

**CITY OF VILLA PARK**  
**AGREEMENT FOR PROFESSIONAL SERVICES**

RECEIVED  
JUL 21 2016

CITY OF VILLA PARK

**THIS AGREEMENT**, is made and effective as of July 1, 2016, between the City of Villa Park, a municipal corporation ("City") and John L. Hunter & Associates, a Corporation ("CONTRACTOR"). In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

1. **TERM**

This Agreement shall commence on July 1, 2016 and shall remain and continue in effect until tasks described herein are completed, but in no event later than June 30, 2017, unless sooner terminated pursuant to the provisions of this Agreement. Notwithstanding the above, Section 9 of this Agreement shall survive the term of this Agreement.

2. **SERVICES**

Contractor shall perform the tasks described and set forth in their proposal of May 27, 2016, which is marked Exhibit A, attached hereto and incorporated herein as though set forth in full.

3. **PERFORMANCE**

Contractor shall at all times faithfully, competently and to the best of his/her ability, experience, and talent, perform all tasks described herein. Contractor shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Contractor hereunder in meeting its obligations under this Agreement. Contractor represents it holds the necessary skills and abilities to perform the work as set forth in this Agreement, and City relies upon the skills and abilities of Contractor. Contractor shall perform the work and services under this Agreement in accordance with such heightened standard of work and in accordance with the accepted standards of the professional disciplines involved in the tasks described herein.

4. **CITY MANAGEMENT**

City's City Manager shall represent City in all matters pertaining to the administration of this Agreement, review and approval of all products submitted by Contractor, but not including the authority to enlarge the Tasks to Be Performed or change the compensation due to Contractor. City's City Manager shall be authorized to act on City's behalf and to execute all necessary documents which enlarge the Tasks to Be Performed or change Contractor's compensation, subject to Section 5 hereof.

5. **PAYMENT**

(a) Except as otherwise stated herein, the City agrees to pay Contractor upon completion of the project. This amount shall not exceed \$19,850.00 for the total term of the Agreement unless additional payment is approved as provided in this Agreement (“Total Agreement Amount”).

(b) Contractor shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City Manager. Any additional work in excess of this amount shall be approved by the City Council.

(c) Payment shall be made within thirty (30) days of receipt of each invoice as to all nondisputed fees. If the City disputes any of Contractor's fees it shall give written notice to Contractor within thirty (30) days of receipt of an invoice of any disputed fees set forth on the invoice.

(d) Prior to signing the Agreement, Contractor shall provide to City a completed and signed Form W-9, Request for Taxpayer Identification Number and Certification. All of City's monetary obligations set forth in this Agreement are conditioned upon City's receipt of an executed W-9 form from Contractor.

(e) Notwithstanding Contractor's delivery of invoices to City and/or other remedies available to the City, City may retain ten percent (10%) of the payment on each month's invoice, on a cumulative basis, until Contractor has completed all of the tasks set forth in Exhibit A.

(f) Notwithstanding Contractor's delivery of invoices to City and/or other remedies available to the City, if Contractor has not delivered to the City the required certified insurance policies and endorsements within the time required by Section 10(f)(3) of this Agreement, City has the sole discretion to withhold any and all payments to Contractor until Contractor delivers to the City the certified insurance policies and endorsements required by Section 10 of this Agreement.

6. **SUSPENSION OR TERMINATION OF AGREEMENT WITHOUT CAUSE**

(a) The City may at any time, for any reason, with or without cause, suspend or terminate this Agreement, or any portion hereof, by serving upon the Contractor at least ten (10) days prior written notice. Upon receipt of said notice, the Contractor shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City suspends or terminates a portion of this Agreement such suspension or termination shall not make void or invalidate the remainder of this Agreement.

(b) In the event this Agreement is terminated pursuant to this Section, the City shall pay to Contractor the actual value of the work performed up to the time of termination, provided that the work performed is of value to the City. Upon termination of the

hereunder.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed the day and year first above written.

**CITY OF VILLA PARK**

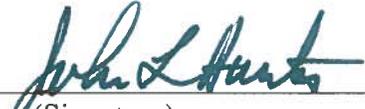
By:   
Greg Mills, Mayor

Attest:   
Jarad Hildenbrand, City Clerk

Approved As to Form:

  
Todd Litfin, City Attorney

**CONTRACTOR**

By:   
(Signature)

John L. Hunter

Its: President  
Managing Principal

19. **GOVERNING LAW**

The City and Contractor understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City of Villa Park.

20. **ENTIRE AGREEMENT**

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, understandings, representations, and statements, oral or written, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

21. **SEVERABILITY**

The invalidity in whole or in part of any provision of this Agreement shall not void or affect the validity of the other provisions of this Agreement.

22. **NO PRESUMPTION REGARDING DRAFTER OF THIS AGREEMENT**

The parties acknowledge and agree that the terms and provisions of this Agreement have been negotiated and discussed between the parties and their attorneys, and this Agreement reflects their mutual agreement regarding the same. Because of the nature of such negotiations and discussions, it would be inappropriate to deem any party to be the drafter of this Agreement, and therefore, no presumption for or against validity or as to any interpretation hereof, based upon the identity of the drafter shall be applicable in interpreting or enforcing this Agreement.

23. **ATTORNEY'S FEES**

If any action at law or suit in equity, including an action for declaratory relief, is brought by either party with respect to this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, in addition to any other relief to which it may be entitled, and such amount may be added to, and made a part of, such judgment.

24. **AUTHORITY TO EXECUTE THIS AGREEMENT**

The person or persons executing this Agreement on behalf of Contractor warrants and represents that he/she has the authority to execute this Agreement on behalf of the Contractor and has the authority to bind Contractor to the performance of its obligations

16. **NOTICES**

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To City: City of Villa Park  
17855 Santiago Blvd.  
Villa Park, California 92861  
Attention: City Clerk

To Contractor: John L. Hunter & Associates  
6131 Orangethorpe Ave., Suite 300  
Buena Park, CA 90620

17. **ASSIGNMENT**

The Contractor shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Because of the personal nature of the services to be rendered pursuant to this Agreement, only William Kelly shall perform the services described in this Agreement.

