March 21, 2018

ADDENDUM ONE

SUBJECT: RFP NO. 18-017; COMMERCIAL/INDUSTRIAL INSPECTION AND DATABASE MANAGEMENT CONSULTANT SERVICES

The following questions have been received by the City regarding the above Request for Proposals:

1.) How is the database currently maintained?
The database is currently maintained using a web portal application that is managed by the consultant.

2.) Regarding the page limit, the Proposal Contents section says attachments are both excluded and included. Can you please clarify?
The maximum of (15) double-sided pages limitation includes all appendices, attachments, and supplemental information.

3.) What City-specific deliverables will be required as part of this SOW?
Routine City-specific deliverables include quarterly inspection reports to be submitted to the Regional Board, the Existing Development section of the annual Program Effectiveness Assessment, and summaries of prohibited discharges and subsequent enforcement actions. Other deliverables may be requested on an as-needed basis.

4.) Can we propose other value-added services in this RFP?
Yes, however services proposed outside the scope of this RFP may not be considered.

5.) Any idea if periodic meetings will be weekly, bi-weekly, monthly, quarterly?
Periodic meetings will be on an as-needed basis, but will most likely not be more frequent than quarterly. The majority of communication between the consultant and the City will be via telephone and email.
6.) Can we decline inspections of current or past clients due to conflict reasons? All facilities need to be inspected at the frequency dictated by the Permit in order to maintain compliance.

7.) Can we get a copy of the inspection checklist? The consultant shall have its own inspection checklist to be reviewed and approved by the City. The inspection checklist shall follow the guidelines set forth in Section 9.4 of the 2003 Orange County Drainage Area Management Plan.

8.) Will the City provide inspector training as specified in Section XVI of the permit? Some inspector training and overview of City enforcement action procedures will be included in a kick-off meeting. Ideally, the consultant’s inspectors shall already be trained sufficiently to perform the services described in the RFP.

9.) Is this typically a surprise inspection or is it scheduled with the facility? What happens if the inspection needs to be cancelled for any reason? Would we still be paid? The consultant will notify facilities of inspections. If the inspection needs to be cancelled then it will need to be re-scheduled at a frequency to maintain compliance. The consultant will not be paid for an inspection that is not conducted.

10.) Any idea of how quick we need to respond to issue Administrative Citations for infractions related to permit and city ordinance? Necessary response time will vary depending on the severity of the situation; however a generally acceptable response time is about one hour.

11.) Can we get a copy of the City’s Water Quality Ordinance? The City’s Water Quality Ordinance (Chapter 18, Article IV) can be found on the City’s website.

12.) Would “issue citations and recommend prosecution” be the responsibility of the Consultant’s Authorized Inspector? Yes and the City can be contacted by the consultant to discuss appropriate enforcement actions. In severe situations, the City will take the lead in enforcement.

13.) Would the Consultant’s Authorized Inspector be responsible for determining whether the facts indicate that the discharger may be subject to criminal sanctions under the Ordinance? The consultant’s authorized inspector will discuss appropriate enforcement actions with the City. The City will take the lead in severe enforcement situations.
14.) Would the Consultant’s Authorized Inspector be responsible for identifying circumstances for criminal arrest and/or the arrangement of a police officer in advance of the inspection?
The consultant’s authorized inspector will discuss appropriate enforcement actions with the City. The City will take the lead in severe enforcement situations.

15.) How often would the Consultant’s Authorized Inspector need to sample storm water runoff?
On an as-needed basis, as determined by the City.

16.) Does the consultant need to provide an inventory of the types of facilities/discharges in a parcel-level GIS? If so, please provide more information about the GIS requirements/standards for the City.
The RFP does not include GIS requirements/standards.

Please do not hesitate to contact me at (714) 647-5045 should you have any additional questions.

Sincerely,

[Signature]

Tyronne Chesaneck, P.E.
Principal Civil Engineer