

**AGREEMENT TO PROVIDE WASTE DISCHARGE  
REQUIREMENTS COMPLIANCE SERVICES**

THIS AGREEMENT is made and entered into this 19th day of January, 2021 by and between EEC Environmental (“Consultant”), and the City of Santa Ana, a charter city and municipal corporation organized and existing under the Constitution and laws of the State of California (“City”).

**RECITALS**

- A. On July 8, 2020, the City issued Request for Proposal No. 20-089, by which it sought a qualified consultant to provide waste discharge requirements compliance services and general environmental compliance services for the Water Resources Division of the Public Works Agency.
- B. Consultant submitted a responsive proposal that was selected by the City. Consultant represents that it is able and willing to provide the services described in the scope of work that was included in RFP No. 20-089.
- C. In undertaking the performance of this Agreement, Consultant represents that it is knowledgeable in its field and that any services performed by Consultant under this Agreement will be performed in compliance with such standards as may reasonably be expected from a professional contracting firm in the field.

**NOW THEREFORE**, in consideration of the mutual and respective promises, and subject to the terms and conditions hereinafter set forth, the parties agree as follows:

**1. SCOPE OF SERVICES**

Consultant shall perform the services described in the scope of work that was included in RFP No. 20-089 and that is attached as Exhibit A, and as further delineated in Consultant’s proposal, which is attached as Exhibit B and incorporated in full.

**2. COMPENSATION**

- a. City agrees to pay, and Consultant agrees to accept as total payment for its services under this Agreement, the rates and charges identified in Exhibit B. The total annual sum to be expended under the term of this Agreement, including any extension periods, shall not exceed \$360,000.
- b. Payment by City shall be made within forty-five (45) days following receipt of proper invoice evidencing work performed, subject to City accounting procedures. Payment need not be made for work which fails to meet the standards of performance set forth in the Recitals and Scope of Work, which may reasonably be expected by City.

### **3. TERM**

This Agreement shall commence on the date first written above and terminate on January 18, 2024, unless terminated earlier in accordance with Section 17, below. The term of this Agreement may be extended for one 2-year period upon a writing executed by the City Manager and City Attorney.

### **4. PREVAILING WAGES**

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on “public works” and “maintenance” projects. If the services being performed are part of an applicable “public works” or “maintenance” project, as defined by the Prevailing Wage Laws, and the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

### **5. INDEPENDENT CONTRACTOR**

Consultant shall, during the entire term of this Agreement, be construed to be an independent contractor and not an employee of the City. This Agreement is not intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or to allow the City to exercise discretion or control over the professional manner in which Consultant performs the services which are the subject matter of this Agreement; however, the services to be provided by Consultant shall be provided in a manner consistent with all applicable standards and regulations governing such services. Consultant shall pay all salaries and wages, employer's social security taxes, unemployment insurance and similar taxes relating to employees and shall be responsible for all applicable withholding taxes.

### **6. OWNERSHIP OF MATERIALS**

This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement (“Documents & Data”). Consultant shall require all subconsultants to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were provided to Consultant by the City. City shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City’s sole risk.

## **7. INSURANCE**

Prior to undertaking performance of work under this Agreement, Consultant shall maintain and shall require its subconsultants, if any, to obtain and maintain insurance as described below:

- a. **Commercial General Liability Insurance.** Consultant shall maintain commercial general liability insurance naming the City, its officers, employees, agents, volunteers and representatives as additional insured(s) and shall include, but not be limited to protection against claims arising from bodily and personal injury, including death resulting therefrom and damage to property, resulting from any act or occurrence arising out of Consultant's operations in the performance of this Agreement, including, without limitation, acts involving vehicles. The amounts of insurance shall be not less than the following: single limit coverage applying to bodily and personal injury, including death resulting therefrom, and property damage, in the total amount of \$1,000,000 per occurrence, with \$2,000,000 in the aggregate. Such insurance shall (a) name the City, its officers, employees, agents, volunteers and representatives as additional insured(s); (b) be primary with respect to insurance or self-insurance programs maintained by the City; and (c) contain standard separation of insureds provisions.
- b. **Business automobile liability insurance,** or equivalent form, with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.
- c. **Worker's Compensation Insurance.** In accordance with the California Labor Code, Consultant, if Consultant has any employees, is required to be insured against liability for worker's compensation or to undertake self-insurance. Prior to commencing the performance of the work under this Agreement, Consultant agrees to obtain and maintain any employer's liability insurance with limits not less than \$1,000,000 per accident.
- d. **If Consultant is or employs a licensed professional such as an architect or engineer:** Professional liability (errors and omissions) insurance, with a combined single limit of not less than \$1,000,000 per claim with \$2,000,000 in the aggregate.
- e. **The following requirements apply to the insurance to be provided by Consultant pursuant to this section:**
  - (i) Consultant shall maintain all insurance required above in full force and effect for the entire period covered by this Agreement.
  - (ii) Certificates of insurance shall be furnished to the City upon execution of this Agreement and shall be approved by the City.
  - (iii) Certificates and policies shall state that the policies shall not be cancelled or reduced in coverage or changed in any other material aspect, by Consultant, without thirty (30) days prior written notice to the City.
  - (iv) Consultant shall supply City with a fully executed additional insured endorsement.

- f. If Consultant fails or refuses to produce or maintain the insurance required by this section or fails or refuses to furnish the City with required proof that insurance has been procured and is in force and paid for, the City shall have the right, at the City's election, to forthwith terminate this Agreement. Such termination shall not affect Consultant's right to be paid for its time and materials expended prior to notification of termination. Consultant waives the right to receive compensation and agrees to indemnify the City for any work performed prior to approval of insurance by the City.

## **8. INDEMNIFICATION**

Consultant agrees to defend, and shall indemnify and hold harmless the City, its officers, agents, employees, Consultants, special counsel, and representatives from liability: (1) for personal injury, damages, just compensation, restitution, judicial or equitable relief arising out of claims for personal injury, including death, and claims for property damage, which may arise from the negligent operations of the Consultant or its subcontractors, agents, employees, or other persons acting on their behalf which relates to the services described in section 1 of this Agreement; and (2) from any claim that personal injury, damages, just compensation, restitution, judicial or equitable relief is due by reason of the terms of or effects arising from this Agreement. This indemnity and hold harmless agreement applies to all claims for damages, just compensation, restitution, judicial or equitable relief suffered, or alleged to have been suffered, by reason of the events referred to in this Section or by reason of the terms of, or effects, arising from this Agreement. The Consultant further agrees to indemnify, hold harmless, and pay all costs for the defense of the City, including fees and costs for special counsel to be selected by the City, regarding any action by a third party challenging the validity of this Agreement, or asserting that personal injury, damages, just compensation, restitution, judicial or equitable relief due to personal or property rights arises by reason of the terms of, or effects arising from this Agreement. City may make all reasonable decisions with respect to its representation in any legal proceeding. Notwithstanding the foregoing, to the extent Consultant's services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.

## **9. INTELLECTUAL PROPERTY INDEMNIFICATION**

Consultant shall defend, indemnify and hold harmless the City, its officers, agents, representatives, and employees against any and all liability, including costs, and attorney's fees, for infringement of any United States' letters patent, trademark, or copyright contained in the work product or documents provided by Consultant to the City pursuant to this Agreement.

## **10. RECORDS**

Consultant shall keep records and invoices in connection with the work to be performed under this Agreement. Consultant shall maintain complete and accurate records with respect to the costs incurred under this Agreement and any services, expenditures, and disbursements charged to the City for a minimum period of three (3) years, or for any longer period required by

law, from the date of final payment to Consultant under this Agreement. All such records and invoices shall be clearly identifiable. Consultant shall allow a representative of the City to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement during regular business hours. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement for a period of three (3) years from the date of final payment to Consultant under this Agreement.

## **11. CONFIDENTIALITY**

If Consultant receives from the City information which due to the nature of such information is reasonably understood to be confidential and/or proprietary, Consultant agrees that it shall not use or disclose such information except in the performance of this Agreement, and further agrees to exercise the same degree of care it uses to protect its own information of like importance, but in no event less than reasonable care. "Confidential Information" shall include all nonpublic information. Confidential information includes not only written information, but also information transferred orally, visually, electronically, or by other means. Confidential information disclosed to either party by any subsidiary and/or agent of the other party is covered by this Agreement. The foregoing obligations of non-use and nondisclosure shall not apply to any information that (a) has been disclosed in publicly available sources; (b) is, through no fault of the Consultant disclosed in a publicly available source; (c) is in rightful possession of the Consultant without an obligation of confidentiality; (d) is required to be disclosed by operation of law; or (e) is independently developed by the Consultant without reference to information disclosed by the City.

## **12. CONFLICT OF INTEREST CLAUSE**

Consultant covenants that it presently has no interest and shall not have interests, direct or indirect, which would conflict in any manner with performance of services specified under this Agreement.

## **13. NOTICE**

Any notice, tender, demand, delivery, or other communication pursuant to this Agreement shall be in writing and shall be deemed to be properly given if delivered in person or mailed by first class or certified mail, postage prepaid, or sent by fax or other telegraphic communication in the manner provided in this Section, to the following persons:

To City: Clerk of the City Council  
City of Santa Ana  
20 Civic Center Plaza (M-30)  
P.O. Box 1988  
Santa Ana, CA 92702-1988  
Fax 714- 647-6956

Executive Director  
Public Works Agency

City of Santa Ana  
20 Civic Center Plaza (M-21)  
P.O. Box 1988  
Santa Ana, CA 92702

To Consultant: EEC Environmental  
One City Boulevard West, Suite 1800  
Orange, CA 92868  
Attn: Jim Kolk, Principal Engineer

A party may change its address by giving notice in writing to the other party. Thereafter, any communication shall be addressed and transmitted to the new address. If sent by mail, communication shall be effective or deemed to have been given three (3) days after it has been deposited in the United States mail, duly registered or certified, with postage prepaid, and addressed as set forth above. If sent by fax, communication shall be effective or deemed to have been given twenty-four (24) hours after the time set forth on the transmission report issued by the transmitting facsimile machine, addressed as set forth above. For purposes of calculating these timeframes, weekends, federal, state, County or City holidays shall be excluded.

#### **14. EXCLUSIVITY AND AMENDMENT**

This Agreement represents the complete and exclusive statement between the City and Consultant regarding the subject matter herein, and supersedes any and all other agreements, oral or written, between the parties. In the event of a conflict between the terms of this Agreement and any attachments hereto, the terms of this Agreement shall prevail. This Agreement may not be modified except by written instrument signed by the City and by an authorized representative of Consultant. The parties agree that any terms or conditions of any purchase order or other instrument that are inconsistent with, or in addition to, the terms and conditions hereof, shall not bind or obligate Consultant or the City. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein.

#### **15. ASSIGNMENT**

Inasmuch as this Agreement is intended to secure the specialized services of Consultant, Consultant may not assign, transfer, delegate, or subcontract any interest herein without the prior written consent of the City and any such assignment, transfer, delegation or subcontract without the City's prior written consent shall be considered null and void. Nothing in this Agreement shall be construed to limit the City's ability to have any of the services which are the subject to this Agreement performed by City personnel or by other Consultants retained by City.

#### **16. WAIVER**

No waiver of breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure or right, or

remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

## **17. TERMINATION**

This Agreement may be terminated by the City upon thirty (30) days written notice of termination. In such event, Consultant shall be entitled to receive and the City shall pay Consultant compensation for all services performed by Consultant prior to receipt of such notice of termination, subject to the following conditions:

- a. As a condition of such payment, the Executive Director may require Consultant to deliver to the City all work product completed as of such date, and in such case such work product shall be the property of the City unless prohibited by law, and Consultant consents to the City's use thereof for such purposes as the City deems appropriate.
- b. Payment need not be made for work which fails to meet the standard of performance specified in the Recitals of this Agreement.

## **18. NON-DISCRIMINATION**

Consultant shall not discriminate because of race, color, creed, relation, sex, marital status, sexual orientation, age, national origin, ancestry, or disability, as defined and prohibited by applicable law, in the recruitment, selection, training, utilization, promotion, termination or other employment related activities or in connection with any activities under this Agreement. Consultant affirms that it is an equal opportunity employer and shall comply with all applicable federal, state and local laws and regulations.

## **19. JURISDICTION-VENUE**

This Agreement has been executed and delivered in the State of California and the validity, interpretation, performance, and enforcement of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California. Both parties further agree that Orange County, California, shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

## **20. PROFESSIONAL LICENSES**

Consultant shall, throughout the term of this Agreement, maintain all necessary licenses, permits, approvals, waivers, and exemptions necessary for the provision of the services hereunder and required by the laws and regulations of the United States, the State of California, the City of Santa Ana and all other governmental agencies. Consultant shall notify the City immediately and in writing of its inability to obtain or maintain such permits, licenses, approvals, waivers, and exemptions. Said inability shall be cause for termination of this Agreement.

## 21. MISCELLANEOUS PROVISIONS

- a. Each undersigned represents and warrants that its signature herein below has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify City fully, including reasonable costs and attorney's fees, for any injuries or damages to City in the event that such authority or power is not, in fact, held by the signatory or is withdrawn.
- b. All exhibits referenced herein and attached hereto shall be incorporated as if fully set forth in the body of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above written.

**ATTEST:**

**CITY OF SANTA ANA**

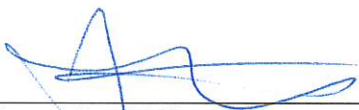
\_\_\_\_\_  
Daisy Gomez  
Clerk of the Council

\_\_\_\_\_  
Kristine Ridge  
City Manager

**APPROVED AS TO FORM**  
SONIA R. CARVALHO  
City Attorney

**CONSULTANT**

By: John M. Funk  
John M. Funk  
Senior Assistant City Attorney

  
Name: Jim Kolk  
Title: Principal Engineer

**RECOMMENDED FOR APPROVAL**

\_\_\_\_\_  
Nabil Saba, P.E.  
Executive Director  
Public Works Agency



## A. Introduction

The Water Resources Division of the Public Works Agency is committed to providing the highest quality drinking water systems and sewer collection and conveyance systems. To pursue this mission, the Water Resources Division is issuing this Request for Proposal (RFP) for Waste Discharge Requirement (WDR) and Environmental Compliance Services to assist City staff in implementing key mandated programs, including the FOG control program outlined in the City's Sewer System Management Plan (SSMP) and as adopted in the Santa Ana Municipal Code Chapter 39. Continuous and timely interaction with our customers, particularly the food service establishment (FSE) community, is paramount to the successful control of FOG in the sewer collection and conveyance system. The work that will be performed by the selected Consultant is essential to the City's ability to effectively control FOG in the sewer collection and conveyance systems, as well as maintaining compliance with key regulatory programs.

## B. Background & Description

The City of Santa Ana is located in the County of Orange in Southern California. The City encompasses 27.2 square miles and a population of 332,318 people. There are approximately 1,000 FSEs and about 250 are equipped with Grease Removal Equipment (GREs) that require regular FOG control inspections.

The Water Resources Division is a part of the City's Public Works Agency and oversees and maintains the daily operations of the public water system and sanitary sewer system. The City of Santa Ana's water system is comprised of approximately 478 miles of water main, 45 MG of storage at 5 sites, 7 Metropolitan Water District connections, 21 groundwater wells, 7 pump stations, 4 pressure regulating stations and utilizes 2 pressure zones. The City's sanitary sewer system has approximately 9,000 manholes, 400 miles of sewer mains and 2 lift stations. The sewer system collects all sewage and transports it to the Orange County Sanitation District for treatment. The Water Resources Division administrative and engineering section is tasked with overseeing the implementation of WDR and other Environmental compliance programs.

## C. Work Description

The selected Consultant will provide WDR/SSMP compliance services, FOG Program management services, FSE & GRE inspections, Environmental compliance services, program information and outreach, expert review and advice to City staff, maintain maps, records, and an array of related technical support services. The Core Requirements and Deliverables are listed below and represent the central work efforts the Consultant will be responsible for performing.

## D. Core Requirements and Deliverables *(Stated Fee basis)*

Consultant shall provide the following deliverables in accordance with established procedures as dictated by the Program Manager or designee. Turnaround time shall not exceed thirty (30) calendar days per assignment unless otherwise specified by the Program Manager or designee. The Consultant is expected to be knowledgeable in environmental protection and treatment, especially as it relates to sewage systems, FOG control, as well as public water systems.

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1. Waste Discharge Requirements (WDR) and Sewer System Management Plans (SSMP).