William Kelly may use assistants, under its direct supervision, to perform some of the services under this Agreement. Contractor shall provide City fourteen (14) days' notice prior to the departure of William Kelly from Contractor's employ. Should he/she leave Contractor's employ, the City shall have the option to immediately terminate this Agreement, within three (3) days of the close of said notice period. Upon termination of this Agreement, Contractor's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the City Council and the Contractor.

18. **LICENSES**

At all times during the term of this Agreement, Contractor shall have in full force and effect, all licenses required of it by law for the performance of the services described in this Agreement.

13. **UNDUE INFLUENCE**

Contractor declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of the City of Villa Park in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City of Villa Park will receive compensation, directly or indirectly, from Contractor, or from any officer, employee or agent of Contractor, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

14. **NO BENEFIT TO ARISE TO LOCAL EMPLOYEES**

No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the Project during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the Project performed under this Agreement.

15. **RELEASE OF INFORMATION/CONFLICTS OF INTEREST**

(a) All information gained by Contractor in performance of this Agreement shall be considered confidential and shall not be released by Contractor without City's prior written authorization. Contractor, its officers, employees, agents, or sub-Contractors, shall not without written authorization from the City Manager or unless requested by the City Attorney, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Contractor gives City notice of such court order or subpoena.

(b) Contractor shall promptly notify City should Contractor, its officers, employees, agents, or sub-Contractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request, court order, or subpoena from any person or party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the City. City retains the right, but has no obligation, to represent Contractor and/or be present at any deposition, hearing, or similar proceeding. Contractor agrees to cooperate fully with City and to provide the opportunity to review any response to discovery requests provided by Contractor. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

following a review and determination that all liability posed under this Agreement as to the party providing the insurance has been eliminated.

(g) Notice of Claim or Loss. Contractor agrees to provide immediate notice to City of any claim or loss likely to involve City or its employees or agents which exceeds \$2,500 or is likely to exceed that amount.

(h) Sub-Contractor Insurance Requirements. Contractor agrees to require that all parties, including but not limited to sub-Contractors and additional Contractors or professional services with whom Contractor enters into contracts or whom Contractor hires pursuant to or in any way related to the performance of this Agreement, provide the insurance coverage required here, at a minimum. Contractor agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this Section. Contractor acknowledges and agrees that upon request, all agreements with sub-Contractors and others engaged in the project contemplated by this Agreement will be submitted to City for review. Contractor agrees and acknowledges that such contracts may require modification as to the insurance requirements necessary to properly protect City.

#### 11. INDEPENDENT CONTRACTOR

(a) Contractor is and shall at all times remain as to the City a wholly independent Contractor. The personnel performing the services under this Agreement on behalf of Contractor shall at all times be under Contractor's exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of Contractor or any of Contractor's officers, employees, or agents, except as set forth in this Agreement. Contractor shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. Contractor shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner.

(b) No employee benefits shall be available to Contractor in connection with the performance of this Agreement. Except for the fees paid to Contractor as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Contractor for performing services hereunder for City. City shall not be liable for compensation or indemnification to Contractor for injury or sickness arising out of performing services hereunder.

#### 12. LEGAL RESPONSIBILITIES

The Contractor shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Contractor shall at all times observe and comply with all such laws and regulations. The City, and its officers and employees, shall not be liable at law or in equity occasioned by failure of the Contractor to comply with this Section.

additional coverage and limits available will apply irrespective of the specific coverage or limits required herein.

(e) Acceptability of Insurers. Insurance is to be placed with insurers authorized and admitted to do business in California and with a current A.M. Best's rating of A or better and a financial size of VII or greater, unless otherwise acceptable to the City.

(f) Verification of Coverage and Notice of Cancellation.

- (1) Contractor shall immediately furnish to City certificates of insurance or endorsements, satisfactory to City, evidencing the insurance coverage above required prior to the commencement of performance of services hereunder. These certificates or endorsements shall provide that such insurance is the minimum, is in no way limited by any provision herein, and allows for the application of all coverage available to the additional insureds. Further, the certificates or endorsements shall require thirty (30) days written notice to additional insured City prior to any termination, suspension, cancellation, or non-renewal, or the reduction of available coverage, or any change in the terms of coverage. Certificates of insurance and/or endorsements may not contain any exculpatory wording that mitigates the responsibilities of Contractor or the insurer.
- (2) Contractor agrees that if Contractor commences work under this Agreement without first providing City copies of the required insurance certificates or endorsements, that Contractor does so at its own and sole risk. In the event Contractor's insurance is not acceptable to City or copies of insurance certificates or endorsements are not provided, City shall have no obligations to compensate Contractor for such work unless Contractor possesses a notice to proceed from City for this work.
- (3) Within sixty (60) days of the commencement of this Agreement, Contractor shall furnish certified copies of the actual policies and endorsements. Failure to submit such policies shall constitute a material breach of this Agreement entitling City to any and all remedies at law or in equity, including summary termination of this Agreement. If proof of any insurance required under this Agreement is not delivered as required or if such insurance is canceled at any time and no replacement coverage is provided, City shall have the right but not the duty to obtain any insurance it deems necessary to protect its interests under this Agreement, express or implied, in any way relating to City. Any premium for such coverage shall be charged to and promptly paid by Contractor or, at City's option, may be deducted from sums due to Contractor.
- (4) In the event of the premature termination of this Agreement for any reason, Contractor agrees to maintain the required insurance coverage until City provides written authorization to terminate the coverage

employees, agents, and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

(d) Other Insurance Provisions. The general liability, business auto liability, and any necessary umbrella liability policies are to contain, or be endorsed to contain, the following provisions:

