TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER  DEPARTMENT: PUBLIC WORKS

DATE: AUGUST 5, 2002  CMR:349:02

SUBJECT: APPROVAL OF CONTRACT WITH GEOFF BROSEAU IN THE AMOUNT OF $125,000 TO PROVIDE ASSISTANCE WITH THE POLLUTION PREVENTION PROGRAM

RECOMMENDATION
Staff recommends that Council:

1. Approve and authorize the Mayor to execute the attached contract with Geoff Brosseau in the amount of $125,000 for the first contract year for the consultant team of Geoff Brosseau, Larry Walker Associates, Ann Joseph Consulting, and Slater Pest Control to assist the City in its source identification and reduction efforts for discharges to the sanitary sewer and storm drain systems.

2. Authorize the City Manager or his designee to negotiate and execute one or more change orders to the contract with Geoff Brosseau for related, additional but unforeseen work which may develop during the project, the total value of which shall not exceed $12,500.

3. Authorize the City Manager or her designee to exercise the option to renew the contract for the second and third year in the amount of $125,000 each year provided the consultant is responsive to the City's needs, and the quality of the consultant's work is acceptable during the first year of the contract.

4. Authorize the City Manager or his designee to negotiate and execute one or more change orders to the second and third years of the contract for related, additional but unforeseen work which may develop during the project, the total value of which shall not exceed $12,500 in each year, provided the contract is renewed for those years.

DISCUSSION
Consultant Services Description
The work to be performed under the contract is assisting the City in its source identification and pollution prevention efforts for the sanitary sewer and storm drain system. The purpose of these efforts is to improve the quality of treatment plant
discharge and storm water runoff, and to meet the conditions of discharge permits issued to the City.

The contract scope includes a recognition program for vehicle service facilities (the City’s ten-year-old Clean Bay Business program), implementation of the Regional Integrated Pest Management (IPM) Partnership Committee, long-term monitoring and assessment of the San Francisquito Creek watershed, participation in the Watershed Management Initiative, research and monitoring of San Francisquito Creek and the Emily Renzel Marsh, and pollution prevention training assistance for businesses and City staff.

Selection Process
Staff sent a request for proposals to twelve consulting firms on June 6, 2002. Firms were given 19 days to respond to the request. Four firms teamed together to submit the one proposal received. Of firms not responding, three indicated that they did not submit a proposal because either they were too busy or did not have enough time to prepare a bid. Staff believes that a key reason for the low response rate is the extremely specialized nature of the work, and that four firms with significant experience in this area teamed together rather than submit individual proposals.

A selection advisory committee consisting of two Regional Water Quality Control Plant (RWQCP) managers reviewed the proposal. The committee agreed that the proposed team excels in meeting the selection criteria. The team consists of several experts in the technically specialized field of water pollution prevention. These firms all have experience working with the RWQCP and are familiar with the current efforts of the program. These firms also have excellent references from other local government agencies. Several of them have staff located close to the RWQCP and they all have rates comparable to competitors’ rates. The committee agreed to select the proposed team based on their qualifications and proven track record without expending resources on an oral interview.

**RESOURCE IMPACT**
Funds are available in the Wastewater Treatment Fund FY 2002-03 operating budget.

**POLICY IMPLICATIONS**
This report does not represent any change to existing City policies.

**ATTACHMENTS**
Attachment A: Contract

PREPARED BY:

STEPHANIE HUGHES
Source Control Manager