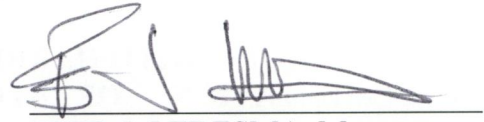


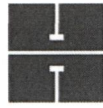
ABSTAIN, Councilmembers: None

ABSENT, Councilmembers: None


FRED J. LEDESMA, Mayor

ATTEST:


ADELA P. GONZALEZ, City Clerk



January 14, 2016

Don Wilcox, Public Works Director
City of Soledad
P.O. Box 156
Soledad, CA 93960

Subject: SCOPE AND FEE TO ASSIST THE CITY WITH PHASE II PERMIT REQUIREMENTS FOR 2015-2016 (PERMIT YEAR 3) AND IMPLEMENTATION OF THE STORMWATER PROGRAM FOR PERMIT YEARS 1-3
Consultant Services Contract - Task #33

The City has requested additional assistance with developing and implementing the City's Stormwater Program to comply with the Central Coast Post Construction Requirements and the statewide Phase II Municipal Permit. The following scope of work was prepared based on the task items identified in the State Water Resources Control Board Water Quality Order No. 2013-0001-DWQ (Phase II MS4 Permit) for the 2013-2016 Permit Years (Permit Years 1-3).

Scope of Work:

1. Program Management Element (E.6):

This section addresses the legal portion of the program to allow the City to enforce the Stormwater Program. We have addressed the following portions of the permit during Permit Years 1 and 2 (2013-2015):

- City Ordinance Update (E.6.a Legal Authority)
- Certification Statement (E.6.b Certification)

The Permit requires that an Enforcement Response Plan be prepared during Permit Year 3 (2015-2016) to identify the City's enforcement procedures, actions and response to violations of the Stormwater Program. The Enforcement Plan must correspond to the City Ordinances and Certification Statement.

Deliverable: Harris will coordinate with City staff to develop the Enforcement Response Plan.

2. Education and Outreach Program (E.7):

The City is required to implement a Public Education and Outreach Program to engage the community of Soledad. The intent is to bring awareness around the importance of stormwater management in hopes of changing community behavior. The City developed an MOU with the City of Gonzales in 2015 to leverage resources to address the Public Education and Outreach portion of the permit. It is assumed that effort will continue and the City will contract directly with the Education and Outreach consultant.

In addition, the permit requires the City to train staff on the following items:

- Illicit Discharge and Illegal Connections to the Storm Drain System
- Construction Site Best Management Practices (BMPs)
- Pollution Prevention and Good Housekeeping

In addition to the staff training, the City is required to develop and distribute educational materials to construction site operators and update the City website to incorporate Stormwater BMP information.

Deliverable: Harris will coordinate with City staff and the Education and Outreach consultant to continue the development of the program and to identify training opportunities for appropriate staff, this may include external trainings. Also, Harris will develop a flyer that identifies the appropriate Construction related BMPs and applicable ordinances. The flyer will address various types of projects and various regulations. In addition, we will work with the City to update the Stormwater Page on the City website to incorporate Stormwater BMPs.

3. Public Involvement and Participation Program (E.8):

The City is required to involve the public in the development and implementation of the Stormwater Program. Harris is currently working with the Education and Outreach consultant to comply with this section of the Permit.

Deliverable: Harris will continue coordinate with City staff and the Education and Outreach consultant to identify additional opportunities to involve the public in the development and implementation of the Stormwater Program.

4. Illicit Discharge Detection and Elimination (E.9):

We have coordinated with the City and Rick Engineering to complete the following items during Permit Years 1 and 2 (2013-2015):

- Outfall Mapping (E.9.a)
- Illicit Discharge Source/Facility Inventory (E.9.b)
- Field Sampling to Detect Illicit Discharges (E.9.c)
- Illicit Discharge Detection and Elimination Source Investigations and Corrective Actions (E.9.d)
- Spill Response Plan (E.9.e)

The City is required to maintain and implement these program elements.