- (1) General liability and umbrella policies shall cover the City, its officers, officials, employees, agents, and volunteers are to be covered as insureds or additional insureds as respects: liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; or automobiles owned, leased, hired or borrowed by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its officers, officials, employees, agents, or volunteers. Endorsements including the additional insured shall be identified on standard ISO endorsement number CG 20 10, attached to an ISO-CGL policy with an edition date of 1991 or earlier, or other form as expressly approved by City, and which does not limit the scope of coverage for the additional insured to vicarious liability or to the additional insured's supervision of a given project. In no event shall the Contractor use an additional insured endorsement with an edition date of 1993 or later, absent express written authorization by City.
- (2) For any claims related to this project, the Contractor's insurance coverage shall be primary insurance as respect to the City, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it.
- (3) Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the City, its officers, officials, employees, agents, or volunteers.
- (4) The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability, and there shall be no cross liability exclusions that preclude coverage for suits between Contractor and City or between City and any other insured. Contractor expressly waives any claim against City for any covered act or event, and Contractor's insurance policy shall not prevent such waiver. The limits of insurance required herein shall in no way limit the liability of the party providing the insurance. In addition, if the coverage or limits available to Contractor exceed that required by this Agreement, and the loss incurred by the additional insured exceeds the amount required by this Agreement, it is the parties' intent that all such

are intended to be separate and distinct from any other provision in this Agreement and are intended by the parties to be interpreted as such.

(a) Minimum Scope of Insurance. Coverage shall be at least as broad as:

- (1) Commercial General Liability/Umbrella Insurance - ISO-CGL form No. 00 01 11 85 or 88 and shall include occurrence coverage for bodily injury, property damage and personal injury.
- (2) Business Auto Liability/Umbrella Insurance - ISO Business Auto Coverage form CA 00 01 06 92 including symbol 1 (Any Auto). Starting and ending dates shall be concurrent. If Contractor owns no automobiles, a non-owned auto endorsement to the General Liability policy described above is acceptable.
- (3) Workers' Compensation/Employer's Liability Insurance - Written on a policy form providing workers' compensation statutory benefits as required by the State of California. Employer's Liability limits shall be no less than one millions dollars (\$1,000,000) per accident or disease. Employer's Liability coverage shall be scheduled under any umbrella policy described above. Unless otherwise agreed, this policy shall be endorsed to waive any right of subrogation as respects City, its officers, officials, employees, or agents.
- (4) Errors and omissions liability insurance appropriate to the Contractor's profession.

(b) Minimum Limits of Insurance. Contractor shall maintain limits no less than:

- (1) General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
- (2) Automobile Liability: \$1,000,000 per accident for bodily injury and property damage.
- (3) Errors and Omissions Liability: \$1,000,000 per claim. Insurance shall continue to be effective to cover all claims made within five (5) years of the completion of the work in the Agreement.

(c) Deductibles and Self-Insured Retention. Any deductibles in excess of ten percent (10%) or self-insured retention must be declared to and approved by the City Manager. At the option of the City Manager, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the City, its officers, officials,

reused, or otherwise disposed of by the City without the permission of the Contractor. With respect to computer files, Contractor shall make available to the City, at the Contractor's office and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, and printing computer files.

(c) With respect to the design of public improvements, the Contractor shall not be liable for any injuries or property damage resulting from the reuse of the design at a location other than that specified in Exhibit A without the written consent of the Contractor.

9. **INDEMNIFICATION**

(a) **Indemnification**

To the fullest extent permitted by law, Contractor shall protect, indemnify, defend and hold harmless City and any and all of its officials, employees, volunteers and agents from and against any and all losses, liabilities, damages, and costs and expenses (including liability for claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, including attorney's fees and costs, court costs, interest, defense costs, and expert witness fees) where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the actions or failure to act of Contractor, its officers, agents, employees or subcontractors, or any entity or individual that Contractor shall bear the legal liability thereof.

(b) **General Indemnification Provisions.** Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth in this section from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Contractor in the performance of this Agreement. In the event Contractor fails to obtain such indemnity obligations from others as required herein, Contractor agrees to be fully responsible according to the terms of this section. Failure of City to monitor compliance with these requirements imposes no additional obligations on City and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend City as set forth herein is binding on successors, assigns or heirs of Contractor and shall survive the termination of this Agreement or this section.

10. **INSURANCE REQUIREMENTS**

Contractor shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, or employees. All Sections of this Agreement and any provision in City's Request for Proposal and Contractor's submitted proposal are subordinate to and superseded by the requirements contained in this Section to the extent that any provision or portion thereof conflicts with or impairs these requirements or any obligation to or right under or pursuant to these insurance requirements. These insurance requirements

Agreement pursuant to this Section, the Contractor will submit an invoice to the City pursuant to Section 5.

(c) Except as otherwise provided herein and prior to the termination date of this Agreement, this Agreement may be terminated by written consent of both the City and the Contractor.

7. **DEFAULT OF CONTRACTOR**

(a) The Contractor's failure to comply with the provisions of this Agreement shall constitute a default. In the event that Contractor is in default for cause under the terms of this Agreement, City shall have no obligation or duty to continue compensating Contractor for any work performed after the date of default and can terminate this Agreement immediately by written notice to the Contractor. If such failure by the Contractor to make progress in the performance of work hereunder arises out of causes beyond the Contractor's control, and without fault or negligence of the Contractor, it shall not be considered a default.