The consultant shall be knowledgeable with the State's environmental compliance regulations including the Sanitary Sewer System Waste Discharge Requirements issued by the Water Resources Control Board. The consultant shall provide environmental compliance services including:

- Performing the City's SSMP Audits as required by the WDR regulations, assessing the effectiveness and performance of key WDR programs, and preparing a report of the findings and recommendations.
- Preparing City's 2024 SSMP update as required by the WDR regulations utilizing the 2019 SSMP update and 2017 SSMP audits as foundations.
- Providing quarterly WDR training and advising City staff on emerging issues, revisions and additions to the SSS WDR.
- Provide updates and training on SSO contingency plans for the City's sewage lift stations.
- Providing SSO response support, including data analysis, volume estimating, reporting, etc.
- Develop a sewer system maintenance (cleaning) program and schedule which prioritizes sewer main cleaning based on parameters such as topography, condition of pipe, flow characteristics and historical inspection analyses. The proposed sewer maintenance program will optimize cleaning frequencies and resource deployment. Deliverables will include cleaning program maps in PDF format and in GIS format compatible for use with the City's infraMAP software.

2. FOG Program Management.

The Consultant shall collect, organize, and manage the FOG control program data. The current and existing database shall be maintained and updated. The Consultant shall provide monthly inspection reports and include the following: number of inspections made during the period, findings (i.e. out of compliance, follow-up inspections, etc.), provide recommendations and assist the FOG Manager with follow up documentation and technical expertise. The Consultant shall coordinate meetings with the FOG Control Program Manager to evaluate and prioritize required activities. The Consultant shall be available during normal working hours, after hours and weekends to provide assistance as required.

The consultant must be able to maintain the FSE inventory and maintain a schedule that prioritizes FSE inspection frequencies based on FOG production, compliance history, elevated maintenance location relationships, and SSO history.

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The Consultant shall coordinate with the City to establish all inspection schedules and tasks related thereof. These schedules will be coordinated in conjunction with City Staff and FOG inspectors. Additionally, the consultant shall provide outreach material, educate and train City personnel performing Food Service Establishment (FSE) Inspections.

The Consultant shall be able to append Orange County Health Care Agency National Pollutant Discharge Elimination System (NPDES) inspection data into the City's geodatabase for analysis and to identify necessary NPDES follow-up inspections. The Consultant must have specific knowledge of current and pending MS-4 requirements and be able to integrate storm-water inspection elements into the FSE inspection process.

The City uses infraMAP software to collect, and to manage FOG data along with ArcGIS software. The Consultant must have expertise using these software packages.

The Consultant shall be able to conduct, obtain, and analyze data from different sources to ensure and provide an up-to-date inventory of food facilities within the City and shall be able to integrate these data into the City's FOG database.

The City's inspection process leverages wireless technology for all field inspection activities. Consultant must be familiar with mobile data acquisition systems including hardware, operating systems, software, network structures, and evolving technologies.

The Consultant shall provide oversight and administration support of the FSE inspection program. The Consultant shall work with the FOG Control Program Manager to develop and implement FOG related initiatives such as: residential FOG disposal education outreach program, BMP's educational outreach to FSE owners and distribute FOG related material like pamphlets, and DVD's. In addition, the Consultant shall perform evaluations and develop performing measures to FOG related chemical and biological additives used for FOG.

The Consultant shall have vast experience and expertise on grease control devices (GRD's) and FOG control measures and or additives. The Consultant shall provide upon request reports and facts for and advice the City on grease control devices. These reports are not limited to size, design, maintenance practices, but shall provide an entire overall perspective of this devices and wide use of in the food service industry.

The consultant must be able to manage pictures, GRE requirement documents, permits, and other documents for all FSEs and make those documents accessible through the mobile map interface.

Consultant shall review City Municipal Code and provide recommendations for program modifications or enhancements

Consultant shall conduct site assessments of FSEs to determine or evaluate GCD retrofit options

3. Food Service Establishment (FSE) Inspections and Enforcement.

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The consultant shall physically inspect each FSE in the City as determined by the FOG Control Program Manager or its designee. The consultant shall provide educational information and Best Management Practices (BMP's) information to the FSE facility owner/manager in charge at the time of inspection. In addition, the Consultant shall coordinate, establish work schedules and provide educational and training information to City personnel as necessary and required upon City request.

The Consultant shall prepare and provide a summary of the FSE inspection to the owner/manager in charge. This handout shall be in English and Spanish.

**Inspection Categories:**

- **Permitting Inspections-** These are comprehensive initial inspections of new and or remodeled FSE's. The purpose is to identify the type of food, equipment and kitchen practices that could contribute FOG to the sewer system. FSE's are provided with educational education on FOG program compliance and BMP's. The Consultant will be required to educate and provide this information to the FSE's at the time of the inspection.
- **Grease Removal Equipment (GRE) Inspections-** These inspections are conducted to evaluate compliance with a facility's grease removal equipment requirements. The inspections should be comprehensive in support of potential future enforcement efforts where necessary and should include measuring FOG content of each chamber of all GREs.
- **Best Management Practices (BMP) Inspections-** These are inspections to determine the compliance with all required kitchen BMP's. These should include a thorough survey of kitchen facilities. Additional, education material shall be provided to the FSE at the time of inspection.
- **Compliance Inspections-** These inspections are conducted when it is determined by the FOG Control Manager that a follow-up or emergency inspection required for non-compliance issue that has been identified thereof.
- **FSE NPDES Inspections-** These inspections are in response to follow-up on NPDES issues identified by the Orange County Health Care Agency. Inspectors must be familiar with the NPDES program and its regulations and identify violations and verify compliance.
- **Limited Food Preparation (LFP) Inspections-** These are inspections of known or probable LFP facilities to confirm their FOG discharge status.

**E. As-Assigned Tasks** *(Time and Materials cost basis)*

1. Maintaining Maps and Database Records.

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The FOG Control Program utilizes GIS technologies and maps to manage, maintain, and update a FOG geodatabase containing information on all FSEs & GREs and inspection records. The Consultant shall maintain and update the FOG geodatabase and associated maps. The consultant will be tasked with the following:

- Review inspection records and results for quality assurance and control purposes.
- Add, edit or delete records and map points as FSEs and GREs are added or deleted from the inventory.
- Edit existing records and feature classes to reflect true field conditions. This would include FSE and GRE relationships.
- Maintain layer definition queries that access FOG program data to represent FSEs and GREs that need routine inspections, FSEs and GREs that have existing violations, FSEs and GREs that have never been inspected, FSEs that have NPDES violations, and LFPs that need to be confirmed.
- Coordinate with staff and technology consultants to identify and implement infraMAP software inspection form improvements and troubleshoot errors and issues. This may include providing a GIS analyst for on-site support.
- Coordinate with staff and technology consultants to define required WDR program work flows and support integration with emerging technology.
- Consultant should be able to use data validation tools to review feature class data including FOG inspection activity data.
- Assist the City with maintenance data analysis and O&M task optimization.

2. Training & Support

The Consultant shall provide training and support on as needed basis and as required by the City. The training shall include and not limited to: WDR updates, Sewer System Management Plan meeting goal and objectives, FOG Program evaluations and reports, GIS support and mapping system. The training shall be conducted in the field and on the classroom as needed by the City and their Staff.

3. General Environmental Compliance Support

In addition to WDR compliance, the consultant shall provide expertise and support in a wide range of compliance programs that fall within the Water Resources Division purview, including but not limited to: cross-connection program support, potable water discharge permitting and monitoring, production well O&M assessment and support, water distribution infrastructure, stormwater compliance, compliance related business process development, project management, and assistance.

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4. General Sewer System O&M Support

The Consultant shall be able to assist the City with assessment of sewer system issues and development of corrective actions including source identification and mitigation.

**F. Technical Abilities**

Proposer must demonstrate the following skills:

1. Ability to successfully perform FSE and GRE inspections in other languages (in addition to English). Additional consideration will be given to proposers which demonstrate this ability.
2. Knowledge of environmental regulations and formal training in environmental sciences and or engineering.
3. Demonstrated capability to integrate GIS, database and maintenance management technologies to effectively manage FSE inspections and FOG Program tasks.

**G. Cooperative Work Environment**

It is required that successful proposer be able to work together in a cooperative work environment with the program manager/contract administrator and staff, and other consultants as required.

**H. Ongoing Coordination/Status Meetings**

During the term of the contract, the Program Manager reserves the right to schedule periodic group or individual meetings (anticipated to be once per quarter).

**I. Content**

The City retains control over all creative content, and is responsible for providing existing creative content to the Consultant. The City will work with the Consultant(s) to develop any new creative, including public service announcements, display ads, collateral materials, etc., as well as the technical and knowledge support required to execute any advertising activities. The City will be the sole authority in determining acceptability of Consultant(s) work product.

**J. References and Related Work Product Samples**

The List of References form is required to be completed as reflected in Section K. Proposers and Subcontractors of Proposer are required to provide a minimum of four (4) references to demonstrate successful performance for work of similar size and specific scope of work per component specific for proposal submittal as specified in this contract during the past five (5) years. The name of the project and the dollar amount of the contract shall be provided for each listed reference along with contact information. Proposers and Subcontractors of Proposer must also demonstrate that they are properly equipped to perform the work as specified in this

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contract. Previous experience working with government agencies and working cooperatively with other companies/agencies/entities will be an important consideration. This will enable the City to judge product reliability, vendor performance, and other information.

# EXHIBIT B



## Corporate Office

Tel: (714) 667-2300

Fax: (714) 667-2310

One City Boulevard West, Suite 1800

Orange, California 92868

[www.eecenvironmental.com](http://www.eecenvironmental.com)

August 4, 2020

Ms. Kathia Reyes  
City of Santa Ana  
Public Works Agency  
220 S. Daisy Avenue  
Santa Ana, California 92703

**Subject:** Proposal to Provide Waste Discharge Requirements Compliance Services to the City of Santa Ana (RFP No. 20-089)

Dear Ms. Reyes:

EEC Environmental (EEC), a privately held corporation (C Corp), is pleased to submit this proposal to the City of Santa Ana to provide services requested in RFP No. 20-089, *Waste Discharge Requirements Compliance Services*. EEC's proposal has been prepared pursuant to the RFP. EEC brings extensive experience and past success in developing, implementing, and managing State of California Waste Discharge Requirements (WDR) mandated programs, including Sewer System Management Plans and fats, oils, and grease control programs. EEC is poised and prepared to assist the City with the many tasks and services associated with WDR compliance programs. WDR services will include, but will not limited to, auditing and updating the SSMP and overseeing and administering the FOG control program, including food service establishment inspections, enforcement of the City's Municipal Code, public education and outreach, geographic information systems support, computer maintenance management systems support, and training.

Since 2003, EEC has assisted the City of Santa Ana with FOG program development and implementation as well as other WDR compliance-related services. As a result, the City has consistently remained in compliance with the WDR requirements and has experienced a steady decrease in FOG-related sanitary sewer overflows and an increase in FSE compliance throughout the City. EEC continues to add bilingual staff to its team and will continue to work with the City's FSEs to develop a business-friendly, education-based atmosphere to achieve high compliance rates related to the City's FOG control ordinance.

EEC has also assisted the City with a wide range of environmental compliance programs including cross-connection, drinking water discharge permitting, production well O&M assessment, water distribution infrastructure issues, stormwater compliance, and project management and staff assistance. Consequently, EEC has developed an unmatched understanding of the City's compliance program processes and knowledge of the City's data management tools. Through the experience gained from our previous work for the City and for other sewer municipalities, the EEC team will continue to provide a flexible, safe, and cost-effective approach to meeting the City's compliance goals and needs. EEC's previous and unique experience with WDR compliance throughout the U.S. and specifically with the City will ensure that there will be no learning curve associated with this project.

This proposal shall be valid for a period of 120 days after the submission of the proposal.





Thank you for the opportunity to provide these WDR and environmental compliance services to the City. We look forward to the opportunity to discuss EEC's proposal.

Respectfully,

**EEC Environmental**

A handwritten signature in black ink, appearing to read "Jim Kolk", written over a horizontal line.

Jim Kolk  
Principal Engineer

Enclosures: EEC Proposal to Provide FOG Program Management Services



PROPOSAL TO PROVIDE  
WASTE DISCHARGE REQUIREMENT  
COMPLIANCE SERVICES

FOR THE CITY OF SANTA ANA  
RFP No. 20-089

August 4, 2020



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Appendix A – Resumés

Appendix B - Forms and Certifications

**\*Note:** Fee proposal is provided as a separate submittal.

## Statement of Qualifications

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### Agreement Statement

EEC has read and agrees to any and all provisions contained in the standard agreement attached as Appendix 2 to the City of Santa Ana RFP No. 20-089 for Waste Discharge Requirement Compliance Services.

### Firm and Team Experience

#### *Corporate Profile*

EEC Environmental (EEC) is pleased to submit this proposal to provide continued Waste Discharge Requirements (WDR) and environmental compliance services to the City of Santa Ana (City). Based on EEC's extensive experience and success in developing, implementing, and managing mandated programs, including Sewer System Management Plans (SSMP), fats, oils, and grease (FOG) control programs, and a wide range of environmental compliance programs throughout the county, EEC is poised and prepared to assist the City with the multifaceted tasks and services associated with its existing WDR and environmental compliance programs. These services include, but are not limited to, auditing and updating SSMPs, providing oversight and administration of a comprehensive FOG control program, which includes food service establishment (FSE) inspections, assisting with enforcement of the City's Municipal Code Article III, Chapter 39, Section 39-56, assisting in the response to sanitary sewer overflows (SSOs), public education and outreach, City personnel education and training, geographic information systems (GIS) support, computer maintenance management systems (CMMS) support, and training. This proposal was prepared in accordance with the requirements outlined in RFP #20-089.

|                            |  |
|----------------------------|--|
| Number of Employees:       | 45   |
| Years in Business:         | 25   |
| Corporate headquarters:    | 1 City Boulevard West, Suite 1800<br>Orange, California 92868  |
| Phone Number:              | (714) 667-2300   |
| Fax Number:                | (714) 667-2310   |
| Website:                   | <a href="http://www.eecenvironmental.com">www.eecenvironmental.com</a>   |
| Certifications/Licenses:   | Class A General Engineering Contractors License #743267<br>Hazardous Substances Removal Certification<br>Small Business Enterprise (CA DGS) #15715<br>Small business as defined by the Federal Acquisition Regulations |
| Tax Identification Number: | 33-0665828   |
| City Business License #:   | 189071   |
| Primary Project Contact:   | Mr. Jim Kolk<br>Project Manager / FOG Program Manager<br>Phone: (714) 667-2300<br>E-Mail: <a href="mailto:jkolk@eecenvironmental.com">jkolk@eecenvironmental.com</a>   |
| Secondary Project Contact: | Mr. Joseph Jenkins<br>Project Regulatory Specialist<br>Phone: (714) 667-2300<br>E-Mail: <a href="mailto:jjenkins@eecenvironmental.com">jjenkins@eecenvironmental.com</a>   |



## Background

EEC is a full-service environmental consulting firm that provides top-tier environmental, engineering, technology, and consulting services to public and private entities throughout the United States. EEC was founded in 1995 to fulfill a need for technical excellence and personal service in environmental consulting. EEC comprises a team of experts in engineering, environmental compliance, environmental science technology and data management systems, chemistry, toxicology, hydrogeology, geology, and industrial hygiene.

EEC's **Engineering Division** assists municipalities in the management and implementation of all aspects of their sewer collection system and associated programs. The division also performs compliance audits, designs and implements plans for treatment and reuse of wastewater, management of storm water, and remediation of soil and groundwater.

### KEY SERVICES

#### Engineering

- ✓ WDR Compliance Including SSMP Development and Audits
- ✓ Regulatory Compliance Inspections
- ✓ Wastewater Treatment & Water Reuse Design
- ✓ Pumping System, Water Pipeline, Storage, and Treatment Facility Design
- ✓ Computer-Aided Drafting and Design

#### Environmental

- ✓ Phase I & II ESAs
- ✓ Brownfield Assessments
- ✓ Groundwater Monitoring Well Installations
- ✓ Groundwater Monitoring and Sampling
- ✓ Vapor Intrusion Investigations
- ✓ Lead/Asbestos/Formaldehyde Assessment and Abatement
- ✓ Waste Management
- ✓ Preliminary Endangerment Assessments
- ✓ Removal Action Work Plans
- ✓ Regulatory Compliance
- ✓ Remediation Design and Construction
- ✓ Remediation System Operation and Maintenance

#### Construction

- ✓ Soil & Groundwater Remediation Systems
- ✓ Wastewater/Stormwater Treatment Systems
- ✓ Removal/Installation of ASTs and USTs
- ✓ General Construction
- ✓ Mechanical/Electrical Installation

#### Technology Services

- ✓ Database Management
- ✓ Geographic Information Systems
- ✓ Library Management System

The **Environmental Division** routinely performs Phase I/II ESAs; soil and groundwater investigations; air monitoring; and asbestos and lead testing. The division also prepares and implements site assessment work plans, preliminary endangerment assessments, remedial action plans, and closure reports for regulatory acceptance and approval.

