

**RESOLUTION NO. 5249**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SOLEDAD  
APPROVING: TASK ORDER #53 WITH HARRIS AND ASSOCIATES FOR  
DEVELOPMENT AND IMPLEMENTATION OF THE PHASE II STORMWATER  
PROGRAM FOR PERMIT YEAR 4 (2016-2017) IN THE AMOUNT OF \$71,200**

**WHEREAS**, beginning in 2013, the City was required to comply with a new five-year Phase II Stormwater Permit required by the California State Water Resources Control Board (SWRCB); and

**WHEREAS**, compliance is mandatory and the City does not have adequate staffing to develop the stormwater program required by the State, so a contract situation to comply with this new intensive stormwater program is necessary; and

**WHEREAS**, the City has previously awarded agreements with consultants to provide the work necessary to comply with State storm water permit requirements; and

**WHEREAS**, the City is now in Permit Year 4 of the Phase II Stormwater Permit and must meet Permit Year 4 requirements as specified in the Permit; and

**WHEREAS**, the task order proposal being recommended for approval tonight is for work required to comply with Phase II Stormwater Permit Year 4 Program *Development and Implementation*.

**NOW THEREFORE, BE IT HEREBY RESOLVED**, by the City Council of the City of Soledad that the task order in the amount of \$71,200 with Harris & Associates, copy of which is attached hereto as **Exhibit A**, and by reference incorporated herein, is hereby approved and the City Manager is authorized and directed to execute the same on behalf of the City.

**PASSED AND ADOPTED** by the City Council of the City of Soledad at a regular meeting duly held on the 2<sup>nd</sup> of November, 2016, by the following vote:

**AYES**, and in favor thereof, Councilmembers: Patricia D. Stephens, Richard Perez, Christopher K. Bourke, and Mayor Fred J. Ledesma

NOES, Councilmembers:

ABSTAIN, Councilmembers:

ABSENT, Councilmembers:

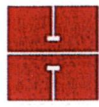
Mayor Pro Tem Alejandro Chavez

  
FRED J. LEDESMA, Mayor

ATTEST:

  
DONALD T. WILCOX, Interim City Clerk





October 21, 2016

Don Wilcox, Acting City Manager  
City of Soledad  
P.O. Box 156  
Soledad, CA 93960

**Subject: SCOPE AND FEE TO ASSIST THE CITY WITH PHASE II PERMIT REQUIREMENTS FOR 2016-2017 (PERMIT YEAR 4) AND IMPLEMENTATION OF THE STORMWATER PROGRAM**  
Engineering Services Contract - Task #53

The Phase II Stormwater Municipal Permit (Permit) consists of two overarching tasks: Development of the Permit requirements and Implementation of the actual program. Harris & Associates has assisted the City with both starting in Permit Year 2 (2014-2015). Since then, we have developed various manuals and checklist and also performed inspections and trainings to comply with the Permit. As of today, the City is in compliance in terms of addressing the development of manuals and checklists listed in the Permit. The Implementation portion is a work in progress because it heavily relies on staff resources to perform the duties associated with the program. Since we are now in Permit Year 4, Implementation is instrumental in complying with the Permit and avoiding violations.

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 2013-2017 Permit Years (Permit Years 1-4).

**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 -3 (2013-2016):

- City Ordinance Update (E.6.a Legal Authority)
- Certification Statement (E.6.b Certification)
- Development of an Enforcement Response Plan (E.6.c Enforcement Response Plan)

The Permit requires that an Enforcement Response Plan (ERP) 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 ERP is tied to the City Ordinances and Certification Statement, and should now be followed to enforce the City's stormwater program. Therefore, Harris will work closely with the City department heads to train them on the ERP and corresponding violation procedures.

**Deliverable:** This is a training task and therefore the deliverable will consist of a PowerPoint presentation or a checklist.

## 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 Detection Elimination (IDDE)
- Construction Site Best Management Practices (BMPs)
- Pollution Prevention and Good Housekeeping (PPGH)

As required for Permit Year 3, Harris trained key staff on the IDDE and PPHG Manuals. We met with staff and walk them through the manuals, as well as performed various inspections with them. We will continue to train staff in this manner. However, to train all staff and track the knowledge of the program, Harris will develop a short online survey/quiz to gauge the awareness of City staff. This approach will allow us to redirect efforts in order to better utilize City resources.

**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 an online survey/quiz using Google Forms. This will require the development of questions related to the various program elements (e.g., IDDE, PPGH, Construction Site BMPs, etc.).

## 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 to complete the following items during Permit Years 1-3 (2013-2016):

- 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)
- Maintenance Prioritization of Storm Drain System (E.9.g)

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 responsibility matrix and coordination with City staff on implementing the IDDE Manual.

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

We have coordinated with the City to complete the following items during Permit Years 1-3 (2013-2016):

- Construction Site Inventory (E.10.a)
- Construction Plan Review and Approval Procedures (E.10.b)
- Construction Site Inspection and Enforcement (E.10.c)

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 the items listed above. This effort includes coordination with City staff and tracking of construction projects for reporting purposes. We will continue to provide this service.

