TO: HONORABLE CITY COUNCIL
FROM: CITY MANAGER DEPARTMENT: PUBLIC WORKS
DATE: JUNE 5, 2006 CMR:243:06

SUBJECT: CONSULTANT SERVICES CONTRACT FOR NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM PERMIT ASSISTANCE: REJECTION OF CONSULTANT PROPOSAL

RECOMMENDATION
Staff recommends that Council reject the proposal received in response to Request for Proposals (RFP) #116653, entitled “Consultant Services for NPDES Permit Assistance” and direct staff to reissue the RFP.

DISCUSSION
Project Description
A Request for Proposals (RFP) was issued for consultant services to assist the City with the National Pollutant Discharge Elimination System (NPDES) Permit issued for the Palo Alto Regional Water Quality Control Plant (RWQCP). Consultant help is used to gather data, perform calculations, and prepare reports required by the Regional Water Quality Control Board in connection with the NPDES permit. The consultant will also help negotiate the terms and conditions of the next permit, to be used in 2008. The negotiations will follow the preparation and submittal of data and calculations, and reports. Following issuance of the new permit, the consultant will then be asked to help the City meet the new provisions of the permit.

Rationale for Rejecting the Proposal
NPDES permit assistance work in the San Francisco Bay Area Region is specialized work and only one proposal was received. That proposal was from Larry Walker Associates (LWA), the firm the City currently contracts with. The RFP was sent to nine firms doing work in the Bay Area in wastewater engineering, not all of whom focus on NPDES compliance work.

Staff recommends the proposal be rejected and the RFP be reissued because a key staff change has occurred at LWA. The vice-president submitting the proposal (and listed as the project leader) is leaving the firm. Due to the importance of the individual fulfilling the project leader role, Staff believes it is best to reject the proposal and reissue the RFP. This will allow LWA to resubmit with a new project leader, if it chooses to do so. It will also allow others to submit proposals that did not do so the first time.
ENVIRONMENTAL REVIEW
This Consultant Contract would not constitute a “project” under the California Environmental Quality Act (CEQA).

ATTACHMENTS
Attachment A:  Summary of Proposals

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