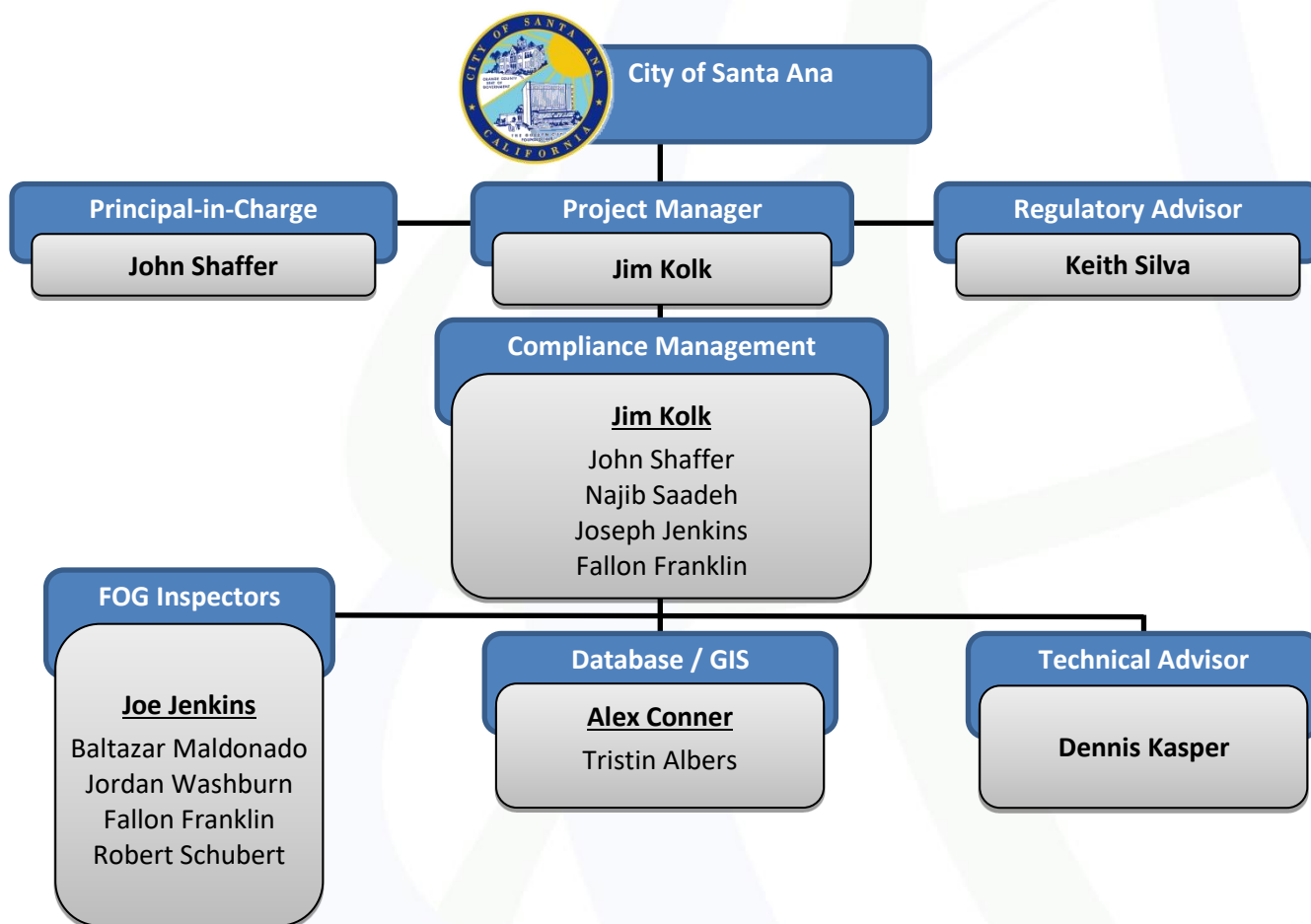
The **Construction Division** supports projects originating from the engineering and environmental departments and also undertakes projects independently. This division removes underground and aboveground storage tanks; installs, operates, and maintains remediation systems; and performs general construction services, including operation of heavy equipment.

EEC's **Technology Services** division provides expertise in GIS and CMMS development, data management, interpretation, and evaluation that sets EEC apart from other consulting firms. The division facilitates efficient collection, organization, and review of large data inventories and uses CAD and database management technologies to support and manage projects across the firm's disciplines. The department identifies the right technologies for the client's most critical needs and ensures that the chosen technologies will stay relevant and effective long after project completion.

EEC's **administrative team** support the entire firm by conducting project-related activities, such as document editing and production, accounting, and invoicing.

## Project Team

All selected key personnel have the necessary availability, credentials, licenses, and relevant experience required to successfully complete the proposed scope of work on schedule and within budget in accordance with the City's requirements. A summary of EEC key personnel, regulatory experience, registrations, and credentials is included in Table 1, *Summary of Key Staff Qualifications*. Key personnel resumes are included as Appendix A.



*"EEC brings unique technical expertise to our projects and provides practical solutions for our agency, our satellite agencies, and our industries."*

*Mahin Talebi, Former Source Control Manager  
Orange County Sanitation District*

Table 1, Summary of Key Staff Qualifications

| Key Personnel / Role   | Years' Exp. | Registrations/Licenses/ Credentials  | Project Commitment     |
|--|-------------|--|------------------------|
| Jim Kolk<br>Project Manager                                      | 26          | B.S., Industrial Engineering; PACP/NASCCO Certification; CWEA SSO Reporting Certified; Co-Author and Researcher for Orange County FOG Control Study – Phase II; Performed/Managed 5,000+ FOG inspections   | 15%-50%<br>(as needed) |
| John Shaffer<br>Principal-in-Charge                              | 30          | General Engineering Contractor; Co-Author, Lead Researcher for Orange County FOG Control Study – Phase I and Phase II; WEF/EPA FOG Control Workshop Contributor & Speaker; IAPMO FOG Task Group Member; CWEA FOG Inspector Trainer   | 5%-10%<br>(as needed)  |
| Keith Silva<br>Regulatory Advisor                                | 40+         | B.S., Aeronautical Operations; 40 Years at EPA Regions 7 & 9; Certified EPA Inspector; Featured Speaker at CWEA Conferences; Works with Industry and Municipalities to Achieve EPA's Pretreatment Program Goals; Handles Difficult Compliance and Enforcement Cases  | 5%-10%<br>(as needed)  |
| Alex Conner<br>Data Management /<br>GIS / Database Design        | 3           | GIS Specialist with a Bachelor's Degree in Geography; Advanced Knowledge of ESRI's ArcMap and Online Platforms for Creating and Managing Geodatabases, Including the Creation and Management of Field Crew Applications. Knowledge of Microsoft Access and AutoCAD as Supplementary Assets to Perform Mapping and Analytical Tasks   | 25%-30%<br>(as needed) |
| Joseph Jenkins<br>Compliance Inspector/<br>Inspection Supervisor | 13          | B.A., Business Administration; Environmental Management Certification; QISP; CWEA Environmental Compliance Inspector Grade I; OSHA 40-Hour HAZPWOPER Certification; Inspection Management and Training; EEC Inspector and QA/QC Inspection Procedures  | 20%-50%<br>(as needed) |
| Fallon Franklin<br>Engineer / Compliance<br>Inspector            | 4           | B.S. Mechanical Engineering; OSHA 40-Hour HAZPWOPER Certification; Compliance Inspector; Conducted Hundreds of Inspections   | 50%-60%<br>(as needed) |
| Baltazar Maldonado<br>Compliance Inspector                       | 3           | B.S. Business Management; Compliance Inspector; Bilingual (English/Spanish); OSHA 40-Hour HAZPWOPER Certification; Conducted Thousands of Inspections; SSO Investigation and Response Development  | 20%-50%<br>(as needed) |
| Jordan Washburn<br>Compliance Inspector                          | 2           | Studied Information Technology and Programming at North Central Michigan College; California Water Distribution Level 1 Certification; OSHA 40-Hour HAZPWOPER Certification; Compliance Inspector; Conducted Hundreds of Inspections; SSO Investigation and Response.  | 20%-50%<br>(as needed) |
| Robert Schubert<br>Sr. Compliance<br>Inspector                   | 6           | M.S. Environmental Engineering<br>B.S. Civil Engineering<br>Compliance Inspector; Conducted Hundreds of FOG and NPDES Inspections;   | 20%-50%<br>(as needed) |
| Dennis Kasper, Ph.D.<br>Technical Advisor                        | 38          | Ph.D. in Environmental Engineering and an M.S. in Civil Engineering from Caltech, Pasadena, CA and a B.S. in Civil Engineering from Loyola Marymount University, Los Angeles, CA. Areas of expertise include: Desalination, Membranes, Water Treatment Processes, Wastewater Reclamation, Island Water Supplies, Water Treatment Chemistry, and Distribution System Water Quality. | 10%-20%<br>(as needed) |

## *Project Management*

The designated project manager, Jim Kolk, has served as the primary project manager for the City's WDR compliance, environmental compliance, and FOG Control Program projects for the past 12 years and will continue to serve in this role (for a minimum of 1 year). Jim will provide overall management and leadership to maintain an effective team, ensure availability of technical staff, maintain a high quality of work, ensure all work is performed pursuant to safety standards, and resolve project issues. While many tasks can and should be handled directly by technical staff, all project communication will be routed through Jim to ensure continuity of project tasks and control of project resources. If Jim is unavailable, Joseph Jenkins will serve as the secondary project manager.

EEC will continue to implement a quality assurance / quality control (QA/QC) process that will include periodic reviews throughout the project. The project manager will ensure that required elements are effectively incorporated into the project and the principal-in-charge will ensure that the project manager is routinely performing this verification. Qualified team members with no prior involvement in the particular task will verify technical tasks, including intermediate calculations and determinations of key parameters, for accuracy and completeness. The project manager and, when appropriate, the principal-in-charge, will review all reports and presentations for technical content and format.

## *Understanding Scope of Services*

EEC understands that the City wishes to partner with a consultant that possesses the expertise and proven experience to ensure the City's continued compliance with the Statewide WDR and a variety of other mandated compliance programs. EEC shares in the City's desire to develop effective water and sewer system programs that address regulatory requirements while maximizing the usage of available City resources.

Since the issuance of Order No. R8-2002-0014 by the California Regional Water Quality Control Board in 2002 and subsequent issuance of the current Statewide General WDR for Sanitary Sewer Systems (Order No. 2006-0003-DWQ) in 2006 and Revised Monitoring and Reporting Program (WQ 2013-0058-EXEC), EEC has applied its insight in developing and implementing practical and defensible programs designed to maximize resources, ensure clients' continued regulatory compliance, and reduce sanitary sewer overflows (SSOs).

EEC fully understands the intricacies of the WDR, including the biannual internal program audits and 5-year SSMP update processes. Extensive experience in developing SSMP programs, auditing programs, and developing supporting documentation for various cities and sewer agencies has armed the EEC team with the tools necessary to advise the City on quarterly WDR training, SSO contingency planning, and ongoing WDR compliance.

Having previously assisted the City to implement GIS and InfraMAP software for sewer system maintenance, EEC fully understands the task of developing a sewer system maintenance program schedule to optimize cleaning frequencies and maximize City resources. EEC also understands the importance of a timely response to minimize the environmental impacts of SSOs and importance of reporting accurate volume estimations and timely reporting to the California Integrated Water Quality System (CIWQS) as required by the WDR.

Having provided FSE inspection services for the City, EEC knows how critical it is to maintain positive relationships with the local business community. EEC has conducted more than 20,000



FSE best management practice (BMP) inspections and more than 18,000 grease interceptor/trap inspections, issued notices of non-compliance, and conducted follow-up inspections to ensure FSEs' compliance with FOG control requirements. EEC's inspection services enhance and use existing agency resources, such as GIS and FSE databases, to maximize the efficiency and efficacy of FOG control efforts. EEC understands that FOG source control is the first line of defense in controlling SSOs caused by FOG blockages and combines two important elements: BMPs and proper maintenance of grease-removal equipment (GRE).



FOG in FSE Kitchen

Successful FOG control programs contain several critical elements: First, effective FOG control programs need a strong FSE education and outreach program and an effective inspection program to monitor and enforce the implementation of BMPs. Education, inspection, and enforcement programs are key to the success of the second element: the proper design, installation, and maintenance of GREs to capture of FOG that finds its way into drains at FSEs before it flows to the public sewer system. EEC's staff is experienced in every facet of FOG control and includes engineers and field inspectors who are well equipped to assist the City to address all FOG-related issues.

EEC's diverse staff brings an extensive range of water and wastewater compliance experience beyond FOG/WDR programs. EEC's experience includes, but is not limited to: cross-connection program support, potable water discharge permitting and monitoring, production well O&M assessment and support, water distribution infrastructure, stormwater program compliance, compliance related business process development, project management, and assistance.

## Relevant Project Experience

EEC has a demonstrated understanding of the SSO WDR, from its 2002 inception to its current form. Since 2003, extensive experience providing FOG control program and WDR services and complementary services have gained EEC an excellent reputation and working relationship with federal, state, and local agencies.

EEC has provided similar services to 30+ cities and sewer districts in Southern California, including the following:

|                   |                              |                                   |
|-------------------|------------------------------|-----------------------------------|
| City of Anaheim   | City of Santa Ana            | Garden Grove Sanitary District    |
| City of Fullerton | City of Stanton              | Irvine Ranch Water District       |
| City of La Habra  | County of Orange             | Midway City Sanitary District     |
| City of Orange    | Costa Mesa Sanitary District | Orange County Sanitation District |

EEC understands the City of Santa Ana's FOG control program database and FSE inspection program in detail. Through previous work for the City and unique knowledge of the City's FOG control program, EEC will continue to provide a flexible, cost-effective approach to meeting the City's project goals and needs. The following concise project descriptions provide just a snapshot of EEC's relevant project experience.

### *City of Santa Ana: WDR Compliance, FOG Program Management Services*

Contact: Mr. Rudy Rosas, Principal Civil Engineer (714) 647-3379

EEC has provided a wide variety of WDR and environmental compliance services to the City, including the 2013, 2015, 2017 and 2019 internal SSMP audits, the 2020 SSMP update, program development and implementation of the Drinking Water Systems Discharge Permit, as well as cross-connection program and smart water meter infrastructure program support. EEC developed, implemented, and helped the City manage its FOG control program, and has been inspecting FSEs in Santa Ana for the past 14 years. EEC compiled and maintains an exhaustive list of FSEs within the City's boundaries and inspected each FSE for inventory cooking equipment, fixtures, floor sinks and drains, and GREs, and to evaluate FSEs' compliance with FOG program regulations. EEC has maintained FSE and kitchen equipment inventory in the City's infraMAP database and created inspection frequencies based, in part, on an FSE's potential to release FOG into the sewer system. EEC used the City's GIS to determine an FSE's potential to impact sewer line elevated maintenance locations (EMLs). This project will conclude September 2020.



**Inspector Using Mobile Device to Gather FSE Data**

Project highlights include the following:

- Internal SSMP audit
- Operation & maintenance manual development and regular updates
- SSMP update
- SSO response manual development
- SSO emergency response training
- FOG program development and management support
- Permitting inspections
- FSE kitchen BMP inspections
- GRE inspections
- FSE non-compliance notifications
- Compliance inspection and follow-up efforts
- SSO response and support
- Mobile FOG inspection deployment
- Operations and maintenance program standard operating procedures
- Misc. NPDES permitting support
- Cross-connection guidance documentation development
- AMI and supplemental staff support

### *Costa Mesa Sanitary District: WDR Compliance, FOG Program Management Services*

Contact: Mr. Scott Carrol, General Manager, (949) 645-8400

EEC currently provides many of the same services the City is requesting—WDR and SSMP support, FOG program management and inspections, GIS support, CMMS support, and modeling services—to the CMSD. This project is ongoing.

Some project highlights include the following:

- Internal SSMP Audit
- SSO evaluation and follow-up
- Enforcement program development and management
- Cityworks implementation and support
- FOG program development and management
- FSE database creation / management
- Infiltration and inflow analysis support
- GIS development and management

- FSE FOG inspections and follow-up
- CCTV source identification inspections
- Training services
- Hotspot analysis
- Hydraulic modeling

### *City of El Segundo: WDR Compliance, FOG Control Program Support*

Contact: Mr. Lifan Xu, Principal Civil Engineer, (310) 524-2368

In 2014, EEC audited the City of El Segundo's internal SSMP review and updated its SSMP pursuant to the WDR. EEC also updated the City's SSO Emergency Response Plan (ERP) to comply with the recently updated Monitoring and Reporting Program. Additionally, EEC compiled and maintained an exhaustive list of FSEs within the City's boundaries that would require inspection of cooking equipment, fixtures, floor sinks and drains, and GREs and to evaluate compliance with FOG program regulations. This project is ongoing.