(b) If the City Manager or his/her delegate determines that the Contractor is in default in the performance of any of the terms or conditions of this Agreement, he/she shall cause to be served upon the Contractor a written notice of the default. The Contractor shall have ten (10) days after service upon it of said notice in which to cure the default by rendering a satisfactory performance. In the event that the Contractor fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

8. **OWNERSHIP OF DOCUMENTS**

(a) Contractor shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. Contractor shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Contractor shall provide free access to the representatives of City or its designees at reasonable times to such books and records; shall give City the right to examine and audit said books and records; shall permit City to make transcripts therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

(b) Upon completion of, or in the event of termination or suspension of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used,

**May 27, 2016**

# Proposal for Professional Services to Assist with NPDES MS4 Programs



Prepared By:  
John L. Hunter and Associates, Inc.  
6131 Orangethorpe Ave Ste 300  
Buena Park, CA 90620  
info@jlha.net  
(562) 802-7880

Prepared For:  
Jarad Hildenbrand  
City of Villa Park  
17855 Santiago Blvd.  
Villa Park, CA 92862



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## I. Firm Experience and Credentials

John L. Hunter and Associates, Inc. (JLHA) is an environmental consulting firm established in 1985 that specializes in serving municipal clients. JLHA's mission is to provide its clients with the expertise necessary to comply with mandated environmental programs, such as NPDES, stormwater and watershed management, fats, oils and grease (FOG) control, water conservation, and recycling. Services provided under these programs include program management, engineering, field activities, monitoring, grant administration, and public education.

### A. Relevant Firm Experience

Table 1 lists NPDES services currently or recently provided by JLHA. The following are summaries of JLHA's experience related to NPDES Permit compliance and watershed management.

#### 1. NPDES Permit Management

JLHA has considerable experience in MS4 NPDES Permit compliance programs, beginning at the inception of these Permits in the 1990s. Currently JLHA implements elements of such programs for **37** cities in the Southland. Services include the following:

- **24** cities and **4** watershed groups: Program administration,
- **30** cities: Field services such as industrial, commercial and construction site inspections,
- **22** cities: Plan review (e.g., SUSMP/LID Plan, WQMP, and SWPPP),
- **29** cities and **3** watershed groups: Reporting (e.g., annual, TMDL, and watershed reports), and
- **26** cities and **3** watershed groups: Staff training.

Relevant and recent activities include:

- Representing cities in MS4 NPDES audits conducted by Regional Board staff:  
Stanton, 2010, 2014 | Big Bear Lake, 2007 | Seal Beach, 2006, 2010, 2015
- Obtaining and administering a Prop 84 grant for multi-watershed/multi-jurisdictional LID projects.
- Managing inspection programs that cover, in total, over **7,000** sites.
- Developing four Watershed Management Programs under the 2012 LA MS4 Permit.

#### 2. Watershed Management

JLHA served as the lead consultant for the development of the Watershed Management Programs (WMPs) for the Lower Los Angeles River (LLAR), Lower San Gabriel River (LSGR), City of Long Beach, and Peninsula Cities Watershed Groups, and served as a sub-consultant for the development of the WMP for the Los Cerritos Channel (LCC) Watershed Group. As part of WMP development, JLHA also oversaw the development of Coordinated Integrated Monitoring Programs (CIMPs) for the LLAR, LSGR, and Peninsula Cities Watershed Groups. All plans were approved by the Regional Board in 2015 and 2016. Together the member agencies of these Watershed Groups represent twenty MS4 NPDES Permittees.

JLHA serves as the lead consultant for the LLAR, LSGR, and Peninsula Cities Watershed Groups. Services include administering monitoring activities, watershed annual reporting, technical committee meetings, and certain WMP implementation efforts such as feasibility studies. In this capacity JLHA also regularly interfaces with city councils and Regional Board staff and members. JLHA represents eleven municipal clients in watershed management groups for the Upper Los Angeles River, Upper San Gabriel River, Dominguez Channel and Los Cerritos Channel.