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

We have coordinated with the City to complete the following items during Permit Years 1-3 (2013-2016):

- Inventory of City-Owned and Operated Facilities (E.11.a)
- Map of City-Owned or Operated Facilities (E.11.b)
- Facility Assessment (E.11.c)
- Storm Drain System Assessment and Prioritization (E.11.f)
- Maintenance Prioritization of Storm Drain System (E.11.g)
- Assessment of City Operations and Maintenance Activities (E.11.h)
- Incorporation of Water Quality and Habitat Enhancement Features in New Flood Management Facilities (E.11.i)
- 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 4:

**A. Stormwater Pollution Prevention Plans (E.11.d.)**

Within the fourth year of the effective date of the permit, the City shall develop and implement SWPPPs for pollutant hotspots. If a City has an existing document such as Hazardous Materials Business Plan, Spill Prevention Plan, or other equivalent document the City is not required to develop a SWPPP.

Harris performed Facility Assessments (E.11.c) during the 2015-2016 permit year and identified hotspots. SWPPPs will be prepared for each hotspot and include the following:

- Facility specific information (location, owner, address, etc.)
- Purpose of the document



- Key staff/contacts at the facility
- Site map with drainage identified
- Identification of significant materials that are handled and stored at the facility that may be exposed to storm water
- Description of potential pollutant sources
- Facility BMPs
- Spill control and cleanup – response to spills
- Inspection schedule
- Inspection procedures and checklist for inspections conducted to ensure proper selection, implementation, and maintenance of all BMPs

**Deliverable:** Harris will develop SWPPPs for each confirmed hotspot. Based on our Facility Assessments, the City currently has four (4) confirmed hotspots.

**B. PPGH Implementation**

Harris developed the PPGH Manual to address the various items shown above. Harris will continue to assist the City with implementing the manual and performing the various inspections required.

**Deliverable:** Harris will perform Facility Assessments, Assess and Coordinate with Operation Staff on O&M and Coordinate with Staff on Storm Drain Maintenance Procedures.

*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 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 1-3:

- Enforceable Mechanisms (E.12.g)
- Operation and Maintenance of Post Construction Stormwater Management Measures (E.12.h)
- Planning and Development Review Process (E.12.j)

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

**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. The City will utilize BMP RAM, once it becomes available, to perform BMP Assessments. Therefore, this task will be carried over from last year.

**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 (RAM). *It should be noted that this item is a carryover from Permit Year 3 since BMP RAM has not been finalized.*

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

A previous consultant 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 finalizing the 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 2017. Harris will continue to track the development of these tools and assist the City with developing these tools for use in the stormwater program. It should be noted that BMP RAM and TELRL require licenses to operate. Therefore, a fee will be required to operate the programs, which will be the sole burden of the City.

**Deliverable:** Harris will coordinate with City to continue development of this plan by preparing assessments for each program element. In addition, Harris staff will coordinate directly with .

**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, 2017.

**10. Project Management & Meetings**

We will coordinate efforts associated with the City's Stormwater Program attend/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 and 2<sup>nd</sup> Nature) on items related to the program. We will also represent the City at various advisory meetings with the Central Coast RWQCB.

**Deliverable:** Harris will develop agendas and meeting minutes to track the status of the program. We also report out to the City regarding advisory meetings.

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.

HARRIS & ASSOCIATES, Inc.

*PATRICK DOBBINS*

*Frank S. Lopez*

Patrick Dobbins, PE, QSD  
Director, Community Services

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

Accepted:

*D.T. Wilcox*                      *11/3/16*  
By: City of Soledad                      Date

*Reso # 5249*



**EXHIBIT A**

**SCOPE AND FEE TO ASSIST THE CITY WITH PHASE II PERMIT REQUIREMENTS FOR 2016-2017 (PERMIT YEAR 4)  
AND IMPLEMENTATION OF THE STORMWATER PROGRAM FOR PERMIT YEARS 1-4**

Task	Fee
1. PROGRAM MANAGEMENT ELEMENT (E.6)	\$4,820
2. EDUCATION AND OUTREACH PROGRAM (E.7)	\$9,280
3. PUBLIC INVOLVEMENT AND PARTICIPATION PROGRAM (E.8)	\$2,480
4. ILLICIT DICHARGE DETECTION AND ELIMINATION (E.9)	\$6,940
5. CONSTRUCTION SITE STORMWATER RUNOFF CONTROL PROGRAM (E.10)	\$2,940
6A. POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR CITY OPERATIONS PROGRAM – SWPPPs (E.11.d)	\$8,500
6B. POLLUTION PREVENTION/GOOD HOUSEKEEPING FOR CITY OPERATIONS PROGRAM – PPGH Implementation	\$7,720
7. POST CONSTRUCTION STORMWATER MANAGEMENT PROGRAM – Post Construction Best Management Practice Condition Assessment (E.12.i)	\$5,880
8. PROGRAM EFFECTIVENESS ASSESSMENT AND IMPROVEMENT – Program Effectiveness Assessment and Improvement Plan (E.14.a)	\$10,200
9. ANNUAL REPORT	\$4,640
10. PROJECT MANAGEMENT & MEETINGS	\$7,800
<b>Total =</b>	<b>\$71,200</b>

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.