**Typical Vaccon Truck**

The project scope included the following:

- SSMP internal audit
- SSMP update
- SSO ERP update
- Program creation and management
- Permitting inspections
- BMP and GRE inspections
- Compliance inspections

### *Irvine Ranch Water District: FOG Program Management and Inspection Services*

Contact: Ms. Frank Soto, Regulatory Compliance Manager, (949) 453-5844

EEC conducted a FOG characterization study that included more than 800 FSE initial inspections within the Irvine Ranch Water District's (IRWD's) service area and continues to support the district's FOG control program efforts, including FSE inspections. GREs are inspected for size, operational status, and structural condition, and FSEs are educated about the FOG program. EEC developed a geodatabase to enhance analysis of the data collected; FSE and GRE data were further analyzed relative to SSOs and sewer hotspot locations. Inspection data were instrumental in developing IRWD's FOG program, providing a basis for prioritizing FSE permitting and inspections as well as optimizing IRWD's resources. This project is ongoing.

The project scope included the following elements:

- Program creation and management
- Permitting inspections
- BMP and GRE inspections
- Compliance inspections
- Nonroutine customer support
- H<sub>2</sub>S testing and monitoring
- FSE plan submittal program development and management



### *City of Anaheim: WDR Compliance, FOG Program Management and Inspection Services*

Contact: Mr. Jonathan Heffernan, Operations Supervisor, (714) 765-6860

EEC has provided FOG program services to the City of Anaheim since 2008. Services have included FSE inspections, development of the City's FOG program manual, and guidance on analysis of FSE contributions to sewer line hotspots and SSOs. During SSO events, EEC provided support for follow-up inspections, corrective action tracking, and GIS development to aid in analysis of FSE and SSO relationships. EEC has assisted the City to review FSE variance and waiver requests, including site inspections, to verify site limitations or identify alternatives to preclude the need for a variance. In 2013, EEC audited the City's internal SSMP. This project is ongoing.

The project scope included the following elements:

- SSMP internal audit
- Compliance/enforcement inspections
- New FSE permitting inspections
- New FSE building plan and variance request review
- SSO response support and training
- FSE NPDES inspections
- FSE BMP/GRE inspections
- GIS development
- Sewer design manual and sewer bypass guidance development
- Sewer capacity analysis and assessment support

### *City of Los Altos: WDR Compliance and FOG Program Management*

Contact: Aida Fairman, P.E., Engineering Services Manager, (650) 947-2603

Since 2014, EEC has managed and completed the FOG program inspections for the City of Los Altos. In the first year, EEC completed an inventory of food service facility (FSF) equipment and grease interceptor status. For FSFs that did not have grease interceptors, EEC worked with the City and the FSFs to install an approved grease interceptor. Each year, EEC has completed the required inspections on-time including the necessary follow-up and enforcement actions, binder and Excel table deliverables, and has assisted the City with any additional FOG program needs including educational material development and plan review.



**Inspector Reviewing  
Site Safety Plan**

The project scope included the following elements:

- FOG Program Management
- BMP inspections
- BMP/GRE Inspections
- Inspection routing
- Inspection QA/QC
- Inspection management

## References

EEC's WDR compliance services have consistently provided the firm's clients with pragmatic solutions that enable development of clear and attainable plans for ongoing sewer system management, operation, and maintenance. The list below identifies current and/or past clients who can, and are willing to, attest to the quality and timeliness of EEC's services related to WDR and environmental compliance, SSMP auditing, and FOG control program management (Table 3, *EEC Project References*). RFP Attachment 3: References, has also been completed and is included with completed forms as Appendix B.

Table 3, EEC Project References

| Agency                       | Contact Details   | Contract Amount |
|------------------------------|---|-----------------|
| Costa Mesa Sanitary District | Mr. Scott Carroll<br>General Manager<br>(949) 645-8400 ext. 223<br>scarroll@cmsdca.gov      | \$110,000       |
| City of La Habra             | Mr. Brian Jones<br>Water and Sewer Manager<br>brianj@lahabra.com<br>(562) 905-9792          | \$15,000        |
| City of Santa Ana            | Mr. Cesar Barrera<br>Principal Civil Engineer<br>cbarrera@santa-ana.org<br>(714) 647-3387   | \$300,000       |
| City of Anaheim              | Mr. Jonathan Heffernan<br>Operations Supervisor<br>jheffernan@anaheim.net<br>(714) 765-6860 | \$200,000       |
| City of El Segundo           | Mr. Lifan Xu<br>Principal Civil Engineer<br>lxu@elsegundo.org<br>(310) 524-2368             | \$25,000        |
| Irvine Ranch Water District  | Mr. Frank Soto<br>Regulatory Compliance<br>(949) 453-5844<br>soto@irwd.com                  | \$165,000       |

## Fees

A fee proposal is provided in a separate submission in the PlanetBids system.

## Scope of Services & Schedule

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### Core Requirements

#### 1. Waste Discharge Requirements (WDR) and Sewer System Management Plans (SSMP)

The EEC team has conducted a wide range of program audits, including SSMP audits, that has provided EEC with a unique insight to both a regulator's view on conducting audits and a regulated entity's view on being audited. EEC will provide the City with the following WDR and SSMP support services under this task:

- A. Perform the 2-year internal audit due in 2021. The audit will include a report of the findings and recommendations identified during the audit.*

The cornerstones of EEC's expertise in SSMP program audits are extensive knowledge of key SSMP program elements in line with regulatory requirements and a breadth of experience that informs a complete, candid assessment of an agency's conformance or deficiency. Pursuant to the WDR requirements for SSMPs, EEC's focuses on evaluating the key elements of the SSMP:

1. Goals and metrics
2. Organization and staff
3. Legal authority
4. Operation and maintenance program
5. Design and performance provisions
6. Overflow emergency response plan
7. FOG control program
8. System evaluation and capacity assurance plan
9. Monitoring, measurement, and program modifications

Often, the SSMP internal audit is conducted merely as a formality to satisfy the minimum requirements of the WDR. EEC takes a somewhat different approach and views the audit from the perspective of a regulator. A regulator is looking for an honest assessment and program modification that brings about true improvement in program performance (where needed). Therefore, the key objectives of EEC's SSMP audit is to candidly evaluate how implemented programs are impacting the reduction of SSOs and evaluate the proper ongoing management, operation, and maintenance of sewer system assets.

EEC's general approach to SSMP internal audits is threefold:

1. Evaluate the level of conformance of the City's SSMP to the WDR. This is accomplished primarily through a desktop review of the SSMP and supporting documentation. EEC is thoroughly familiar with recent changes to the Monitoring and Reporting element of the WDR and will ensure the City's SSMP appropriately addresses these changes.
2. Assess the level of conformance of the City's field practices with SSMP policies and procedures. This includes a detailed review of program-related documents (e.g., work orders, standard procedures, etc.) and data (e.g., line cleaning history, staff training records,

etc.), as well as comprehensive interviews with City staff and field observation of key staff activities.

3. Use the audit findings to develop practical and defensible recommendations for program improvement. EEC will prepare a report summarizing the audit findings that will include classification of any identified nonconformances (i.e., major or minor nonconformance). The report will also contain recommendations for program improvements based on EEC's experience with successful aspects of similar programs and input received during the staff interview process.

Analyzing the SSMP and identifying deficiencies in this manner will allow the City to maintain control of the definition and implementation of its programs rather than putting that control in the hands of a regulator. For example, in evaluating the City's SSO emergency response plan, EEC will not only confirm that current practices are in place and followed, but will also assess the defensibility of key response procedures, such as SSO volume estimating techniques. This approach parallels a regulator's approach and allows the City to stay ahead in the process.



**SSMP Audit Staff Interview**

Headquartered in Orange, CA, EEC is located close to Santa Ana and will work around the City staff members' schedules to ensure the audit process is not intrusive but is thorough enough to satisfy the WDR requirements and improve the City's SSMP programs. EEC anticipates conducting one SSMP audit over the next two years.

*B. Prepare the 2024 SSMP update using information obtained from the SSMP audits.*

Pursuant to the SSS WDR, enrollees must update their SSMP once every 5 years to reflect the enrollee's current SSMP-related practices and the changes recommended during internal SSMP audits. Having audited the City's SSMP in 2017 and 2019 and having updated the City's SSMP in 2019, EEC is intimately familiar with the City's SSMP and can readily ensure it stays current and accurate. EEC anticipates performing one SSMP update by 2024.

*C. Provide quarterly WDR training and advising City staff on emerging issues, revisions, and additions to the SSS WDR.*

EEC has provided previous similar training to City staff regarding SSO emergency response procedures and general WDR requirements. EEC will coordinate with City personnel to establish a training schedule and determination of requested training topics. Training topics may include gravity and lift station SSO/emergency response, WDR and SSMP requirements and contents, FOG program management, drinking water system permitting requirements, water treatment processes. This core services task will be performed as an element of As-Assigned Training and Support services.

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*"EEC's expertise and responsiveness was instrumental in helping our city meet new stringent sewer regulations."*

*Ray Burk, Former Principal Civil Engineer  
City of Santa Ana*



*D. Update and provide training on the SSO contingency plans for the two City sewage lift stations.*

The risk of large SSOs is magnified in the event of sewage lift station failures. In collaboration with the City, EEC has developed an SSO contingency plan for the two lift stations and will continue to work with the City to update the plans and provide training for staff on specific plan procedures.

*E. Provide SSO response support, including data analysis, volume estimating, reporting, etc.*

A timely response to any SSO is critical not only to minimize the environmental impact of the spill, but also to collect/analyze the information needed to determine the cause(s) of the spill. EEC currently supports the IRWD, CMSD and the City of Santa Ana with follow-up investigations of private SSOs. Investigations consist of identification of the cause(s) of the SSO and discussions with agency staff to determine the required corrective actions. Preliminary discussions are conducted with property owners to implement corrective actions. EEC fully understands the importance of accurate volume estimations and timely reporting to CIWQS. EEC will continue to provide SSO response support and assist the City in training personnel on appropriate volume estimation methods and reporting forms. This core services task will be performed as an element of As-Assigned General Sewer System O&M Support services.



**SSO Spill Simulation**

*F. Develop a sewer system maintenance (cleaning) program and schedule.*

As part of the SSMP and the City's asset management endeavor, EEC will advance development of the sewer system maintenance and cleaning program and schedule. The program and schedule will prioritize sewer main cleaning based on parameters such as topography, pipe condition, flow characteristics, and historical inspection analyses. The sewer maintenance program is intended to optimize cleaning frequencies and resource deployment. EEC had previously developed and initiated pilot testing of this asset management practice with the City and is prepared to further test and implement the methodology system wide. Along with development and coordination with City field personnel, EEC deliverables will include cleaning program maps in formats compatible for use with the City's infraMAP software. This core services task will be performed as an element of As-Assigned General Sewer System O&M Support services.

### *Value-Added WDR/SSMP Services*

EEC continues to serve local governments in developing, implementing, and monitoring sensible sewer system management programs tailored to address specific local conditions and ensure compliance with applicable WDR requirements. EEC has unmatched expertise in key SSO mitigation strategies, including FOG control programs, preparation of overflow ERPs, and SSMP performance assessments and audits. EEC continues to assist cities and independent special districts, including the Cities of Santa Ana, Stanton, La Habra, Buena Park, El Segundo, and Anaheim, as well as CMSD, with development, implementation, and/or audit of their SSMP strategies.



The EEC team has comprehensive knowledge of the evaluation and development of SSO ERPs. In fact, EEC assisted the City of Santa Ana in 2019 and City of El Segundo in 2014 to update their respective SSO ERPs. SSO ERP updates are based on recent program enhancements, personnel and equipment changes, and recent changes to the State's WDR requirements for monitoring and reporting SSOs.

EEC also provides WDR/SSMP training support, including SSO emergency response training to sewer system maintenance staff. In 2019, EEC conducted SSO emergency response training for the City, which consisted of an evaluation of current practices and procedures, a presentation on the recent updates to the State's monitoring and reporting requirements, and SSO volume calculation examples.

## 2. FOG Program Management

EEC currently manages FOG programs for several Southern California agencies and uses sophisticated database and GIS tools to collect, organize, analyze, and manage FOG data. Having been closely involved in the development and implementation of key FOG control program tools and processes, EEC's technical and field staff is thoroughly knowledgeable of field data acquisition systems and workflows currently employed by the City. EEC will provide the following services under this task:

- Collect, organize, and manage the City's FOG Control Program data.
- Provide monthly reports summarizing activities conducted and recommendations to the City's FOG Control Program Manager.
- Conduct regular meetings with City staff to evaluate the FOG Control Program, provide recommendations, and prioritize project efforts.
- Monitor the Orange County Health Care Agency's (OCHCA's) inventory of restaurants and append any updates, changes, or additions to the City's FSE inventory.
- Using the City's current FOG infraMAP database, maintain the FSE inventory, inspection schedule, and FSE inspection frequencies and prioritization. Inspection frequencies and prioritization will be based on FOG production, compliance history, elevated maintenance location relationships, and SSO history.
- Establish inspection schedules and coordinate and assign inspection tasks to the City's code enforcement inspectors and EEC's compliance inspectors using infraMAP and GIS tools.
- Develop reports to summarize inspection results and compliance efforts.
- Secure and append OCHCA's NPDES inspection data to the City's geodatabase for analysis and to identify necessary NPDES follow-up inspections. EEC will ensure that data are properly assigned to FSEs and violations are correctly identified. FSEs with current violations will be properly identified on the map interface used by inspectors.
- Use infraMAP software and ArcGIS to record inspection results and manage inspections.
- Provide support for the City's wireless inspection process, with which EEC is familiar. Having played a pivotal role in the system's implementation, EEC is familiar with the City's mobile data acquisition systems, including hardware, operating systems, software, network structures, and evolving technologies.
- Develop residential FOG educational/guidance materials and a plan to address residential grease discharge and disposal practices.
- As needed, develop and coordinate evaluation of new and emerging grease-control technologies, including GRE and chemical/biological additives.

- Provide the City with background and update information regarding current and emerging MS-4 requirements, as they relate to the WDR.
- Obtain data and information to keep the FSE inventory up to date.
- Manage and process inspection pictures, GRE requirement documents, permits, and other documents for all FSEs. EEC will update and maintain the geodatabase with document information that will enable inspectors and managers to access documents through the infraMAP interface.
- Review the City Municipal Code and recommend modifications or enhancements to the FOG control program.
- As needed, conduct site assessments of FSEs to determine or evaluate GCD retrofit options.
- Manage the FOG geodatabase and GIS files, such as map documents.
- Provide follow-up documentation assistance and expertise to City's FOG Control Program Manager.
- Conduct QA/QC reviews of FSE inspection results.
- Coordinate, establish work schedules, and provide educational and training information to City personnel as needed or as requested by the City.
- Provide the City with experienced and knowledgeable professional staff, during and outside of normal work hours (as needed).

This core services effort will be performed as an element of As-Assigned FOG Program Management services.

### *Value-Added Program Management Services*

Based on its recognized FOG expertise, EEC has been able to work with agencies across the country, exposing the team to a variety of innovative ideas and concepts that can be shared with the City. EEC also works with some of the City's neighboring agencies and can share field intelligence regarding sewer investigations and FSE issues that might impact the City's programs.

### 3. FSE Inspections and Enforcement

EEC will provide well qualified and experienced personnel, including bilingual inspectors where necessary, to conduct routine FOG inspections. EEC will monitor inspection progress using the City's infraMAP and GIS tools to ensure the FOG control program tasks are on track to meet inspection and follow-up targets. EEC routinely performs QA/QC, from work order initiation to project completion, of FOG inspectors as well as the data entered into databases and sync'd with the City. EEC will work with the City's FOG Control Program Manager to evaluate the continued implementation of FOG-risk-based inspection prioritization processes to further optimize the City's inspection resources. EEC will provide the following services under this task:

- Conduct on-site, physical inspections of FSEs as determined by City's FOG Control Program Manager
- Provide bilingual outreach and educational materials to FSEs, including inspection summary reports
- Provide the City, as needed, with educational and BMP information
- Promote the importance of kitchen BMPs
- Coordinate and establish work schedules



**Permitting Inspection Inventory**

- Require inspectors to clearly identify themselves both verbally and with proper identification badges as contract inspectors of the City
- Require inspectors to identify their vehicles with decals as contract vehicles of the City

Specific FSE inspection categories include the following:

**1. Permitting Inspections.** EEC will conduct initial permitting inspections for new, change-of-ownership, and remodeled FSEs. Through initial inspections, also referred to as *FSE characterization*, EEC will identify the type of food, cooking equipment, and kitchen practices that risk contributing FOG to the sewer system. Each FSE will be provided with bilingual educational materials that will help the FSE reduce the amount of FOG released into the City's sewer system. EEC inspectors will review the permit memorandums generated for each new FSE and will confirm the installation of a GRE if required by the memorandum. Approximately 100 permitting inspections are anticipated per year.

