	x	x	x	--	--	x
Long Beach	10	x	--	x	x	x	x	x	x	x	x
Los Angeles	1	x	--	x	--	--	--	--	--	--	--
LCC WMG	10	x	--	--	--	x	--	x	--	x	--
Lower LA River WMG	11	x	--	--	--	x	x	x	--	x	x
Lower San Gabriel River WMG	11	x	--	--	--	x	x	x	--	x	x
Lynwood	10	x	x	x	x	x	x	x	x	--	x
Manhattan Beach	14	--	--	x	--	--	--	--	--	--	--
Monterey Park	19	x	x	x	x	x	x	x	x	--	x
Norwalk	14	x	x	x	x	x	x	x	--	--	x
Paramount	10	x	x	x	x	x	x	x	x	--	x
Pasadena	9	x	x	x	--	x	x	x	x	--	x
Palos Verdes Peninsula WMG	11	x	--	--	--	--	--	x	--	x	x
Pico Rivera	8	x	--	--	x	x	x	--	x	--	x
Placentia	11	x	x	x	--	x	x	--	--	--	x
Rancho Palos Verdes	30	x	x	x	x	x	x	x	x	--	x
Rolling Hills	15	--	--	--	--	--	--	--	x	--	x
San Marino	5	x	x	x	x	x	x	x	x	--	x
Santa Fe Springs	8	--	x	x	--	--	--	--	--	--	--
Seal Beach	19	x	x	x	x	x	x	--	--	--	x
Signal Hill	39	x	x	x	x	x	x	x	x	--	x
South El Monte	7	x	x	x	x	x	x	x	x	--	x
South Gate	33	x	x	x	x	x	x	x	x	--	x
South Pasadena	19	x	--	x	x	x	x	x	x	--	x
Stanton	17	x	x	x	x	x	x	--	--	--	x
Temple City	21	x	x	x	x	x	x	x	x	--	x
Torrance	<1	x	--	--	--	--	--	x	--	--	--
Villa Park	11	x	x	x	x	x	--	--	--	--	x
West Covina	9	x	x	x	x	x	x	x	--	--	x
West Hollywood	29	x	x	x	--	x	x	x	x	--	x
Whittier	10	x	--	x	x	x	x	x	--	--	x
TOTALS (out of 51)		45	25	41	30	41	41	31	21	7	44

4.2. References

Table 5 is a list of client references we have provided similar scope of services. Additional references are available at the request of the City.

Table 5. References

Agency/Department	Data Field	Reference Information
Compton Public Works	Services Provided	Municipal NPDES
	Year Started and Completed	2020-Present (Ongoing)
	Key Personnel Assigned	Cameron McCullough, Michelle Staffield
	Contact Name/Title	John Strickland, Project Manager
	Address	205 S Willowbrook Ave, Compton, CA 90220
	Telephone/email	310.605.5505, jstrickland@comptoncity.org
	Contract Value	\$392,083.56/year
Lakewood Public Works	Services Provided	Municipal NPDES
	Year Started and Completed	2015-Present (Ongoing)
	Key Personnel Assigned	Jillian Brickey, Michelle Kim
	Contact Name/Title	Kelli Pickler, Public Works Director
	Address	5050 Clark Ave, Lakewood CA, 90712
	Telephone/email	562-866-9771, kpickler@lakewoodcity.org
	Contract Value	\$41,100.00/year
Lomita Public Works	Services Provided	Municipal NPDES
	Year Started and Completed	2015-Present (Ongoing)
	Key Personnel Assigned	Cameron McCullough, Michelle Staffield
	Contact Name/Title	Carla Dillon, Public Works Director/City Engineer
	Address	24300 Narbonne Ave, Lomita, CA 90717
	Telephone/email	310.325.7110 x124, c.dillon@lomitacity.com
	Contract Value	\$65,000/year
Rancho Palos Verdes Public Works	Services Provided	Municipal NPDES, CBR, CIMP and WMP assistance
	Year Started and Completed	1994-Present (Ongoing)
	Key Personnel Assigned	John Hunter, Michelle Staffield
	Contact Name/Title	Ramzi Awwad, Director of Public Works
	Address	30940 Hawthorne Blvd, RPV, CA 90275
	Telephone/email	310.544.5275, rawwad@rpvca.gov
	Contract Value	\$78,091/year

5. Project Management Plan

5.1. Approach to Service Delivery

JLHA recognizes that each city has a unique approach to project management and communication. To ensure seamless integration with the City's existing workflows, the Contract Manager and Project Team will collaborate with City staff to develop a customized schedule of project check-ins, progress updates, and meetings. This collaborative approach ensures that communication channels align with the City's preferences, whether that be through email updates, regular in-person meetings, or a combination of both. We find that a blended approach, utilizing email for routine updates and in-person meetings for in-depth discussions and scheduled progress reviews (e.g., quarterly), often proves most effective.

5.2. Technical Expertise and Organizational Structure

Our ability to deliver comprehensive technical services is strengthened by our matrix organizational structure. This model ensures that the Contract Manager and supporting technical staff possess cross-disciplinary expertise across various NPDES sub-programs. This means that multiple experts are available for each sub-program, ensuring continuity and responsiveness in the event of personnel changes. Furthermore, this structure guarantees the availability of qualified staff to provide any on-call services outlined in the RFQ.

5.3. Quality Assurance and Quality Control

JLHA is committed to upholding the highest standards of quality in our service delivery. To achieve this, we incorporate a dedicated QA/QC budget into our program management. This budget allocates time for supervising key personnel to regularly review the Project Team's work product, ensuring accuracy, completeness, and adherence to best practices. The QA/QC process also includes budget and schedule tracking to maintain project efficiency and control. By prioritizing quality assurance and control, we guarantee that the City receives consistently superior service throughout the duration of the project.