**Table 1: Summary of Municipal NPDES Services Recently or Currently Provided**

Client	First year of service	Years of service	MS4 Permit Programs						Watershed				General Services				
			Post-construction	Construction	Municipal Activities	Industrial/Commercial	Illicit Discharge Detection	Public Outreach	Watershed Plan Development	Watershed Plan Implementation	Monitoring	Studies	Reporting	Training	Grants	Program Administration	
Arcadia	1995	20	-	x	x	x	x	x	x	-	-	-	x	x	x	-	-
Artesia	2014	1	-	x	x	x	x	x	x	-	x	-	-	x	x	-	x
Bellflower	2014	1	-	-	-	x	-	-	-	-	-	-	-	-	-	-	-
Big Bear Lake	2004	11	-	-	-	x	x	-	-	-	-	-	x	-	-	-	-
Buena Park	2010	5	x	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Cerritos	2015	<1	-	x	-	-	-	-	-	-	-	-	-	-	-	-	-
Covina	2008	7	x	-	-	-	-	-	-	-	-	-	-	-	x	-	-
Diamond Bar	2007	8	x	x	x	x	x	x	-	-	x	-	-	x	x	-	x
Downey	2011	4	x	x	x	x	x	x	-	-	x	-	-	x	x	-	x
Glendale	2013	2	-	-	x	-	-	-	-	-	-	-	x	x	x	-	x
GWMA	2012	3	-	-	-	-	-	-	-	-	-	-	-	-	-	x	-
Hawaiian Gardens	2012	3	x	x	x	x	x	x	-	-	x	-	-	x	x	-	x
Hawthorne	2000	15	-	x	x	x	x	x	-	-	-	-	-	x	x	-	x
Inglewood	2015	<1	-	-	-	x	-	-	x	-	-	-	-	x	-	-	-
La Habra	2011	4	x	x	x	x	x	x	-	-	-	-	-	x	-	-	x
Lakewood	2014	1	-	-	-	x	-	-	-	-	-	-	-	-	-	-	-
Lomita	2015	<1	-	x	x	x	x	x	-	-	x	-	-	x	x	-	x
Long Beach	2014	1	-	-	-	-	-	-	-	x	-	-	-	x	-	-	-
LCC Watershed Group	2013	2	-	-	-	-	-	-	-	x	x	x	-	-	x	-	x
LLAR Watershed Group	2013	2	-	-	-	-	-	-	-	x	x	x	-	x	x	-	x
LSGR Watershed Group	2012	3	-	-	-	-	-	-	-	x	x	x	-	x	x	-	x
Lynwood	2014	1	x	x	x	x	x	x	-	-	x	-	-	x	x	-	x
Manhattan Beach	2010	5	-	-	-	x	-	-	-	-	-	-	-	-	-	-	-
Monterey Park	2005	10	x	x	x	x	x	x	-	-	x	-	x	x	x	x	x
Norwalk	2010	5	x	x	x	x	x	x	-	-	x	-	-	x	x	-	x
Paramount	2014	1	x	x	x	x	x	x	-	-	x	-	-	x	x	-	x
Pasadena	2015	<1	x	-	-	-	-	-	-	-	x	-	-	x	x	-	x
Peninsula Watershed Group	2013	2	-	-	-	-	-	-	-	x	x	x	-	x	-	-	x
Placentia	2013	2	x	x	x	x	x	-	-	-	x	-	-	x	x	-	x
Rancho Palos Verdes	1994	21	x	x	x	x	x	x	-	-	x	-	-	x	x	-	x
Rolling Hills	2009	6	-	-	-	-	-	-	-	-	-	-	x	x	-	-	-
Santa Fe Springs	2016	<1	x	x	-	-	-	-	-	-	x	-	-	-	-	-	-
Seal Beach	2005	10	x	x	x	x	x	x	-	-	-	-	-	x	x	-	x
Signal Hill	1985	30	x	x	x	x	x	x	-	-	x	-	x	x	x	-	x
South Gate	1991	24	x	x	x	x	x	x	-	-	x	-	x	x	x	-	x
South Pasadena	2005	10	-	x	x	x	x	x	-	-	x	-	x	x	x	-	x
Stanton	2007	8	x	x	x	x	x	x	-	-	-	-	-	x	x	x	x
Temple City	2003	12	x	x	x	x	x	x	-	-	x	-	x	x	x	-	x
Villa Park	2013	2	x	x	x	x	x	x	-	-	-	-	-	x	x	-	x
West Covina	2015	<1	x	x	x	x	x	x	-	-	x	-	-	x	x	-	x
West Hollywood	1995	20	x	x	x	x	x	-	-	-	-	-	-	-	x	-	-
Whittier	2014	1	-	x	x	x	x	x	-	-	x	-	-	x	x	-	x
<b>TOTALS out of 42 agencies</b>			<b>22</b>	<b>26</b>	<b>25</b>	<b>29</b>	<b>25</b>	<b>23</b>	<b>5</b>	<b>23</b>	<b>4</b>	<b>8</b>	<b>32</b>	<b>29</b>	<b>3</b>	<b>28</b>	

### B. Relevant Staff Credentials

Staff credentials include certified professionals in engineering, stormwater quality, BMP (Best Management Practice) inspection, erosion control, SWPPP development and implementation, and environmental assessment. Relevant staff credentials include certified professionals in:

- Engineering (Civil and Chemical Professional Engineers: **PE**),
- Stormwater quality (Certified Professional in Stormwater Quality: **CPSWQ**),
- BMP inspection (Certified Erosion, Sediment and Stormwater Inspection: **CESSWI**),
- Construction SWPPP development/implementation (Qualified SWPPP Developer/Practitioner: **QSD/P**),
- Industrial SWPPP development/implementation (Qualified Industrial Stormwater Practitioner: **QISP**),
- Training (Trainers of Record in the Construction and Industrial NPDES Permits: **ToR CGP, ToR IGP**),

The experience, credentials and education of the project team are included in Section II.

### C. Subcontractors

JLHA is not enlisting the assistance of subcontractors to fulfill the scope of services.

### D. References

Table 2 is a list of current JLHA clients that are provided services similar to those listed in the Scope of Services. The table includes contact information and the relationship between the key staff listed in this proposal and the service provided to the referenced client.

Table 2: References

Client	Data Field	Reference Information
Diamond Bar	Name/Title	Kimberly Young, Associate Engineer
	Address	21810 Copley Dr Diamond Bar, CA 91765
	Phone/email	(909) 839-7044, kyoung@diamondbarca.gov
	Relationship	John Hunter serves as primary contact; Cameron McCullough serves as secondary.
La Habra	Contact/Title	Melissa You, NPDES Coordinator
	Address	201 E La Habra Blvd, La Habra, CA 90633
	Phone/email	(562) 905-9607, melissay@lahabracity.com
	Relationship	Jillian Brickey serves as primary contact.
Signal Hill	Contact/Title	Steve Myrter, Director of Public Works
	Address	2175 Cherry Avenue, Signal Hill, CA 90775
	Phone/email	(562) 989-7356, smyrter@cityofsignalhill.org
	Relationship	John Hunter serves as primary contact.
Downey	Contact/Title	Mohammad Mostahkami, Public Works Director
	Address	11111 Brookshire Avenue, Downey, CA 90241
	Phone/email	(562) 904-7102, mmostahkami@downeyca.org
	Relationship	John Hunter serves as primary contact; Cameron McCullough serves as secondary.
Stanton	Contact/Title	Allan Rigg, Director of Public Works
	Address	7800 Katella Ave, Stanton, CA 90680
	Phone/email	(714) 890-4204, arigg@ci.stanton.ca.us
	Relationship	Cameron McCullough serves as primary contact; Jillian Brickey serves as secondary.

## II. Project Team and Organization

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Descriptions and roles of each member of the Project Team are included below.