**2. Grease-Removal Equipment Inspections.** EEC will conduct GRE inspections for FSEs with a grease interceptor or grease trap to ensure each device is in good operating condition and confirm that appropriate maintenance practices are implemented. The inspections are comprehensive and thorough to support potential enforcement efforts in the future. EEC inspectors will conduct the following:



Interceptor Sample Box Inspection

- Measure the layer of floating FOG and settleable solids
- Determine conformance with compliance criteria
- Inspect the mechanical condition of the GRE
- Review the maintenance logs and record the last pump-out date
- Review GRE pumping record keeping
- Document and capture photographic evidence of all violations

An estimated 350 GRE inspections are anticipated per year.

**3. Best Management Practice Inspections.** Having conducted more than 20,000 kitchen BMP inspections, EEC understands the importance of educating FSEs on proper BMPs. EEC will conduct BMP inspections to evaluate compliance with all required kitchen BMPs, including employee education and training practices. These inspections also provide an opportunity to provide new program educational materials.



Identification of BMP Violation

Specifically, EEC inspectors will assess the following:

- |   |   |
|---|---|
| • Removal of food grinder                   | • Utilization of drainage additives                   |
| • Lateral cleaning and spill log maintained | • Segregation and proper storage of waste cooking oil |
| • Drain screens installed/maintained        | • Grease collection log maintained                    |
| • Kitchen signage (BMP poster) posted       | • Employee training log maintained                    |
| • Food waste disposal practices             | • Scraping practices                                  |
| • Emergency spill response materials        |   |



An estimated 500 BMP inspections are anticipated per year.

**4. FSE Compliance Inspections.** ECC will conduct follow-up inspections for non-compliance issues as required by the City's FOG Control Program Manager. This may include issuance of notices of violation to FSEs that are found to be in non-compliance with the FOG control regulations. An estimated 200 compliance inspections are anticipated per year.

EEC will help the City manage enforcement actions for violations of the City's Municipal Code, Sec. 39-56. For any FSE or critical source facility identified with deficiencies, EEC will meet with FSE manager(s)/owner(s) or property owner(s) to discuss violations and enforcement and to help them develop an appropriate corrective action plan to achieve and maintain compliance. Based on the results of follow-up inspections and issued notices of non-compliance, EEC will review, provide recommendations, and assist the City with any enforcement actions required as a result of violations of the FOG ordinance. This task will be performed as an element of As-Assigned FOG Program Management services.

**5. National Pollutant Discharge Elimination System Inspections.** EEC will conduct inspections to follow up on NPDES violations identified by the OCHCA. OCHCA inspectors evaluate the following during inspections:

- FC60-NPDES - Improper Oil/ Grease Disposal
- FC61-NPDES - Refuse Containers/Trash Bin Enclosure
- FC62-NPDES - Washing Mat/Filter/Trash Bin Parking/Street
- FC63-NPDES - Improper Methods Spill Cleanup/Hosing Area
- FC64-NPDES - Maintenance Records: Lack of / Not Current
- FC65-NPDES - No Observations Recorded

EEC is intimately familiar with the follow-up actions necessary for each observation and will confirm if an FSE has conducted/implemented the corrective actions requested by the OCHCA. An estimated 300 NPDES inspections are anticipated per year.

**6. Limited Food Preparation Inspections.** EEC will conduct inspections of known or probable LFP facilities to confirm their FOG discharge status. Inspections of known LFPs will be conducted every 3 to 5 years to assess if the LFP's practices have undergone changes that could warrant inclusion of the facility in the FOG Control Program as an FSE. These inspections include a quick observation of any food preparation areas to assess if equipment has changed. An estimated 100 LFP inspections are anticipated per year.

EEC understands the City's FSE inventory database and key FSE details necessary to determine each FSE's potential to discharge FOG into the sewer system (e.g., cooking equipment). EEC inspectors are proficient users of the City's inspection software and will not require any additional training. Inspection results collected in the field are recorded in the geodatabase and used to determine the FSE's compliance status and history. The geodatabase is managed and maintained by two applications, Esri's ArcGIS and iWater's infraMAP. This task will be performed as an element of As-Assigned Map and Database services.

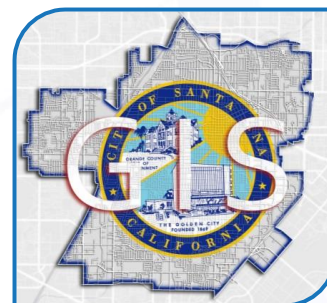
Finally, EEC inspectors are extensively trained in inspection safety and have an impeccable safety record. EEC inspectors also receive training in SSO response procedures and know the SSO emergency response procedures implemented by the City.

## As-Assigned Tasks

### 1. Maintaining Maps and Database Records

EEC fully understands the City's use of GIS and other systems to manage the FOG program data and inspection tasks. EEC understands that the City may need mapping and GIS support services to continue extensive use of these systems.

Since 2004, EEC has provided GIS support services to the City, including determining the most effective way to manage the City's FOG Control Program using GIS. EEC has supported the City's implementation of ArcGIS and infraMAP software to manage inspections of the 1,000+ FSEs and 200+ GREs in the City.

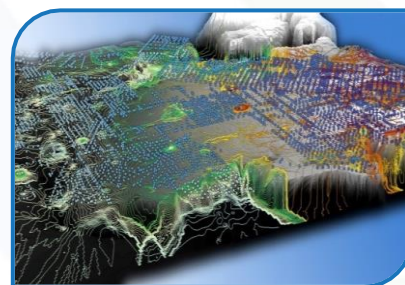


EEC will provide the following mapping and database services, as assigned under this task:

- Review inspection records and results for quality assurance and control purposes.
- Add, edit, or delete records and map points as FSEs and GREs are added or deleted from the inventory.
- Edit existing records and feature classes to reflect true field conditions. This includes maintaining a graphical representation of FSE and GRE relationships.
- Maintain layer definition queries that access FOG program data to represent FSEs and GREs that need routine inspections, FSEs and GREs that have existing violations, FSEs and GREs that have never been inspected, FSEs that have NPDES violations, and LFPs that need to be confirmed.
- Coordinate with staff and technology consultants to identify and implement infraMAP software inspection form improvements and troubleshoot errors and issues. When necessary, EEC will provide a GIS analyst for on-site support.
- Coordinate with staff and technology consultants to define required WDR program workflows and support integration with emerging technology.
- Use GIS tools to assist staff with SSO response.
- Use GIS tools to generate monthly activity reports.
- Use data validation tools to review feature class data including FOG inspection activity data.
- Assist the City with maintenance data analysis and O&M task optimization.

The FOG program geodatabase is also used to manage issuance of notices of violation and subsequent compliance inspections. Using these GIS and database resources developed in house, EEC will continue to provide effective and efficient inspection management services for the City. EEC will also provide on-site GIS support, including geodatabase editing, feature class development, and map document development.

EEC has developed customized tools to query and review copious amounts of FSE data for analysis and reporting. For example, an inspector or manager can find an SSO or EML in the GIS and readily identify the associated FSEs. Hyperlink tools in the GIS are provided to quickly query the FSE database to return pertinent information related to FSE inspection histories, site pictures, and inspection reports.



**Manhole Elevation Analysis**

While the focus of this scope of work will be on FOG program management, EEC understands that FOG is not the only cause of SSOs and that a thorough understanding of the sewer system is critical to preventing SSOs. EEC's experience in sewer line characterization activities has provided a keen understanding of how hydraulic defects in the sewer, such as offset joints, roots, and sags, can impact the ability of a sewer to transport grease within the sewer system. Through utilization of GIS and FSE databases, EEC will provide simple, efficient solutions for organizing, managing, and coordinating all sewer line EMLs related to FSE enforcement activities.

The estimated level of effort for as-assigned mapping and database services is projected at approximately 150-175 hours.

### *Value-Added Mapping Services*

EEC worked closely with iWater to develop the FOG inspection module in a manner that upheld the City's high standards for FOG inspections. EEC understands the software and can recode, modify, troubleshoot, and correct functionality issues as needed. EEC also designed and implemented the geodatabase in which all inspection data are stored and can modify the geodatabase as the City's FOG program evolves. EEC has and can continue to provide specialized GIS and CMMS training specific to the City's GIS configuration and process workflows. Additionally, EEC can augment City staff with on-site GIS support staff as necessary.

## **2. Training and Support**

EEC will continue to provide the City with FSE inspection process training as assigned. EEC developed and currently conducts California's only Grease Interceptor Inspector Training Workshop for the California Water Environment Association (formerly conducted for CalFOG). To date, EEC has conducted seven workshops and trained more than 400 inspectors. EEC most recently provided specialized training for City Redondo Beach and South San Luis Obispo Sanitation District inspectors and has previously provided training for several of the City of Santa Ana Code Enforcement staff. EEC can also provide mobile data acquisition training for the City's FOG inspectors to demonstrate how FOG and NPDES inspection data is recorded and how to determine inspection priorities in the infraMAP software.

EEC will continue to provide periodic training for City staff and a wide variety of topics. Previous training events included WDR updates, SSMP contents goals and objectives, FOG Program elements and GIS support and mapping systems. For each field or classroom training event, a roll call sheet is generated, and each attendee is provided a copy of the training slides. During project kick-off, EEC will coordinate with City personnel to establish a schedule for regular training events.

The estimated level of effort for as-assigned training and support services is projected at approximately 150-175 hours.

## **3. General Environmental Compliance Support**

### *Cross-connection Program Support*

A key mandated program under the Water Resources Division purview is the cross-connection program, aimed at protecting the public water system from hazardous contamination or pollution. The City has procedures in place to ensure businesses are outfitted with the proper backflow prevention devices as well as procedures for routine inspection and test of these



devices. In collaboration with the City, EEC has outlined a series of guidance documents geared towards assisting business owners in more clearly understanding cross-connection program requirements. An initial draft of the manual for food processing facilities has been prepared and is under review by City personnel. As assigned, EEC will continue to assist the City in the development of additional cross-connection program guidance manuals for other business sectors including services, manufacturing, medical, restricted operations, and miscellaneous other facilities.

Additionally, several private and City owned properties are served by recycled water supplies. EEC can continue to support the documentation and field verification efforts for these on-site recycled water conveyance systems. These efforts will continue to be performed in close coordination with City personnel with the resulting findings and drawings being prepared in a manner suitable for import into the City's GIS database.

The estimated level of effort for as-assigned cross-connection program support services is projected at approximately 150-200 hours.

#### *Potable Water Discharge Permitting and Monitoring*

EEC can continue to assist the City with the renewals of the permitting and monitoring associated with the City drinking water system discharges. EEC is intimately familiar with the permitting requirements and will assist the City with routine monitoring and reporting as well as permit renewals. EEC will continue to train City personnel on the monitoring and reporting requirements of this state mandated program. EEC can assist City personnel with collection and testing of required discharges and help to ensure suitable methods and protocols are adhered to. EEC can also support development of project specific discharge monitoring protocols as well as implementation proper notification procedures.

The estimated level of effort for as-assigned potable water discharge permitting and support services is projected at approximately 80-100 hours.

#### *Production Well O&M Assessment and Support*

EEC is an expert in per- and polyfluoroalkyl substances (PFAS) consulting and is currently providing "Owners Representative" consulting support for the City as it addresses PFAS contamination in a production well. EEC's PFAS team has extensive expertise in PFAS chemistry, characterization, remediation, residual management, and its unique regulatory challenges, particularly in California.

All of this expertise is being used to assist the City as it works with the Orange County Water District (OCWD) and their consultants to develop a plan to design and install wellhead PFAS treatment for the City's impacted wells. EEC already provided extensive technical and regulatory assistance to the City as it responded to a Draft Producer Report from OCWD's consultant, that addressed a variety of topics:

- The significance of PFAS Notification Levels (NLs) vs. Response Levels (RLs)
- Comparison of Granular Activated Carbon (GAC) vs. Ion Exchange (IX) at each potential impacted well site
- Evaluating capital costs vs. on-going O&M costs
- Evaluating OCWD's rapid small-scale column testing (RSSCT) and pilot testing results and the need for further pilot tests

- Protecting the City's interests while supporting OCWD's need to remediate the basin

As assigned, EEC will assist the City as it works with OCWD's design engineer, to develop the most appropriate treatment design for each impacted well.

The estimated level of effort for as-assigned production well O&M assessment and support services is projected at approximately 150-200 hours.

### Water Distribution Infrastructure

EEC has and can continue to assist the City with a wide variety of water distribution infrastructure needs. EEC is equipped to collect samples, facilitate maintenance activity scheduling, assist with routine monitoring and reporting, and develop critical procedures and protocols. Recently, EEC assisted the City in the planning for the Automated Metering Infrastructure (AMI) project and in preparing a Request for Proposal (RFP) seeking a qualified AMI Consultant to provide professional services for detailed planning and assistance in the selection and implementation of an AMI system. These efforts led to the selection of a highly qualified contractor being selected to assist the City in developing detailed strategies, design, and plans for AMI implementation. EEC assisted the City during all preliminary phases of the AMI project from the preparation of the first RFP and contractor selection and is currently supporting the final stages of contracting with the selected AMI and MDMS contractors. Once the agreement is finalized between the City and the selected AMI and MDMS contractors, and the execution of the work commences, EEC is prepared to continue providing support to the City Project Manager in all aspects of project and construction management, business process re-engineering, staffing considerations and all field activities.

Furthermore, EEC has assisted in modernizing the City's 20-year masterplan with production of construction schedules using Microsoft Project, and regularly assists the Water Supervisor in meeting five-year goals for water pumping and construction management. EEC has also facilitated restructuring and digitization of 60 years' worth of historical documentation associated with the City's water system. As a result, EEC has an extensive understanding of the City's production well sites, reservoirs, Metropolitan Water District (MWD) connections, pressure regulating values, and lift stations. This level of understanding will ensure that EEC can continue to ramp up to speed quickly on as-assigned water distribution infrastructure tasks.

The estimated level of effort for as-assigned water distribution infrastructure support services is projected at approximately 125-150 hours.

### Stormwater Compliance

While the City's Municipal Separate Storm Sewer System (MS4) program is not implemented and managed by the Water Resources Division, stormwater related issues can often impact the division where experience and knowledge of the MS4 permit is necessary. As example, EEC recently assisted in the evaluation of stormwater based legal authority and issues associated with homeless encampments near flood control channels. EEC also assists the City with responding to illegal discharges to the City's MS4 system from food service establishments and routinely follows-up on other FSE related stormwater issues (e.g., waste grease storage area housekeeping). EEC has also supported permit application and compliance associated with the Upper Newport Bay selenium TMDLs. This issue impacts the City's potable water discharges tributary to the Upper Newport Bay. As-assigned, EEC can continue to assist the City with the TMDL compliance related this new permit.



The estimated level of effort for as-assigned stormwater compliance support services is projected at approximately 80-100 hours.

### *Project Management and Assistance*

EEC can continue to assist the City with managing a wide variety of projects including WDR compliance deadlines, sewer system characterization and investigation activities, and drinking water distribution and discharge. As-assigned, EEC will conduct regular meetings with City personnel to provide updates and discuss project status.

EEC will continue offer qualified personnel to supplement the City's resource support needs ranging from development of innovative software solutions to composing requests for proposals. EEC personnel have been involved in many aspects of City's water engineering and development, including plan preparation, cost estimates, and specifications for a variety of projects pertaining to water and sewer applications. EEC personnel have assisted in updating system management maps and records as well as assisting in project oversight and interfacing with other governmental agencies and contractors. EEC personnel will continue to collaborate with treatment and distribution operators to facilitate decisions regarding treatment and distribution parameters, settings, and general operations. EEC will also continue to support coordination of permits and annual renewals for dewatering permits, encroachment permits, National Pollutant Discharge Elimination System (NPDES) permits, and South Coast Air Quality Management District (SCAQMD) permits.

The estimated level of effort for as-assigned project management and assistance services is projected at approximately 400-500 hours.

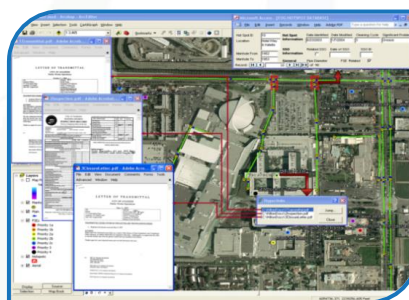
## **4. General Sewer System O&M Support**

Source Identification, Prioritization, and Remediation - Having studied more than 300 enhanced maintenance locations and identified numerous individual sources of FOG blockages in California, EEC has developed and provides unique expertise in assessing sewer system issues and developing corrective action plans, including source identification and mitigation. Public agencies frequently hire EEC to conduct such characterization studies and use the resulting data to prioritize FSE inspections, improve cleaning and tracking of EMLs, and inform SSO contingency plan development for high-risk pipelines.