Deliverable: Harris will coordinate with City staff to identify staff responsibilities and resources to implement this section of the Permit. This will involve a presentation to staff (as identified in Scope Item 10), a responsibility matrix and coordination with City staff on field sampling (E.9.c). The City may request Harris to assist with implementing the items listed above; however, our assistance will be based on the available budget.

5. Construction Site Stormwater Runoff Control Program (E.10):

We have coordinated with the City and Rick Engineering to complete the following items during Permit Years 1 and 2 (2013-2015):

- Construction Site Inventory (E.10.a)
- Construction Plan Review and Approval Procedures (E.10.b)
- Construction Site Inspection and Enforcement (E.10.c)
- Illicit Discharge Detection and Elimination Source Investigations and Corrective Actions (E.9.d)
- Spill Response Plan (E.9.e)

The City is required to maintain and implement these program elements.

Deliverable: Harris has provided Development Review and Inspection Services for development projects on an as-needed basis, which addresses most of the items listed above. Therefore, this effort includes coordination with City staff and tracking of construction projects for reporting purposes.

6. Pollution Prevention/Good Housekeeping for City Operations Program (E.11)

We have coordinated with the City and Rick Engineering to complete the following items during Permit Years 1 and 2 (2013-2015):

- Inventory of City-Owned and Operated Facilities (E.11.a)
- Map of City-Owned or Operated Facilities (E.11.b)
- Storm Drain System Assessment and Prioritization (E.11.f)
- Landscape Design and Maintenance (E.11.j)

The City is required to maintain and implement these program elements in addition to developing the following items during Permit Year 3:

A. Facility Assessment (E.11.c.)

Within the third year of the effective date of the permit, for all the inventoried City-owned or operated facilities, the City shall conduct a comprehensive inspection and assessment of pollutant discharge potential and identification of pollutant hotspots using the Center for Watershed Protection's (CWP) guide on Urban Subwatershed and Site Reconnaissance, or equivalent¹.

Deliverable: Harris will develop a comprehensive inspection and assessment procedures to identify pollutant discharge potential and pollutant hotspots. This will consist of a Standard of Procedures (SOP) document for use by City staff.

B. Maintenance of Storm Drain System (E.11.g)

Within the third year of the effective date of the permit, the City shall begin maintenance of all high priority storm drain systems on an ongoing schedule. The City shall begin maintenance of storm drain systems according to the procedures and priorities developed according to Section E.11.g.

Deliverable: We are aware that the City currently has informal procedures for maintaining the City's drain inlets. Harris will work with City Staff to document the procedures and

¹ The Permittee shall use the Center for Watershed Protection's Restoration Manual Series guide on Urban Subwatershed and Site Reconnaissance: a User's Manual (available as a free download at www.cwp.org) or equivalent when identifying priority areas. Hotspots are specific operations in a subwatershed that may generate high storm water pollution.



prepare a Standard of Procedures (SOP) document for use by City staff. The SOP will include a map identifying the high priority catch basins.

C. City Operations and Maintenance (O&M) Activities (E.11.h)

Within the third year of the effective date of the permit, the City shall assess their O&M activities for potential to discharge pollutants in storm water and inspect all O&M BMPs on a quarterly basis.

Deliverable: Harris will coordinate with City Staff to document the O&M procedures and prepare a Standard of Procedures (SOP) document for use by City staff.

D. Incorporation of Water Quality and Habitat Enhancement Features in New Flood Management Facilities (E.11.i)

Within the third year of the effective date of the permit, the City shall develop and implement a process for incorporating water quality and habitat enhancement features into new and rehabilitated flood management facilities. The City shall develop and implement a process to incorporate water quality and habitat enhancement features in the design of all new and rehabilitated flood management projects that are associated with the MS4 or that discharge to the MS4.

Deliverable: Harris will coordinate with City Staff to identify opportunities to comply with this section. Harris will summarize the approach in a Memorandum.

Please see Section E.11 of the Phase II MS4 Permit for further details on the elements listed above.