**CAMERON McCULLOUGH, MS, CPSWQ, QSD/P, IGP ToR/QISP**

**PROJECT MANAGER**

Cameron McCullough has twelve years of experience managing municipal environmental programs in Los Angeles, Orange, and San Bernardino Counties. His surface water quality experience includes NPDES MS4, IGP, CGP, De Minimis, and Drinking Water System Permits, as well as the related statewide Order for Sanitary Sewer Systems. His focus is assisting clients achieve regulatory compliance with these environmental regulations. This assistance includes serving as client services project manager and point-of-contact and managing JLHA's contracted compliance services. Contracted compliance services managed include BMP inspections, watershed program/TMDL implementation assistance, monitoring and reporting, and educating and training key municipal staff. He also represents client interests in stakeholder meetings and in interactions and audits with Regional Board staff.

**Accomplishments within the last two years include:**

- Managing development of the Watershed Management Programs for the Lower Los Angeles River, Lower San Gabriel River, Long Beach Nearshore region, and Los Cerritos Channel WMP,
- Assisting a municipal client achieve compliance with the MS4 Permit Industrial/Commercial Facilities Program in the face of Regional Board information requests,
- Successfully representing the City of Stanton in an MS4 Permit program audit,
- Holding over 50 NPDES Permit training sessions to individual cities and watershed groups, and
- Obtaining the Industrial General Permit Trainer of Record Certification.

**JILLIAN BRICKEY, MS, CPSWQ, QSD/P, CGP ToR**

**PROJECT MANAGER**

Jillian Brickey has ten years of experience managing municipal environmental programs in cities throughout the Counties of Los Angeles and Orange. Her areas of expertise include NPDES MS4 and CGP Permit compliance and Low Impact Development (LID). She is also experienced in statewide water conservation efforts, which support objectives of the MS4 NPDES Program. Her focus is assisting municipal clients with planning and land development and watershed management, which emphasizes the implementation of LID. This assistance includes serving as client services project manager and point-of-contact and managing JLHA's contracted compliance services. She also represents client interests in stakeholder meetings and in interactions and audits with Regional Board staff.

**Accomplishments within the last two years include:**

- Developing elements of the Watershed Management Programs for the Lower Los Angeles River, Lower San Gabriel River, and Long Beach Nearshore region,
- Successfully representing the City of Seal Beach in an MS4 Permit Program audit,
- Initiating a successful Water Conservation Program in the City of Seal Beach,
- Holding over 25 NPDES Permit training sessions to individual cities and watershed groups, and
- Holding QSP/QSD trainings as a Construction General Permit Trainer of Record.

**JOSE RODRIGUEZ, CESSWI, QSP**

**PROJECT SUPPORT**

Mr. Rodriguez has ten years of experience implementing NPDES programs for clients throughout Los Angeles, Orange, and San Bernardino Counties. His focus is managing the field elements of these programs, such as inspections at industrial/commercial facilities and construction sites, outfall screening, and nonstormwater

source investigations. He also manages field activities for the NPDES-related programs of Industrial Waste and Fats, Oils, and Grease (FOG) Control.

**Accomplishments within the last two years include:**

- Overseeing outfall screening and subsequent initial source investigations in the Lower portions and tributaries of the Los Angeles and San Gabriel Rivers,
- Holding NPDES Permit training sessions to municipal field staff in over ten separate cities, and
- Successfully representing the City of Stanton in an MS4 Permit program audit.

**ROSALINDA TANDOC, PE**

**PROJECT SUPPORT**

Ms. Tandoc provides oversight and final approval for the plan review process of LID Plans, WQMPs, SWPPPs, and other environmental plans. She has over 30 years of experience reviewing and approving structural and architectural plans. Her focus is reviewing plans for compliance with state and city permits, city ordinances (including LID and Green Streets, Fats, Oils, and Grease Control, Industrial Waste, and Sediment/Erosion Control), building codes, and other state laws. At JLHA she is instrumental in expediting plan review and approvals, resolving project development issues, and facilitating completion of client projects.

**MICHELLE STAFFIELD, MS, EIT**

**PROJECT SUPPORT**

Michelle Staffield has eight years of experience in water quality control planning, including the development, implementation, and management of elements of the Los Angeles Regional Water Quality Control Board's Basin Plan, and the Santa Monica Bay Restoration Commission's Bay Restoration Plan. She has managed regional water quality grant programs and municipal environmental programs including: (1) a Southern California Used Oil Recycling Program and a Clean Vessel Act Program and (2) a seven-city FOG Control program, encompassing management of a collaborative Clean Bay Restaurant Certification Program. Tasks included management of site inspections, annual reporting, and development of an innovative public outreach program. At JLHA her tasks include implementing the Planning and Land Development, Public Agency Activities, and Public Education Programs of MS4 NPDES Permits.

**JENNIFER NOWACZEWSKI, CPSWQ**

**PROJECT SUPPORT**

Jennifer Nowaczewski has seven years of experience in the environmental compliance field, specializing in the Clean Water Act and Clean Drinking Water Act. Her past experiences include coordinating large water purveyors' environmental compliance programs, such as Industrial and Construction SWPPP implementation, pesticide management, TMDLs, staff training, and representing interests in interactions with regulators and other stakeholders. She is currently serves as a senior NPDES inspector for construction activities in several cities, including West Hollywood and Diamond Bar, and also conducts commercial/industrial BMP inspections. She has received her CPSWQ certification and expects to receive her QSD/P certification by July 1, 2016.