When an issue is identified in the sewer system, EEC will conduct the following general steps to ensure a thorough investigation is conducted.

1. EEC will coordinate CCTV inspection of the area. The line will be typically be inspected in its current condition, then re-inspected after cleaning to establish a baseline of the clean line. If suspicious materials that can not be clearly identified are noticed, EEC will collect samples of the materials for further analysis.
2. After a set period of time, EEC will coordinate follow-up CCTV activities at the location in an attempt to clearly identify the source of the issue. With FOG accumulation, a visible trail will typically accumulate at a specific lateral connection, often leading to identification of the source.
3. Once the source is identified. EEC will work with the City to mitigate that source which could include meeting with the facility and/or conducting routine inspections, or other elevated enforcement actions.

Response to and Enforcement of Private Sewer Spills - A timely response to any SSO is critical not only in minimizing the environmental impact of the spill, but also in collecting/analyzing important information needed for reporting the spill and determining the cause(s) of the spill. EEC's SSO response experts are certified by the California Water Environment Association in SSO Electronic Reporting and are prepared to conduct follow-up investigations of private SSOs. Investigations consist of identification of the cause(s) of the SSO and discussions with agency staff to determine corrective actions. Preliminary discussions are conducted with property owners to implement corrective actions. EEC's extensive CCTV assessment of sewer lines provides clients with the necessary expertise to properly assess and offer recommendations concerning private sewer laterals.



**SSO Response Support**

Where "voluntary" implementation of corrective action by a property owner proves unsuccessful, administrative orders may be required to ensure implementation of required measures. Follow-up discussions with private property owners conducted by EEC are typically initiated well before the administrative order deadlines to ensure adequate progress and to avoid last-minute extensions.

Sewer System Condition Assessment - EEC has analyzed countless hours of CCTV data and has used this data to drive capital improvement and sewer master plan development. EEC draws on this experience and expertise to ensure that an agency's planning and funding aligns with current asset conditions.

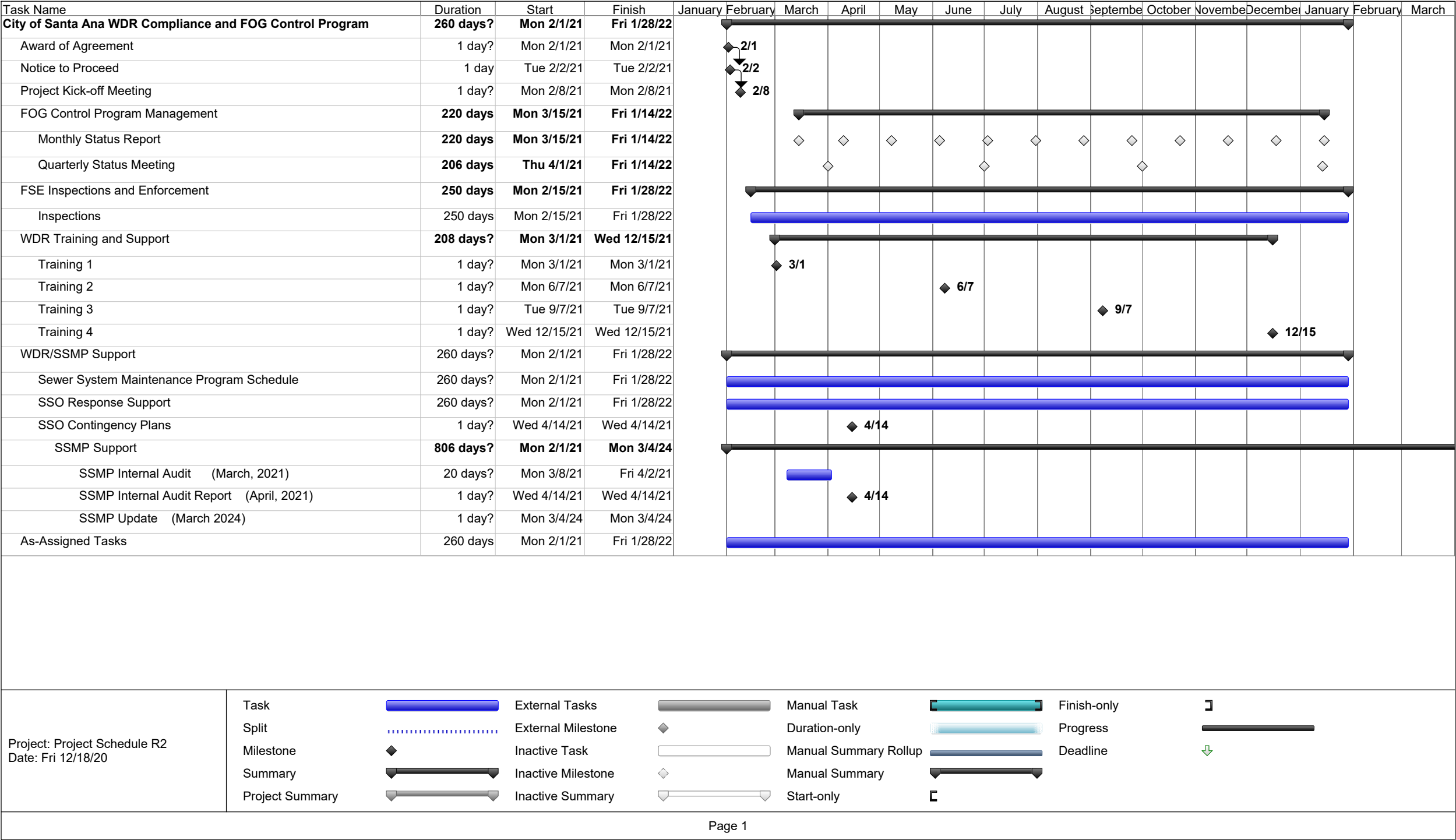
Develop a sewer system maintenance (cleaning) program and schedule. - As discussed in the core services section, EEC will advance development of the sewer system maintenance and cleaning program and schedule. The program and schedule will prioritize sewer main cleaning based on parameters such as topography, pipe condition, flow characteristics, and historical inspection analyses. The sewer maintenance program is intended to optimize cleaning frequencies and resource deployment. EEC had previously developed and initiated pilot testing of this asset management practice with the City and is prepared to further test and implement the methodology system wide. Along with development and coordination with City field personnel, EEC deliverables will include cleaning program maps in formats compatible for use with the City's infraMAP software.

The estimated level of effort for as-assigned general sewer system O&M support services is projected at approximately 200-250 hours.

## Summary of Key Deliverables

Based on the scope of services, the following key deliverables are anticipated for this project:

- FOG program protocol assessment reports and recommendations (as needed)
- Monthly inspection status reports summarizing inspections conducted, compliance status, and recommendations for follow-up and enforcement actions
- Quarterly program review/status meetings with City staff
- FOG outreach and educational materials procurement and distribution (as needed)
- Updates to FSE inspection database with OCHCA NPDES inspection data (as needed)
- Memoranda/reports on emerging MS4 requirements (as needed)
- Updates to FSE inspection database with new FSE data from various sources (as needed)
- FOG program initiative recommendations/reports (as needed)
- Evaluation/assessment reports for emerging GRE devices and additives (as needed)
- Mapping document updates and recommendation reports (as needed)
- Workflow and CMMS development recommendation reports (as needed)
- Memoranda/reports on emerging WDR/SSMP requirements (as needed)
- SSMP internal audit and recommendation reports
- 2024 SSMP update
- SSO Sewer Lift Station Contingency Plan
- SSO response support (as needed)
- Sewer system maintenance (cleaning) program and schedule
- Memorandum of recommended changes for the City Municipal Code Section 39-56
- Classroom and field training on FOG/WDR/SSMP/GIS/CMMS topics (as needed)
- Monthly Invoices including number of hours by labor category and hourly rates (as included in the fee proposal)
- Additional deliverables to be identified as as-needed tasks are assigned
- Updated milestone schedule based on assigned as-needed tasks



## Forms and Certifications

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The forms included as Attachment 3 and 5 in RFP 20-089 are completed, signed, and included as Appendix B.

# **APPENDIX A**

## **PROJECT TEAM RESUMÉS**





**JIM KOLK**  
*Principal Engineer*

Jim is an industrial engineer with more than 20 years of project management experience. He has extensive expertise in wastewater/sewer system program support, including fats, oils, and grease (FOG) program development, industrial wastewater pretreatment program development, sanitary sewer overflow (SSO) response and data management, stormwater compliance, collection system characterization, and geographic information system (GIS) / database integration. Jim routinely manages projects with complex regulatory compliance issues related to state enforcement, consent decrees, and compliance audits. He has managed multiple projects involving development and management of hundreds of permits, including thousands of facility inspections and enforcement actions.

Jim holds a Bachelor of Science in Industrial Engineering from San Jose State University. He maintains professional certification in Sanitary Sewer Overflow Reporting from the California Water Environment Association and in Pipeline Assessment and Certification from the National Association of Sewer Service Companies.

## EXPERIENCE

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### **Project Manager / Technical Lead, FOG Control Consulting, Various Municipalities | Nationwide**

- Provide expert FOG control consulting services, including ordinance and permit development, grease interceptor sizing and installation, sewer line characterization, inspection and enforcement procedures, and database and GIS management.
- Clients include Boston Water and Sewer, Seattle Public Utilities Commission, Orange County Sanitation District, Irvine Ranch Water District, and City of Santa Ana.

### **Project Manager, Food Service Establishment Inspection Management Services, Various Municipalities | Southern CA**

- Manages food service establishment inspection programs for five cities and sewer districts in support of FOG-control programs.
- Has overseen 20,000+ inspections to date and issuance of 7,500+ notices of noncompliance or violation.
- Manages issuance of compliance enforcement measures and tracking of corrective actions.

### **Project Manager, Stormwater Management Services, Airgas Products | El Segundo, CA**

- Managed the development and implementation of a stormwater pollution prevention plan and monitoring and reporting program for the Airgas facility in Torrance, California.
- Managed the National Pollutant Discharge Elimination System compliance and training services provided by EEC.

### **Project Manager, Various Commercial and Industrial Wastewater Treatment/Stormwater Projects | CA**

- Routinely hired by commercial and industrial clients to assess, design, and develop effective, economical solutions for wastewater treatment systems.
- Projects include enhancements to aeration system to increase efficiency, digester systems to reduce sludge disposal costs, and lift stations and interceptors to address odors.

## EXPERIENCE (CON.)

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### Project Manager, Pretreatment Program Development and Implementation, Various Municipalities | Nationwide

- Pretreatment program assessment, development, and implementation of key program elements, including legal authority review/development, industrial waste survey screening, and local limits development/implementation.
- Managed the preparation of program manuals and procedures/guidelines for industrial user inspection, sampling, and enforcement activities.

### Project Manager / Subject Matter Expert, SSO Consent Decree Support, Confidential Client | CA

- Managed all technical support activities related to an SSO consent decree response for a California sewer agency.
- Work involved detailed assessment of SSO-related programs, recommendation of program enhancements, development and negotiation with the environmentalist group on behalf of the client for reasonable performance measures, and development and implementation of critical program upgrades.

### Technical Lead, Industrial Wastewater Pretreatment Audits, Multiple Clients | Nationwide

- Audited multiple industrial wastewater pretreatment programs involving categorical industrial user permit compliance, slug discharge control plans, discharge monitoring, enforcement response, and program reporting.





**JOHN SHAFFER**  
*CEO/Principal*

John is the founder and president of EEC. John has more than 25 years' experience managing water resource projects and helping clients achieve compliance with their NPDES and other wastewater and storm water discharge permits. He leads the EEC FOG team that is nationally recognized as a FOG control expert and has developed, implemented, and assessed more than 14 FOG control programs. Under John's direction, the EEC FOG team has conducted FOG characterization studies for 15 cities and wastewater districts. When FOG was identified as a leading cause of sanitary sewer overflows (SSOs) and beach closures in California, John was at the forefront of efforts to curb FOG discharges to the sewer system, serving as the program manager in the largest FOG control study in the country conducted on behalf of

Orange County Sanitation District and its 26 member agencies. John holds a General Engineering Contractors License and is a member of the Water Environment Federation, California Water Environment Association, and California Association of Sewer Agencies.

## EXPERIENCE

### Program Manager, Sanitary Sewer Overflow Study | National

- Oversaw a \$250,000 national research study for Orange County Sanitation District and County of Orange on the causes of and solutions to SSOs. The study was conducted in response to the growing problem of beach closures in Orange County, California.
- Evaluated the causes of grease blockages linked to wastewater discharge from restaurants and residences; grease buildup creates sewer line blockages that result in SSOs and sewage flow to storm drains, creeks, and eventually beaches.

### Project Manager, 30 Industrial Stormwater Compliance Programs | Statewide

- Managed 30 separate industrial stormwater compliance programs throughout California and oversaw the following: stormwater sampling, containment system design and installation, stormwater pollution prevention plans, stormwater monitoring and reporting program preparation, and permitting with the California Regional Water Quality Control Board.

### Project Manager, Sewer System Characterization | Orange County, CA

- Managed \$1 million+ in sewer system characterization projects for cities and wastewater agencies in Orange County and oversaw CCTV inspections, sewer mapping using GIS, and structural and sewer blockage source identification.

### Project Manager, California Fats, Oils and Grease (CalFOG) Workgroup | CA

- Represented CalFOG in negotiations with the International Association of Plumbing and Mechanical Officials concerning critical revisions to the Uniform Plumbing Code that would affect every sewerage agency in California.
- CalFOG is a special workgroup within the Tri-TAC that focuses on the development of FOG control tools that may be used throughout the State; Tri-TAC, which is jointly sponsored by the California Association of Sanitation Agencies, California Water Environment Association, and League of California Cities, is a statewide technical advisory committee comprising members from public agencies and other professionals responsible for wastewater treatment.
- The constituency base for Tri-TAC collects, treats, and reclaims 2 billion+ gallons for wastewater each day and serves most of the sewerage population in California.



## JOSEPH JENKINS

*Project Regulatory Specialist*

Joseph has performed more than 5,000 inspections of food service establishments (FSEs) for compliance with fats, oils, and grease (FOG) control programs, including those of the Costa Mesa Sanitary District, City of Santa Ana, City of La Habra, City of Anaheim, and Irvine Ranch Water District. Joseph has also conducted thousands of industrial pretreatment and stormwater inspections of industrial and commercial facilities. Joseph manages and schedules EEC's FSE inspection programs and provides training and quality control / quality assurance of EEC's FOG inspectors. Joseph is also EEC's lead auditor for sewer system management plan (SSMP) audits. To date, Joseph has conducted internal SSMP audits for the Costa Mesa Sanitary District, City of La Habra, City of Buena Park,

City of Santa Ana, and City of Anaheim.

Joseph holds a Bachelor of Science in Business Administration from York College in Nebraska; a certificate in Environmental Management from the University of California, Irvine, Extension; a certificate as a Grade I Environmental Compliance Inspector through the California Water Environment Association; and a certificate as a Qualified Industrial Stormwater Practitioner (QISP). Joseph also maintains certification in OSHA 40-hour HAZWO-PER training and in the Pipeline Assessment and Certification Program.

### EXPERIENCE

#### FOG Inspector, FOG Inspection Programs for Multiple Cities and Sewer Agencies | Statewide, CA

- Serves as the lead FOG inspector in support of FOG multiple cities and sewer districts including IRWD.
- Completed thousands of FSE inspections in support of agencies' FOG control programs and has achieved a high rate of compliance for those FSEs.

#### Senior Staff, FOG Control Consulting for Various Municipalities | Nationwide

- Assists EEC's project managers to provide support for FOG control consulting services ranging from ordinance and permit development, grease interceptor sizing and installation requirements, sewer line characterization, inspection and enforcement procedures, sanitary sewer overflow response procedures, and database and GIS management.

#### Project Manager/Lead Inspector, Industrial Pretreatment Program, City of El Segundo | El Segundo, CA

- Developed and implemented industrial pretreatment program for the City
- Permitted categorical industrial users
- Performed Industrial Waste Surveys
- Conducted inspections for industrial users
- Conducted and managed enforcement actions
- Completed Annual Pretreatment Program Reports for submittal to local Regional Water Quality Control Board

#### Lead Trainer, SSO Prevention and Response Program, City of San Gabriel | San Gabriel, CA

- Trained City of San Gabriel staff on prevention of and response to SSO.
- Training consisted of a classroom instruction session that reviewed State and City monitoring and reporting requirements, proper response procedures, and proper volume calculation methods. Training also entailed field training sessions during which varying volumes of water were spilled and trainees practices containing the spills, estimating the volume of spilled water, and completing reporting forms.