7. Post Construction Stormwater Management Program (E.12)

The City is currently implementing the Central Coast Post Construction Requirements and therefore has followed the requirements set forth in Resolution No. R3-2012-0025 adopted by the Central Coast Regional Water Quality Control Board (RWQCB) in July 2013. These requirements supersede portions of this section of the Phase II MS4 Permit; however, the following sections have been developed pursuant to the State Phase II Permit during Permit Years 1 and 2:

- Enforceable Mechanisms (E.12.g)
- Operation and Maintenance of Post Construction Stormwater Management Measures (E.12.h)

The City is required to maintain and implement these program elements in addition to developing the following items during Permit Year 3:

A. Post Condition Best Management Practice Condition Assessment (E.12.i)

The City is required to inventory and assess the maintenance condition of structural post-construction BMPs (including BMPs used for flood control) within the City's jurisdiction; this includes developing a self-certification program for private BMPs.

Deliverable: Harris will work closely with the City to develop an O&M Program to comply with this requirement. This effort will include a development of a spreadsheet to inventory the BMPs and document the condition. The deliverables developed in this task will be directly correlated with those shown under Task 8. Program Effectiveness Assessment and



Improvement Plan, PEAIIP (E.14) with specific emphasis on the BMP Rapid Assessment Methodology

B. Planning and Development Review Process (E.12.i)

The City shall review their planning and permitting process to assess any gaps or impediments impacting effective implementation of these post-construction requirements specified in Section E.12, and where these are found to exist, seek solutions to promote implementation of these requirements within the context of public safety and community goals for land use. The City shall prioritize review of the landscape code (code detailing landscaping requirements and considerations which should be implemented to protect environmental quality) to correct gaps and impediments impacting effective implementation of post-construction requirements.

Deliverable: Most of this task item has been addressed by the Central Coast Low Impact Development Initiative (LIDI) and their consultant AHBL, Inc. during Permit Year 2. However, the City needs to be made aware of the Central Coast Post Construction Requirements and how they impact the development review process; from planning to construction. Therefore, Harris will coordinate with City staff to identify the City's development review process and develop a responsibility and resources matrix.

8. **Program Effectiveness Assessment and Improvement (E.14)**

Rick Engineering Company developed the PEAIIP for the City during Permit Year 2 with assistance from Harris. Harris will continue the development of the plan and coordinate directly with the Central Coast RWQCB to collaborate on the final plan. In addition, we will continue our coordination with 2ND Nature, LLC and the Central Coast LID Initiative to implement the Tool for Estimating Load Reduction (TELRL) and BMP Rapid Assessment Methodology (BMP RAM), both were identified as tools to be used in the PEAIIP. TELRL and BMP RAM are anticipated to be released for use in the first quarter of 2016. RICK will continue to track the development of these tools and assist in procedures required to implement them. It should be noted that the fee for this task is difficult to assess and may warrant adjustment as additional details are provided regarding the tools.

Deliverable: Harris will coordinate with City to continue development of this plan. In addition, Harris staff is actively involved in an advisory committee developed by the Central Coast RWQCB. We will continue this effort and report back to the City.

9. **Annual Reporting Program (E.16)**

We will work with City staff to prepare the Annual Report, which covers the permit period of July 1 to June 30, and due October 15. This scope includes answering the questions in SMARTS and uploaded the required documentation. We will also work closely with City staff to prepare summaries for the Permit Years 1 -3 task items.

Deliverable: Harris will prepare the Annual Report for City approval prior to October 15, 2016.

10. **Presentation to Staff**

Harris will develop a 1-hour presentation to be given to department heads. The intent of the presentation is to bring awareness around the Phase II MS4 Permit and City's Stormwater Program.

The presentation will identify the program elements at a high level and designate responsibility to City departments.

Deliverable: Harris will develop and present a 1-hour presentation on the Phase II MS4 Program and City Stormwater Program.

11. Meetings

We will attend and participate in meetings with City staff, including on-site meetings and site visits associated with execution of this scope of services. We will consult and coordinate with additional consultants (e.g., Save the Whales) on items related to the project.

Deliverable: Harris will develop agendas and meeting minutes to track the status of the program.

Our level of effort presented in Exhibit A will be provided on an "hourly not-to-exceed" basis. Additional task items unforeseen at the authoring of this task order will be provided under a subsequent authorization.