**JOHN L HUNTER, PE**

**PROJECT SUPPORT**

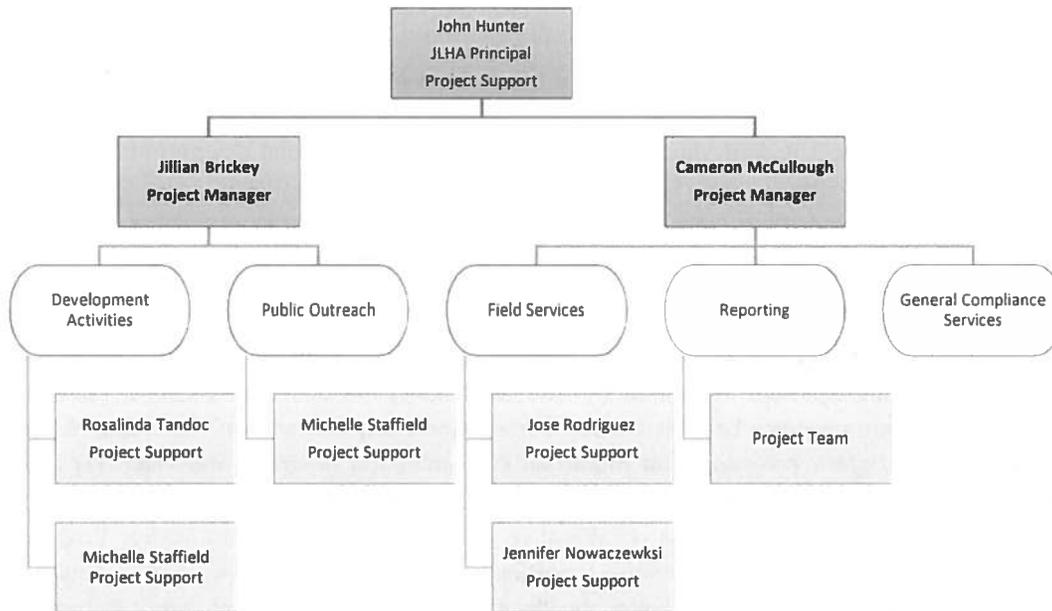
John Hunter has 31 years of experience managing municipal environmental programs. He oversees JLHA services, which includes assisting municipalities with: 1) NPDES compliance, covering programs such as watershed management, water quality monitoring, TMDLs, BMP implementation, illicit discharge detection and elimination, and public outreach (over 40 clients); 2) municipal Fats, Oils, and Grease (FOG) Control programs encompassing permitting, plan checking, inspections, and enforcement (eleven clients); 3) seven municipal Used Oil Recycling programs (seven clients); 4) municipal Beverage Container Recycling programs (three clients); and 4) water conservation programs (two clients). He has also administered "right-to-know" hazardous materials programs, underground tanks removals, and mitigation of subsurface soils contamination.

**A. Statement of Availability**

All personnel designated above will be available to the extent proposed for the duration of the project.

**B. Project Team Organization Chart**

The following chart shows the organizational structure for the Project Team. Project Managers Jillian Brickey and Cameron McCullough serve as primary points of contact. Other Project Team members included in the chart are available as alternate contacts, each specializing in their designated service.



**III. Approach to Services**

JLHA has aided municipalities in compliance with NPDES MS4 Permit provisions since their first issuance in the 1990s. Through these years of experience, we have developed a distinct, multifaceted approach. This approach has proven successful to date—of the many Regional Board MS4 Program audits that JLHA has participated in, none resulted in enforcement actions. The key to this success is attributed to:

- **Our prompt availability for on-call services.** JLHA understands that MS4 Permit provisions often require tight deadlines. JLHA has several qualified staff members assigned to each client that are available to 1) answer any questions about NPDES MS4 compliance at any given time during business hours and 2) provide necessary services with short notice.
- **Our hands-on approach to developing compliance strategies.** JLHA has assisted several clients achieve compliance in the face of fines and enforcement notices issued by the Regional Boards. We knows that a consultant alone cannot remedy program deficiencies, and as such we play a proactive role in involving City staff in the compliance process.
- **Our comprehensive knowledge of NPDES MS4 Permits.** NPDES MS4 Permits can consist of hundreds of pages of regulation, which can be beyond the scope of any one city staff personnel to administer on his or her own. Since this is an area of JLHA staff expertise, several key personnel are equipped to understand and assist in implementing clients’ Permit compliance strategies.

#### IV. Work Plan and Schedule

JLHA welcomes the opportunity to provide professional NPDES MS4 services to the City of Villa Park. The scope of services are detailed in following sections. The schedule for completion of the services listed is within one year of start of work. The timeframe of this proposal is for a period of one year, from July 1, 2016 to June 30, 2017. The scope of services and not-exceed estimate in Appendix C may be extended for additional years at the request of the City. Revisions to the scope may be necessary after the first year of services based on provisions of the next MS4 NPDES Permit (No. CAS 618030), which is anticipated for adoption in 2016.

It is important to note that these tasks do not account for complete implementation of the MS4 Permit. Many compliance provisions such as cleaning drainage facilities, sweeping streets and inspecting (most) construction sites will be conducted either by in-house City staff or by other City contractors. Complete and successful implementation will require involvement from and coordination with multiple City Departments, including Public Works, Engineering, Planning and Building. As part of JLHA’s services, we will conduct training and hold meetings to educate City staff in their responsibilities under the MS4 Permit.

##### A. Industrial/Commercial Facilities Program

Table 3(a) lists the scope of services for the Industrial/Commercial Facilities Program. The work will be conducted annually. Deliverables include inspection reports, enforcement notices, and a prioritized facility inventory.

