



Camarillo City Council

AGENDA REPORT

Date: June 12, 2024

To: Honorable Mayor and City Councilmembers

From: Greg Ramirez, City Manager

Submitted by: Dave Klotzle, Public Works Director

Subject: Stormwater and Engineering Review Services – Professional Services Agreements

BACKGROUND

The City's National Pollutant Discharge Elimination System (NPDES) Municipal Stormwater Permit (MS4 Permit) requires the City to implement a stormwater management program including construction and business site inspections, detection and elimination of illicit discharges, and requiring certain development projects to construct and maintain permanent stormwater treatment infrastructure approved through a Post Construction Stormwater Management Plan (PCSMP). PCSMPs are reviewed early in the development plan review process to ensure applicants receive early direction on MS4 Permit requirements that affect development plans.

Stormwater program administration, inspections, regulatory review and engineering review services are currently provided by consultants to ensure compliance with the regulations included in the City's MS4 Permit. These services may only be performed by firms which are not currently providing these same services for private development projects within the City of Camarillo. The City currently has an agreement with Charles Abbott Associates, Inc. (CAA) to perform administration, inspection and technical services for stormwater management and review of regulatory PCSMPs. CAA does not offer the engineering reviews for PCSMPs therefore a separate consultant is necessary to ensure overall compliance with the MS4 Permit requirements. Willdan currently provides engineering and technical plan check services for the City.

CAA and Willdan's services to review PCSMPs are funded by development fees received, whereas CAA's stormwater services are funded out of the stormwater operations budget. The current agreements expire on June 30, 2024.

DISCUSSION

On December 14, 2023, staff advertised a Request for Qualifications (RFQ) for professional services for Stormwater Quality Inspection and Technical/Administrative Services on the City of Camarillo PlanetBids portal and on December 17, 2023, an advertisement was published in the Ventura County Star.

The following three Statements of Qualifications (SOQs) were received on January 16, 2024:

- Charles Abbott Associates, Inc. (CAA)
- Sespe Consulting, Inc. (Sespe)
- Willdan Engineering, Inc. (Willdan)

Staff reviewed the SOQs, and selected CAA as the most qualified for stormwater administration, inspection, and technical services. Staff selected Willdan as the most qualified for PCSMP engineering review and technical services.

Staff negotiated the proposal from CAA and recommends awarding a professional services agreement to CAA in the amount of \$1,942,987 to provide stormwater quality inspection and technical/administrative services from July 1, 2024, to June 30, 2027, with an option to extend the agreement for two one-year periods upon mutual consent and approval by City Manager. The agreement allows for an annual increase in fees based on the Consumer Price Index published by the U.S. Bureau of Labor Statistics. The table below provides a breakdown of the proposed total authorized expenditure for CAA.

Fiscal Year	Annual Amount	CPI Adjustment (Approx. 5%)	Total Authorized Expenditure
2024/25	\$616,332	N/A	\$616,332
2025/26	\$616,332	\$30,817	\$647,149
2026/27	\$647,149	\$32,357	\$679,506
Total	\$1,879,813	\$63,174	\$1,942,987

Staff negotiated a proposal from Willdan and recommends awarding a professional services agreement in the amount of \$60,000 to provide PCSMP engineering review and technical services from July 1, 2024, to June 30, 2027, with an option to extend the agreement for two one-year periods upon mutual consent and approval by City Manager. The agreement allows for an annual increase in fees based on the Consumer Price Index published by the U.S. Bureau of Labor Statistics. The recommended \$60,000 contract is based on an estimated number of services required from development PCSMP reviews and will be funded by fees received from developers. A mid-year or year-end budget

adjustment may be needed if more projects are processed than anticipated. If this occurs, additional revenue will be collected from the projects to offset the increased expenditure.

FISCAL IMPACT

Funds for Stormwater quality inspection and technical/administrative services will be included in the FY 2024/25 Proposed Budget, General Fund, Public Works, Stormwater Management Administration Account No. 101-3140-434.32-01.

Funds for CAA and Willdan to provide PCSMP review of certain development projects will be funded by developer deposits in an amount not to exceed \$20,000 for FY 2024/25.

RECOMMENDATION

1. Authorize the City Manager to execute Agreement No. 2024-112 with Charles Abbott Associates, Inc. in the amount of \$1,942,987.
2. Authorize the City Manager to execute Agreement No. 2024-113 with Willdan Engineering, Inc. in the amount of \$60,000.
3. Authorize the City Manager to execute future amendments for Stormwater engineering, inspections and technical services with Charles Abbott Associates, Inc. and Willdan Engineering, Inc. and extend the term for two one-year extensions up to the authorized agreement amounts.

ATTACHMENTS

1. Agreement No. 2024-112
2. Agreement No. 2024-113

REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL

None