## EXPERIENCE (CON.)

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### Senior Staff, FOG Control Program Manual Development, Baltimore County | Baltimore, MD

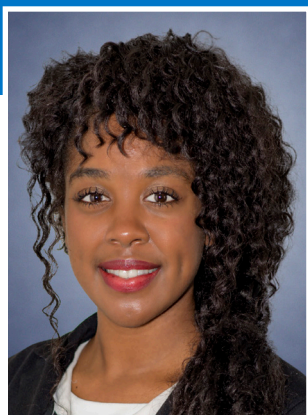
- Developed the FOG Control Program Manual for the Baltimore County FOG Control Program.
- Manual included procedures for inspecting FSEs, requirements for installation of grease control devices, and FSE educational materials that were created by EEC, including best management practices.

### Compliance Inspector, NPDES Inspections and Program Management, Cities of Santa Ana and Anaheim | Orange County, CA

- Performed hundreds of NPDES inspections for the City of Anaheim and the City of Santa Ana.
- Currently manages the monthly NPDES inspection program and trains inspectors on the proper inspection procedures.

### Lead Auditor, SSMP Internal Audits for Various Municipalities | Nationwide

- Assists EEC's project managers to provide support for conducting internal audits of SSMPs.
- Reviews SSMP-related documentation and conducts interviews of municipality staff members.
- Completes technical report documents specifying important findings and recommendations.



## FALLON FRANKLIN

*Sr. Staff Engineer*

Fallon Franklin, a graduate from California State Polytechnic University, has been highly involved in the FOG control programs that EEC manages on a daily basis. Fallon has conducted thousands of FOG inspections at food service facilities, and is intimately familiar with the wide variety of grease interceptor designs available. As a Staff Engineer with EEC, Fallon also assists with grease interceptor installation designs, plan review and plan approval, and unique installation design issues.

Fallon also has extensive experience with computer aided design (CAD) engineering. Her experience in CAD software has been showcased and featured on various platforms ranging from the installation of grease interceptors to designing isometric configurations for important commercial, private, and public pipe systems. Her well respected experience has given her opportunities to teach proper usage of CAD software to college and high school students.

## EXPERIENCE

### FOG Inspector, FOG Inspection Programs for Multiple Cities and Sewer Agencies | Statewide, CA

- Completed thousands of FSE inspections in support of agencies's FOG control programs
- Developed FOG control educational materials
- Assisted with FOG control program design, implementation, and improvements

### Grease Interceptor Design for Multiple Food Service Facilities | Statewide, CA

- Reviewed FSE layout and designs to determine proper grease interceptor installations
- Developed plans for submittal and approval from regulatory agencies
- Installation oversight
- Performance monitoring and long-term management

### Compliance Inspector, NPDES Inspections and MS4 Program Management, City of Huntington Beach | Orange County, CA

- Performed hundreds of NPDES inspections for the City of Huntington Beach.
- Currently manages the monthly NPDES inspection program and trains inspectors on the proper inspection procedures.

### SSO Response Support for Various Municipalities | Statewide, CA

- Assists in the response and follow-up activities related to SSO events on behalf of agencies. During the SSO response, the responsible party, cause of the SSO, and follow-up actions are identified. Fallon then develops enforcement letters and works with the responsible party to ensure future SSOs do not occur.



Assessment/Remediation  
Wastewater/Stormwater  
Litigation Support  
Regulatory Compliance  
Technology/GIS

## BALTAZAR MALDONADO

*Compliance Inspector*

Baltazar Maldonado, a graduate from California State University Long Beach, has conducted thousands of FOG inspections at food service facilities, NPDES stormwater inspections at industrial and commercial facilities, and SSO emergency response and elevated enforcement actions. Baltazar has also worked with industrial and commercial facilities on stormwater and FOG related BMP evaluations to determine the proper BMPs that should be implemented and to resolve consistent compliance issues. Baltazar is EEC lead responder for SSO occurrences. During these events, Baltazar helps to determine the cause of the SSO and the necessary actions to resolve the SSO cause. Following the SSO event, Baltazar determines the necessary corrective actions to be conducted, and works with the facilities to ensure these actions are followed to prevent future SSO occurrences.

### EXPERIENCE

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#### FOG Inspector, FOG Inspection Programs for Multiple Cities and Sewer Agencies | Statewide, CA

- Completed thousands of FSE inspections in support of agencies' FOG control programs
- Developed FOG control educational materials
- Assisted with FOG control program design, implementation, and improvements

#### Compliance Inspector, NPDES Inspections and MS4 Program Management, City of El Segundo | Los Angeles County, CA

- Performed hundreds of NPDES inspections for the City of El Segundo
- Currently manages the monthly NPDES inspection program and trains inspectors on the proper inspection procedures.

#### SSO Response Support for Various Municipalities | Statewide, CA

- Assists in the response and follow-up activities related to SSO events on behalf of agencies. During the SSO response, the responsible party, cause of the SSO, and follow-up actions are identified. Baltazar then develops enforcement letters and works with the responsible party to ensure future SSOs do not occur.

#### Small MS4 Permit Program Management, Stormwater Sampling, Industrial General Permit Compliance, March Air Reserve Base | Moreno Valley, CA.

- Conducted Storm Event Sampling
- Developed Stormwater Monitoring Plan
- Completed Required Reports per Permit Requirements





## KEITH SILVA

*Senior Regulatory Compliance Specialist*

Mr. Keith Silva is 40-year veteran of the U.S. Environmental Protection Agency in positions ranging from physical science technician to environmental engineer in the Washington, D.C., headquarters office and Regions 7 and 9 field offices. Part of Mr. Silva's career has been to identify, using several sources of information including on-site inspections, industries or municipalities that should be the subject of EPA enforcement actions. He oversaw and worked with a team of 10 inspectors. He is a certified EPA inspector authorized to perform inspections under all of the laws EPA implements. The EPA training necessary to receive inspector credentials is extensive and includes several general law enforcement topics, such as effective questioning techniques, working with uncooperative parties, defusing tense situations,

and obtaining needed information quickly in response to an emergency situation. Throughout his career, Mr. Silva has encountered and effectively dealt with all of these situations in the field.

Mr. Silva has been successful in collaborating with industry and municipalities to achieve EPA's goals in the pretreatment program. A key element to his success has been the effort he invests in research and taking the time to clearly and simply explain EPA's position in a matter. In 1999, the Mayor of the City of Phoenix, Arizona, recognized Mr. Silva's contribution to the City and presented Mr. Silva with a "Friend of Phoenix" award in appreciation of his productive working relationship with the City. Mr. Silva has been very successful at the EPA in using the Internet to collaborate with stakeholders and manage the pretreatment program. In 2006, EPA's Administrator (then Stephen Johnson) and the agency's Web Workgroup recognized his pretreatment website for its clearly written content in plain English and its ease of navigation.

Mr. Silva has been a frequent featured speaker at water pollution conferences, particularly at the California Water Environment Association (CWEA) annual conferences. In recognition of his substantial public speaking contribution to CWEA, in 2003 the organization inducted him into an Honorary Order named "The Order of The Silver Cover." He is the 48th person to receive this award in the history of the association. Mr. Silva holds a Bachelor of Science in Aeronautical Operations from San Jose State University

## EXPERIENCE

### Environmental Engineer, U.S. Environmental Protection Agency, Region 9 | San Francisco, CA

- Managed pretreatment program in EPA's San Francisco office.
- The pretreatment program is authorized under the Clean Water Act and controls industrial wastewater that is discharged to municipal sewers and ultimately flows into municipal sewage treatment plants. EPA's San Francisco office covers Arizona, California, Hawaii, Nevada, Pacific Islands, and 147 Native American tribes.
- Responsible for training, advising, and education, collaboration and program management, and technical and regulatory research and analysis in the Clean Water Act Compliance unit, which is the group that enforces the Clean Water Act.
- As a program manager, assisted industries and municipalities in solving problems before EPA enforcement became necessary.
- Conducted public hearings before adversarial, confrontational audiences to accept comments and explain why controversial environmental requirements were necessary to protect a water resource.
- Frequently answered water pollution questions from the public and represented EPA regional office in speaking with the press and media.





## Dennis R. Kasper, PhD, PE

*Senior Project Engineer*

During his 38 years of professional experience, Dr. Dennis Kasper has provided technical advice and supervised the planning and implementation of major national and international environmental engineering projects. These projects include municipal, private, and industrial water supply and water/wastewater treatment with an emphasis on membranes including seawater and brackish desalination, zero discharge systems, water quality, water chemistry, water treatment and recycling. His experience includes assessing water quality requirements, identifying cost effective water treatment processes, and designing facilities to achieve clients' requirements. Dr. Kasper is also an Adjunct Professor at Loyola

Marymount University teaching graduate courses in Desalination and Membrane Systems, Aquatic Chemistry, Physical and Chemical Treatment Processes, and Wastewater Treatment and Reclamation.

Dr. Kasper holds a Ph.D. in Environmental Engineering and an M.S. in Civil Engineering from Caltech, Pasadena, CA and a B.S. in Civil Engineering from Loyola Marymount University, Los Angeles, CA. His areas of expertise include: Desalination, Membranes, Water Treatment Processes, Wastewater Reclamation, Island Water Supplies, Water Treatment Chemistry, and Distribution System Water Quality.

### PROFESSIONAL EXPERIENCE

#### Reverse Osmosis

- City of Corona, CA. Project manager for the design of a 15 mgd brackish groundwater reverse osmosis (RO) system consisting of wells, 10 mgd RO plant, blending system, source water and product delivery pipelines, and control system. Coronado, CA. Process Specialist for the preliminary design of a 0.75 MGD wastewater recycling system incorporating MBR biological treatment followed by partial reverse osmosis to manage TDS.
- Marin Municipal Water District, CA. Responsible for evaluation of seawater reverse osmosis desalination costs and project economic feasibility for a 15 mgd facility located on San Francisco Bay. Provided cost information reflecting latest reverse osmosis membrane and pumping system technologies and alternative procurement methods.
- Monterey Peninsula Water Management District, Monterey, CA. Project Manager for evaluation of desalination alternatives and development of project economics for seawater desalination plants with capacities ranging between 5 and 14 million gallons per day. Evaluated sites at Sand City and the Moss Landing Power Plant.
- Tampa Bay, FL. Developed preliminary process design and cost estimates for 25 mgd seawater desalination plant co-located with a thermal power plant. Design included pretreatment, membrane selection, post-treatment and product water delivery.
- Hong Kong. Served as Technical Director and Project Manager of feasibility study evaluating brackish water and seawater reverse osmosis for Hong Kong. RO pilot plant installed at the Lok On Pai multistage flash distillation plant to evaluate variations in seawater salinity and pretreatment requirements.
- Chile Desalination Technologies Reverse Trade Mission, USA. Under contract to the U.S. Trade Development Agency served as reverse osmosis specialist accompanying a delegation from Chile evaluating technologies for seawater desalination. Prepared technical presentations and coordinated interviews with various U.S. membrane and equipment manufacturers and consulting engineers.
- Cannery Row LP, Monterey, CA. Project Manager for a study identifying and evaluating alternative seawater reverse osmosis systems for a multi-use development located on Cannery Row in close proximity to the Monterey Aquarium.

- Port Hueneme, CA, US Navy. Directed a one year pilot evaluation of the standard military reverse osmosis water production unit for the U.S. Navy. The seawater RO pilot study evaluated various pretreatment systems including several MF and UF filters and two energy recovery systems.
- Pebble Beach Company, Carmel Wastewater Wastewater Recycling System. Responsible for evaluation of reverse osmosis treatment of reclaimed water at Carmel, California. Developed water quality model to optimize tertiary and desalination system design and minimize overall costs to achieve the water quality required for the salt sensitive golf course turf.
- Shayba, Saudi Arabia. Technical director and process specialist for a 250,000 gpd reverse osmosis water treatment system. Also served as Project Manager for preparation of environmental impact report on the development of a half-million gallon per day oil field gas separation plant, power generation system, airport serving, jet aircraft, 400 miles of pipeline and 200 miles of new roads.
- IBM Electronics Manufacturing, Tucson. Evaluated existing problematic RO system. Piloted, designed and specified a zero-discharge industrial wastewater treatment system incorporating a vapor compression brine concentrator (500 M<sup>3</sup>/d). The brine concentrator reduced the RO reject flow discharged into over loaded solar evaporation ponds.
- Bureau of Reclamation. Served as project consultant for the Bureau of Reclamation's Yuma Desalting Test Facility providing testing, design, and operational evaluations and recommendations. In this role, he evaluated many of the salinity and water quality problems of the Colorado River Basin including management of brines, disposal of softening sludge, and disposal of desalination waste solutions including membrane preservatives and spent cleaning solutions.
- Alinda Capital: Technical Consultant for Alinda's Santa Paula CA Water Reclamation Facility. Alinda provided a 4.3 MGD wastewater recycling and groundwater recharge facility using a Design, Build, Own, Operate and Finance Contract (DBOF) vehicle. The facility included a RO system to prevent scaling of the MBR membranes. Dr. Kasper's role included review of: process designs, major equipment specifications and warranties, overall system integration, compliance with DBOF contract terms and conditions, construction contractor progress, and regulatory compliance.
- San Francisco Public Utilities Commission, San Francisco CA. Project Manager for Recycled Water Membrane Pilot Studies. Responsible for the procurement and operation of two membrane pilot plants at the Oceanside Water Pollution Control Plant. The pilot plants (GE Zenon and Pall) were used to optimize operating parameters and to develop capital and O&M cost estimates for producing Title 22 water from 30-30 secondary effluent currently discharged via ocean outfall.
- Glenwood Springs Salt Control, CO. Process Specialist for a study evaluating environmental impacts of treatment of saline discharges from Glenwood Springs into the Upper Colorado River. The overall system consists of interception wells, transmission mains, desalination treatment and brine crystallization and drying.
- West Basin Municipal Water District, Carson Reclamation Plant, CA. Technical Director for the design and construction of a membrane reclamation plant with ultimate capacity of 20 mgd. The first phase facility consists of 6.5 mgd microfiltration pretreatment, 5 mgd RO, permeate stabilization. Plant feedwater is filtered secondary wastewater effluent and product water has TDS less than 100 mg/L. The microfiltration backwash is nitrified and used for industrial cooling water.
- British Petroleum-West Basin Municipal Water District, CA. Determined feasibility and costs for a Reclaimed industrial water supply for the expansion of BP's southern California refinery and for supplying cooling water to a proposed hydrogen fueled power plant. Responsible for evaluating various alternatives for supplying 25 mgd recycled water to the BP Hydrogen Power Plant and Refinery from West Basin's recycled water system. Key considerations included boiler feed water and cooling tower water quality requirements, ammonia levels, and overall TDS and calcium hardness.
- West Basin Municipal Water District, Carson CA. Responsible for treatment process selection for the expansion of the Carson Regional Water Recycling Facility from 5.8 MGD to 16 MGD. Processes are designed to provide both industrial cooling waters and boiler feed water. The boiler feed water system consists of two pass RO systems followed by a membrane deoxygenation to reduce oxygen to less than 7 ppb.
- Los Banos Desalination Test Facility. Managed design project for California Department of Water Resources to evaluate pretreatment and membrane systems for proposed 400-mgd agricultural wastewater desalting plants.

### **Selected Water Quality and Water Treatment Systems**

- Dubai. UAE Responsible for water quality considerations in the Dubai Water Supply Master Plan and evaluation of corrosion control to mitigate problems resulting from blending multiple water sources in their distribution systems.

- Muscat, Oman. Evaluated reverse osmosis desalination system and evaporation processes as expansion alternatives in Muscat, Oman. Key consideration is blending with the existing groundwater supply which is experiencing seawater intrusion. Evaluated compatibility of distribution systems with alternate sources of water.
- Water Quality Specialist, Southern Nevada Water Authority, Las Vegas, NV. Served as Water Quality Specialist on multiple projects including ground water and surface water treatment. A 60 mgd Virgin-Muddy River System which would use pretreatment, first stage RO, interstage lime softening, second stage RO, brine recovery and brine evaporation. Responsible for developing process evaluation plan, process selection, and preliminary design.
- San Gabriel Valley, CA. San Gabriel Basin Water Quality Authority – Technical Director for the preliminary design of a groundwater treatment system and preparation of the Environmental Impact Statement for the Baldwin Park Operating Unit, a 20-million gallon per day groundwater treatment system. Worked with the Water Quality A treatment system consisting of air stripping with off-gas carbon adsorption followed by liquid phase carbon adsorption was designed and costed. Project components consist of source water wells, piping and manifolds to deliver the water to the treatment plant, product water disinfection, and product water delivery to local potable water systems.
- El Segundo, CA. Edward C. Little Water Recycling Facility, Phase V Design Build, West Basin Municipal Water District, El Segundo, CA. Serves as technical director for process engineering for the design and construction of the Phase V facilities consisting of ozone pretreatment of a secondary effluent, microfiltration, reverse osmosis, and AOP (UV and peroxide). The expansion increases Title 22 production used for irrigation and industrial cooling, two stage RO used as a high purity boiler feedwater and MF-RO-AOP used for direct injection into a seawater barrier without blending with a potable water supply.
- City of Pacific Grove, CA. Prepared preliminary design and developed Design-Build procurement package for a 250,000 MBR wastewater reclamation system producing recycled water for golf course irrigation. Providing design review-approval and construction oversight for the City.
- Carson Regional Water Recycling Facility Master Plan, Carson CA. Dr. Kasper served as a technical director for this WBMWD's regional recycling facility. Product water qualities evaluated include barrier injection water, single stage RO boiler feed, two stage RO boiler feed and industrial cooling water. WBMWD design criteria were applied to the equipment selection and process layout. The expansion processes were integrated with the existing process units and configured to minimize footprint requirements given the limited site area.