Please contact Frank Lopez with any questions on our scope or fee.

Thank you.

Regards,
HARRIS & ASSOCIATES, Inc.



Patrick Dobbins, PE, QSD
Director, Community Services

HARRIS & ASSOCIATES, Inc.



Frank S. Lopez, PE, QSD, CFM
Director, Community Services

Accepted:

By: City of Soledad

Date

City Council approved 02/03/2016 Reso. 5153



SCOPE AND FEE TO ASSIST THE CITY WITH PHASE II PERMIT REQUIREMENTS FOR 2015-2016 (PERMIT YEAR 3)
AND IMPLEMENTATION OF THE STORMWATER PROGRAM FOR PERMIT YEARS 1-3

Task	Fee
1. PROGRAM MANAGEMENT ELEMENT (E.6)	\$5,000
2. EDUCATION AND OUTREACH PROGRAM (E.7)	\$8,000
3. PUBLIC INVOLVEMENT AND PARTICIPATION PROGRAM (E.8)	\$3,000
4. ILLICIT DISCHARGE DETECTION AND ELIMINATION (E.9)	\$6,000
5. CONSTRUCTION SITE STORMWATER RUNOFF CONTROL PROGRAM (E.10)	\$3,000
6A. POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR PERMITTEE OPERATIONS PROGRAM – Facility Assessments (E.11.c)	\$8,000
6B. POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR PERMITTEE OPERATIONS PROGRAM – Maintenance of Storm Drain System (E.11.g)	\$4,000
6C. POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR PERMITTEE OPERATIONS PROGRAM – City Operations and Maintenance (O&M) Activities (E.11.h)	\$5,000
6D. POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR PERMITTEE OPERATIONS PROGRAM – Incorporation of Water Quality and Habitat Enhancement Features in New Flood Management Facilities (E.11.i)	\$1,500
7A. POST CONSTRUCTION STORMWATER MANAGEMENT PROGRAM – Post Construction Best Management Practice Condition Assessment (E.12.i)	\$6,000
7B. POST CONSTRUCTION STORMWATER MANAGEMENT PROGRAM – Planning and Development Review Process (E.12.j)	\$3,000
8. PROGRAM EFFECTIVENESS ASSESSMENT AND IMPROVEMENT – Program Effectiveness Assessment and Improvement Plan (E.14.a)	\$10,000
9. ANNUAL REPORT	\$5,000
10. PRESENTATION TO STAFF	\$3,000
11. MEETINGS	\$6,500
Total =	\$77,000

Note 1: Our level of effort shown in Exhibit A will be provided on an “hourly not-to-exceed” basis. Additional efforts unforeseen at the authoring of this task order will be provided under a subsequent authorization.

Note 2: The cost to perform these tasks is difficult to estimate and therefore the fee provided is an estimate.



EXHIBIT - B



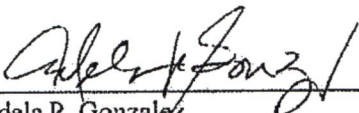
February 3, 2016

**CONTRACT AMENDMENT NUMBER 1
TO THE CONTRACT TITLED:**

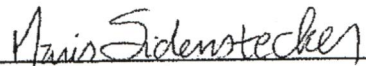
**PUBLIC EDUCATION OUTREACH SERVICES AGREEMENT BETWEEN THE
CITY OF SOLEDAD AND
SAVE THE WHALES**

On February 3, 2016, the City Council of the City of Soledad Adopted Resolution No. 5153, "Authorizing the City Manager to Execute Amendment No. 1 to an Agreement Between the City of Soledad and Save The Whales," Section 2 – Compensation, by an additional not to exceed amount of \$21,025 for Fiscal Year 2015/16, with the City of Gonzales's portion being \$10,100 and Soledad's portion \$10,925.

Council amended the contract with Save The Whales so as to continue the work in Fiscal Year 2015/16 as set forth in Exhibit B, for an additional cost not to exceed \$21,025. All other terms and conditions of this Agreement shall remain in full force and effect.



Adela P. Gonzalez
City Manager
City of Soledad



Maris Sidenstecker
Save The Whales

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