6. Required Forms

The following pages include JLHA's completed City of Hermosa Beach required forms:

- Certification of Qualifications
- Non-Collusion Affidavit
- Compliance of Insurance Requirements
- Acknowledgement of Professional Services Agreement
- Covid Vaccination Certification

6.2 Required Forms

6.2.1 Certification of Qualifications

RFQ #: 24-001

The undersigned hereby submits its statement of qualifications and agrees to be bound by the terms and conditions of this Request for Qualifications (RFQ).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this statement of qualifications or any work connected with this statement of qualifications. Should any agreement be approved in connection with this Request for Qualifications, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFQ.
3. Proposer has carefully reviewed its statement of qualifications and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all statement of qualifications and to waive any informality or irregularity in any statement of qualifications received by the City.
5. The statement of qualifications response includes all of the commentary, figures and data required by the Request for Qualifications.
6. The statement of qualifications shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFQ and that the proposer has reviewed the following addendums which have been issued:

Addendum: Not applicable

Addendum: _____

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their statement of qualifications.

Signature of Authorized Representative:

Cameron McCullough

Printed Name and Title:

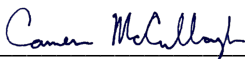
Cameron McCullough, Director

6.2.2 Non-Collusion AffidavitRFQ #: 24-001

The undersigned declares states and certifies that:

1. This statement of qualifications is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This statement of qualifications is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham statement of qualifications and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham statement of qualifications or to refrain from submitting to this RFQ.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the rate schedule price or to fix any overhead, profit or cost element of the rate schedule price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the statement of qualifications and related documents are true.
6. I have not directly or indirectly submitted the rate schedule price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFQ depository, or to any member or agent thereof, to effectuate a collusive or sham statement of qualifications.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this statement of qualifications .
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:



Printed Name and Title:

Cameron McCullough, Director

6.2.3 Compliance with Insurance Requirements

RFQ #: 24-001

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFQ.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Qualifications.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:



Printed Name and Title:

Cameron McCullough, Director

6.2.4 Acknowledgement of Professional Services Agreement

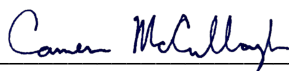
RFQ #: 24-001

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

Not applicable

Signature of Authorized Representative:



Printed Name and Title:

Cameron McCullough, Director



May 23, 2024

Suja Lowenthal, City Manager
City of Hermosa Beach 1315 Valley Drive Hermosa Beach, CA 90254

RE: Mandatory COVID-19 Vaccination for City of Hermosa Beach Consultants

Dear City of Hermosa Beach,

Dear Ms. Lowenthal:

Per this letter, John L. Hunter & Associates, Inc. certifies that all of its officers, agents, employees, subcontractors, representatives and volunteers servicing the City of Hermosa Beach on-site within the City pursuant to the Municipal NPDES and SCW Program Consulting Services (RFQ# 24-001) dated May 2, 2024, are or will be fully vaccinated or covered by an approved medical or religious exemption prior to the implementation of the scope of work located within the above referenced agreement.

Respectfully,

A handwritten signature in blue ink that reads "Cameron McCullough". The signature is written in a cursive, flowing style.

Cameron McCullough
Director

Municipal NPDES and SCW Program Consulting Services (RFQ# 24-001)



RATE SCHEDULE 2024.05.23

Prepared for: The City of Hermosa Beach
Attn: Department of Public Works

Prepared by: **John L. Hunter & Associates**
6131 Orangethorpe Ave #300
Buena Park, CA 90620
562.623.5081

Cameron McCullough

Contract Manager
cmccullough@jlha.net

Michelle Staffield

Project Lead
mstaffield@jlha.net

Standard Rate Schedule

Principal	\$227 / hour
Director	\$201 / hour
Program Manager	\$201 / hour
Staff Engineer	\$201 / hour
Project Manager	\$191 / hour
Assistant Project Manager	\$170 / hour
Project Engineer	\$170 / hour
Senior Compliance Specialist	\$150 / hour
Compliance Specialist II	\$140 / hour
Project Analyst II	\$140 / hour
Compliance Specialist I	\$129 / hour
Project Analyst I	\$129 / hour
Administrative Assistant, Intern, Laborer (OSHA 40hr certified)	\$88 / hour
State Certified Laboratory Analysis	Cost + 5%
Legal Consultation, Court Appearances/Document review, etc.	\$299 / hour
Subcontracted equipment	Cost + 5%

This rate schedule is subject to annual consumer price index (CPI) increases in subsequent years (pending city approval).

Project Team Rate Schedule

Rates are based on JLHA's employee titles. Employee titles for the key team members are listed in their resumes. Below are detailed hourly billable rates for key staff members with their licenses and certifications.

Name	Title	Licenses	Billable Rate (\$/hour)
John Hunter	Principal	PE	\$227
Cameron McCullough	Director	MS, CPSWQ, QSD/P, IGP ToR	\$201
Jillian Brickey	Director	MS, CPSWQ, QSD/P, CGP ToR	\$201
Chris Chew	Staff Engineer	PE	\$201
Michelle Stafffield	Project Manager	PE, MSE, CPSWQ, QSD	\$170
Michelle Kim	Project Manager	MSE, CPSWQ, QSD	\$170
Hugo Garcia	Assistant Project Manager	CPSWQ, CESSWI, QSD/P	\$170
Glenn Cajar	Senior Compliance Specialist	CESSWI, QSP, QISP	\$150