### Resort Islands

- DIVI Development Corporation, The Virgin Islands. Evaluated water resources, including wastewater reuse, aquaculture systems, and seawater reverse osmosis desalination to meet the water need of two large hotel developments located on the Virgin Island. Wastewater reclamation is more cost-effective than seawater desalination for irrigation of landscape and golf courses.
- Paradise Island, Bahamas. Designed, supervised installation and startup of 0.5 MGD seawater reverse osmosis desalination system serving over 2,000 hotel rooms. High efficiency pumping/energy recovery incorporated to reduce power consumption. Beach seawater well supply and brine outfall were included in the project.
- Saipan. Served as technical director for the conceptual and preliminary design for a 15,000 CMD water supply system using seawater reverse osmosis for the Lao Lao Bay Resort Development in Saipan. Also addressed wastewater facilities at this a major development on the east side of Saipan. Defined potential environmental impacts.
- New Providence Development Corporation, Nassau, Bahamas. Project Manager for the evaluation of salt water intrusion and over pumping of a groundwater infiltration system covering twenty-four hundred square acres. Multiple test wells were installed for profiling the salinity of the groundwater. Over extraction of the field had resulted in increasing chloride levels. Prepared preliminary design for treatment systems and partial RO to meet TDS requirements.
- Polymetrics Inc., New Providence Island, Bahamas. Prepared water balances and developed irrigation requirements for the South Beach Resort under contract to Polymetrics, a manufacturer of seawater reverse osmosis systems.

## **APPENDIX B**

### **FORMS AND CERTIFICATIONS**

**CITY OF SANTA ANA**  
RFP NO.: 20-089  
WASTE DISCHARGE REQUIREMENTS COMPLIANCE SERVICES

**APPENDIX**  
**ATTACHMENT 3: PROPOSER'S REFERENCES**

List and describe fully the contracts performed by your firm which demonstrate your ability to provide the supplies, equipment or services included in the scope of the proposal specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your firm's qualifications.

**Reference**

Customer Name: Costa Mesa Sanitary District Contact Individual: Mr. Scott Caroll  
Address: 290 Paularino Ave, Phone Number: (949) 645-8400  
Costa Mesa, CA. 92626 Facsimile Number: \_\_\_\_\_  
Contract Amount: \$110,000 Year: 2004 - Present

Description of supplies, equipment, or services provided:  
WDR and SSMP support, FOG program management and inspections, GIS support, CMMS support, and modeling services.

**Reference**

Customer Name: Irvine Ranch Water District Contact Individual: Mr. Frank Soto  
Address: P.O. Box 5700 Phone Number: (949) 453-5844  
Irvine, CA 92619 Facsimile Number: \_\_\_\_\_  
Contract Amount: \$165,000 Year: 2004 - Present

Description of supplies, equipment, or services provided:  
FOG program management and inspection services, database and mapping services, nonroutine customer support

**Reference**

Customer Name: City of Anaheim Contact Individual: Jonathan Heffernan  
Address: 200 S. Anaheim Boulevard STE 276 Phone Number: (714) 765-6860  
Anaheim, CA. 92805 Facsimile Number: \_\_\_\_\_  
Contract Amount: \$200,000 Year: 2008 - Present

Description of supplies, equipment, or services provided:  
WDR and SSMP support, FOG program management and inspections, GIS support, database support

**CITY OF SANTA ANA**  
RFP NO.: 20-089  
WASTE DISCHARGE REQUIREMENTS COMPLIANCE SERVICES

**Reference**

Customer Name: City of El Segundo Contact Individual: Mr. Lifan Xu

Address: 350 Main St. Phone Number: (310) 524-2368

El Segundo, CA. 90245 Facsimile Number: \_\_\_\_\_

Contract Amount: \$25,000 Year: 2015 - Present

Description of supplies, equipment, or services provided:

WDR and SSMP support, FOG program management and inspections, database support

**THIS FORM MUST BE COMPLETED AND INCLUDED WITH THE PROPOSAL.  
PROPOSALS THAT DO NOT CONTAIN THIS FORM WILL BE CONSIDERED NONRESPONSIVE.**

Please refer to Table 3 of the main proposal document for a full list of EEC references.



CITY OF SANTA ANA  
RFP NO.: 20-089  
WASTE DISCHARGE REQUIREMENTS COMPLIANCE SERVICES

**NON-COLLUSION AFFIDAVIT**

(Title 23 United States Code Section 112 and Public Contract Code Section 7106)

In conformance with Title 23 United States Code Section 112 and Public Contract Code 7106 the BIDDER declares that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the BIDDER has not directly or indirectly induced or solicited any other BIDDER to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any BIDDER or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the BIDDER has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the BIDDER or any other BIDDER, or to fix any overhead, profit, or cost element of the bid price, or of that of any other BIDDER, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the BIDDER has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Note: The above Non-collusion Affidavit is part of the Proposal. BIDDERS are cautioned that making a false certification may subject the certifier to criminal prosecution.

Signed \_\_\_\_\_

State of California  
County of Orange

Subscribed and sworn to (or affirmed) before me on this 4th day of August, 2020, by James Kolk, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me

Meghan Louise Warrick  
Notary Public Signature

Notary Public Seal



**CITY OF SANTA ANA**  
RFP NO.: 20-089  
WASTE DISCHARGE REQUIREMENTS COMPLIANCE SERVICES

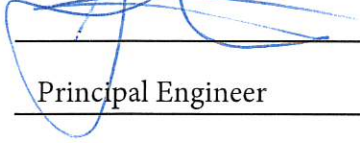
**NON-LOBBYING CERTIFICATION**

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in conformance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Signed:   
\_\_\_\_\_  
Title: Principal Engineer  
\_\_\_\_\_  
Firm: EEC Environmental  
\_\_\_\_\_  
Date: August 4, 2020  
\_\_\_\_\_

**CITY OF SANTA ANA**  
RFP NO.: 20-089  
WASTE DISCHARGE REQUIREMENTS COMPLIANCE SERVICES

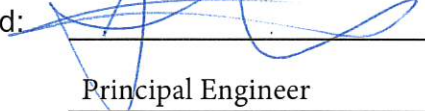
**NON-DISCRIMINATION CERTIFICATION**

The undersigned consultant or corporate officer, during the performance of this contract, certifies as follows:

1. The Consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Consultant shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
2. The Consultant shall, in all solicitations or advertisements for employees placed by or on behalf of the Consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
3. The Consultant shall send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Consultant's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The Consultant shall comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The Consultant shall furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation, to ascertain compliance with such rules, regulations, and orders.
6. In the event of the Consultant's non-compliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, the contract may be canceled, terminated, or suspended in whole or in part and the Consultant may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulations, or order of the Secretary of Labor, or as otherwise provided by law.

**CITY OF SANTA ANA**  
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WASTE DISCHARGE REQUIREMENTS COMPLIANCE SERVICES

7. The Consultant shall include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontract or purchase order as the administering agency may direct as means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event the Consultant becomes involved in, or is threatened with, litigation with a subconsultant or vendor as a result of such direction by the administering agency, the Consultant may request that the United States enter into such litigation to protect the interests of the United States.
8. Pursuant to California Labor Code Section 1735, as added by Chapter 643 Stats. 1939, and as amended, no discrimination shall be made in the employment of persons upon public works because of race, religious creed, color, national origin, ancestry, physical handicaps, mental condition, marital status, or sex of such persons, except as provided in Section 1420, and any consultant of public works violating this Section is subject to all the penalties imposed for a violation of the Chapter.

Signed:   
\_\_\_\_\_  
Title: Principal Engineer  
Firm: EEC Environmental  
Date: August 4, 2020





**FEE PROPOSAL FOR  
WASTE DISCHARGE REQUIREMENT  
COMPLIANCE SERVICES**

**FOR THE CITY OF SANTA ANA  
RFP No. 20-089**

**August 4, 2020**





**CITY OF SANTA ANA**  
RFP NO.: 20-089  
WASTE DISCHARGE REQUIREMENTS COMPLIANCE SERVICES

**APPENDIX**  
**ATTACHMENT 2: FEE PROPOSAL**

**Certification** - I certify that I have read, understand and agree to the terms and conditions of this Request for Proposal. I have examined the Scope of Services (Exhibit A). I am familiar with all the existing conditions and limitation that may impact work requests. I understand and agree that I am responsible for reporting any errors, omissions or discrepancies to the City for clarification prior to the submission of my proposal.

**Proposer's fee proposal shall be submitted concurrently with the technical proposal, but in a separate file, clearly labeled as "Fee Proposal." This shall include the firm's Standard Hourly Fee Schedule, and a Project Fee Schedule as listed below. All services performed by the consultant not specifically captured by the unit prices listed shall be compensated on a time and material basis:**

TO: CITY COUNCIL OF THE CITY OF SANTA ANA

FROM: EEC Environmental

| Item         | Description                               | Unit     | Estimated Quantity | Unit Price | Total     |
|--------------|---|----------|--------------------|------------|-----------|
| 1.           | Perform SSMP Audit                        | Each     | 1                  | \$ 11,500  | \$ 11,500 |
| 2.           | Perform SSMP Update                       | Each     | 1                  | \$ 7,500   | \$ 7,500  |
| 3.           | Lift Station Contingency Plan Development | Lump Sum | 1                  | \$ 4,000   | \$ 4,000  |
| 4.           | Permitting Inspections*                   | Each     | 100                | \$ 125     | \$ 12,500 |
| 5.           | GRE Inspections*                          | Each     | 350                | \$ 100     | \$ 35,000 |
| 6.           | BMP Inspections*                          | Each     | 500                | \$ 95      | \$ 47,500 |
| 7.           | Compliance Inspections*                   | Each     | 200                | \$ 125     | \$ 25,000 |
| 8.           | LFP Confirmation Inspections*             | Each     | 100                | \$ 25      | \$ 2,500  |
| 9.           | FSE NPDES Inspections*                    | Each     | 300                | \$ 25      | \$ 7,500  |
| <b>TOTAL</b> |   |          |                    | \$153,000  |           |

\*These are estimated annual quantities. Actual inspection quantities over contract term may vary.

## Fee Proposal – Waste Discharge Requirements Compliance Services (RFP #20-089)

EEC Environmental (EEC) is pleased to submit this fee proposal to provide continued Waste Discharge Requirement (WDR) and Environmental Compliance services, including Fats, Oils, and Grease (FOG) Program Management services, to the City of Santa Ana (City). The table below summarizes proposed unit/lump sum fees and provides estimated costs for As-Assigned Tasks, which will be performed on a time and materials basis pursuant to EEC's 2020 Fee Schedule (hourly rate schedule) provided following this page.

| Unit/Lump Sum Basis Items           |   | Unit  | Estimated       | Unit Price | Total      |
|-------------------------------------|---|-------|-----------------|------------|------------|
| 1                                   | Perform SSMP Audit                                | Each  | 1               | \$ 11,500  | \$ 11,500  |
| 2                                   | Perform SSMP Update                               | Each  | 1               | \$ 7,500   | \$ 7,500   |
| 3                                   | Lift Station Contingency Plan                     | Lump  | 1               | \$ 4,000   | \$ 4,000   |
| 4                                   | Permitting Inspections                            | Each  | 100             | \$ 125     | \$ 12,500  |
| 5                                   | GRE Inspections                                   | Each  | 350             | \$ 100     | \$ 35,000  |
| 6                                   | BMP Inspections                                   | Each  | 500             | \$ 95      | \$ 47,500  |
| 7                                   | Compliance Inspections                            | Each  | 200             | \$ 125     | \$ 25,000  |
| 8                                   | LFP Confirmation                                  | Each  | 100             | \$ 25      | \$ 2,500   |
| 9                                   | FSE NPDES Inspections                             | Each  | 300             | \$ 25      | \$ 7,500   |
| Unit/Lump Sum Task Total:           |   |       |                 |            | \$ 153,000 |
| As-Assigned (T&M) Items             |   | Basis | Level of Effort | Cost Est.  |            |
| -                                   | FOG Program Management                            | T&M   | 275-325 hours   | \$ 52,500  |            |
| 1                                   | Maintaining Maps and Database                     | T&M   | 150-175 hours   | \$ 24,500  |            |
| 2                                   | Training and Support                              | T&M   | 150-175 hours   | \$ 26,500  |            |
| 3                                   | General Environmental Compliance Support          | T&M   |                 |            |            |
|                                     | <i>Cross-Connection Program Support</i>           |       | 150-200 hours   | \$ 25,000  |            |
|                                     | <i>Potable Water Discharge Permitting/Support</i> |       | 80-100 hours    | \$ 17,500  |            |
|                                     | <i>Production Well O&amp;M Support</i>            |       | 150-200 hours   | \$ 35,000  |            |
|                                     | <i>Water Distribution Infrastructure Support</i>  |       | 125-150 hours   | \$ 22,500  |            |
|                                     | <i>Stormwater Compliance Support</i>              |       | 80-100 hours    | \$ 17,500  |            |
|                                     | <i>Project Management and Assistance</i>          |       | 400-500 hours   | \$ 75,000  |            |
| 4                                   | General Sewer System O&M Support                  | T&M   | 200-250 hours   | \$ 45,000  |            |
| As-Assigned Tasks (Estimated) Total |   |       |                 |            | \$ 341,000 |



## 2020 Fee Schedule

### PERSONNEL CHARGES

The charge for all time required for the performance of the Scope of Work, including office, field and travel time, will be billed at the hourly rate according to the labor classifications set forth below:

| Labor Classification                         | Hourly Rate |
|--|-------------|
| Jr. Staff Engineer/Geologist/Scientist       | \$115       |
| Staff Engineer/Geologist/Scientist           | \$130       |
| Sr Staff Engineer/Geologist/Scientist        | \$145       |
| Project Engineer/Geologist/Scientist - I     | \$170       |
| Project Engineer/Geologist/Scientist - II    | \$180       |
| Sr Project Engineer/Geologist/Scientist - I  | \$195       |
| Sr Project Engineer/Geologist/Scientist - II | \$215       |
| Principal Geologist                          | \$240       |
| Principal                                    | \$240       |
| Project Assistant                            | \$100       |
| Technician                                   | \$100       |
| Drafter                                      | \$125       |
| Sr Technician                                | \$125       |
| Compliance Inspector                         | \$120       |
| Technician GIS/Technology                    | \$105       |
| Analyst GIS/Technology                       | \$115       |
| Sr Analyst GIS/Technology                    | \$125       |
| Specialist GIS/Technology                    | \$135       |
| Sr Specialist GIS/Technology                 | \$145       |
| Supervisor GIS/Technology                    | \$160       |
| Director/GIS Technology                      | \$175       |
| Construction Technician                      | \$90        |
| Construction Field Supervisor                | \$110       |
| Construction Manager                         | \$115       |
| Sr Construction Manager                      | \$140       |
| Technical Editor                             | \$110       |

Emergency response will be charged at a rate of 1.5 times the standard hourly rate.

When EEC Staff appear as expert witnesses at court trials, mediation, arbitration hearings and depositions, their time will be charged at 2.0 times the standard rate. All time spent preparing for such trials, hearings, and depositions, will be charged at the standard hourly rate.

### Travel

Vehicles used on project assignments will be charged at \$75 per day. Mileage is billed at the current rate established by the Internal Revenue Service plus mark up. Per Diem is billed at a unit cost of \$60 per day. Airfare, lodging, rental cars and associated expenses are billed at cost plus 15%.

### Field Equipment

Field Equipment is billed at standard unit costs. Rate schedules are available upon request.

### Subcontractors and Reimbursables

The costs of subcontractors, materials, equipment rental and costs incurred will be charged at cost plus 15%.

### Other Project Charges

The cost of additional report reproduction and special project accounting will be billed as appropriate. Plotting plans are charged by size, black and white or color, and by the number of copies supplied.

### Shipping and Postage

Shipping charges include couriers and the postage necessary will be charged at cost plus 15%.

### Interest Charges

Interest on late payments will be charged at the rate of 1.5% per month.

### Payment Terms

Net 30 days apply to all work performed and invoiced unless superseded by a specific executed contract.

*This Fee Schedule is adjusted each subsequent year to reflect the economic changes for the new year.  
The new schedule will apply to existing and new assignments.*