Table 3: Scope of Services, Industrial/Commercial Facilities Program

MS4 Permit §	Mandated Task
IX, X	Industrial/Commercial Facilities Program
IX.A-B, X.A-B	Inventory and Prioritize Industrial/Commercial Facilities Review city databases to revise inventory of industrial/commercial facilities Track and prioritize facilities using an electronic database. Assume 10 facilities. Track all inspection reports and enforcement actions using an electronic database
IX.B, X.B	Inspect Industrial/Commercial Facilities Inspect zero State NPDES Permitted industrial facilities for proper BMP implementation Inspect commercial/industrial facilities for proper BMP implementations. Assume 10 inspections. Distribute educational materials to facilities as needed. Cost incorporated into inspection fee.
XI.B	Ensure Compliance Follow-up at non-compliant facilities. Assume 10% of initial inspections. Second follow-up at non-compliant facilities. Assume 10% of non-compliant facilities. Prepare formal violation notices following the City's municipal code. Assume 5% of facilities.
	Manage Program, Implement QA/QC Procedures

##### B. New Development/Redevelopment Program

Table 4 lists the scope of services for the New Development/Redevelopment Program. For budgeting purposes 1 WQMP review and approval, 1 verification inspection, and 1 BMP maintenance inspection are assumed. Turn-around time for plan review is two weeks. Deliverables include the annual training presentation, BMP verification/maintenance inspections reports, and completed WQMP review checklists.

Table 4: Scope of Services, New Development/Redevelopment Program

MS4 Permit §	Mandated Task
XII	New Development Program
XII.A-XII.P	<p>Program Implementation</p> <p>Review WQMPs following Permit criteria. Assume 1 project(s).</p> <p>Track project information, BMPs, inspection reports, and enforcement in an electronic database</p> <p>Conduct BMP verification inspections. Assume 1 inspection(s).</p> <p>Notify WQMP sites of O&amp;M requirements and conduct maintenance inspections. Assume 1 project(s).</p> <p>Conduct follow-up activities at non-compliant projects. Assume 1 project(s).</p>
XVI	<p>Train City Staff</p> <p>Train plan reviewers, permitting staff, and site inspectors in WQMP process and review</p>
	Manage Program, Implement QA/QC Procedures

### C. Construction Program

Table 5 lists the scope of services for the Construction Program. For budgeting purposes 1 SWPPP review is assumed, as well as 1 active State NPDES Permitted sites. Training sessions will be conducted at a time set by City staff. Updated and revised training documentation will be available for distribution. Turn-around time for SWPPP review is one week. Inspections at state-permitted construction sites are conducted twice in the rainy season. Enforcement actions, when necessary, are issued within one week. Follow-ups are conducted within the timeframe provided in the enforcement action. Deliverables include the annual training presentation, inspection reports, enforcement notices, and a prioritized site inventory.

Table 5: Scope of Services, Construction Program

MS4 Permit §	Mandated Task
VIII	Construction Program
VII.A	<p>Inventory Construction sites</p> <p>Update regularly the inventory of state NPDES permitted construction sites</p> <p>Track site information, inspection reports, and enforcement actions using an electronic database</p>
VII.B	<p>Inspect state-permitted (&gt;1 acre) construction sites (smaller sites will be addressed by City staff)</p> <p>Inspect 1 State NPDES-permitted construction sites for proper BMP implementation</p>
VII.B	<p>Ensure Compliance</p> <p>Follow-up at non-compliant facilities within 4 weeks. Assume 10% of site visits.</p> <p>Second follow-up at non-compliant facilities. Assume 25% of non-compliant sites.</p> <p>Prepare formal violation notices following the City's municipal code. Assume 5% of sites.</p>
XVI	<p>Train City Staff</p> <p>Train plan reviewers, permitting staff, and site inspectors in BMP standards and SWPPP requirements</p>
	Manage Program, Implement QA/QC Procedures

### D. Municipal Activities Program

Table 6 lists the scope of services for the Municipal Activities Program. Training sessions will be conducted once per reporting year, at a time set by City staff. Inspections of City facilities and field programs will be conducted on the day of the training, based on visual observations and communications with city staff. Updated and revised training documentation will be available for distribution. Deliverables include the annual training presentation and inspection reports.

Table 6: Scope of Services, Municipal Activities Program

MS4 Permit §	Mandated Task
XIV, XV	Municipal Activities Program
XIV.B, XIV.G	Inventory and Prioritize Public Fixed Facilities Inventory and prioritize public fixed facilities following the MS4 Permit's prioritization process
VII.B	Inspect public fixed facilities Inspect public fixed facilities following the MS4 Permit's prioritized schedule. Assume 3 inspection(s).
XIV.I	Pesticide and Fertilizer Management Provide support for Integrated Pest Management program
XVI	Municipal Employee and Contractor Training Train staff in targeted positions of requirements of Public Agency Activities Program
	Manage Program, Implement QA/QC Procedures

**E. Illicit Discharge Detection and Elimination Program**

Table 7 lists the scope of services for the Illicit Discharge Detection and Elimination Program. For budgeting purposes 3 compliant responses/investigations are assumed. Complaints received will be investigated within the timeframes provided in the MS4 Permit. Enforcement actions will be undertaken following MS4 Permit procedures. If needed, within normal working hours JLHA has inspection staff available to respond to any complaint within two hours. In practice response times are often less than one hour. Training sessions will be conducted once per reporting year at a time set by City staff. Deliverables include the annual training presentation, investigation reports, and enforcement notices.

Table 7: Scope of Services, Illicit Discharge Detection and Elimination Program

MS4 Permit §	Mandated Task
VI, VII	Illicit Discharge Detection and Elimination Program
VI	Assist in legal authority update
VII	Investigate and Eliminate Illicit Discharges Investigate illicit discharge complaints and prepare investigation reports. Assume 3 investigation(s). Conduct follow-up investigation to verify that detected illicit discharges have been eliminated
XVI	Illicit Connection and Illicit Discharge Education and Training Provide staff training in illicit discharge identification and elimination
	Manage Program, Implement QA/QC Procedures

**F. Public Education Program**

Table 8 lists the scope of services for the Public Education Program. Many of the MS4 Permit responsibilities are addressed through programs implemented by the Orange County Watersheds Division. However, cities are expected to support the County's efforts, and to implement a supplemental public education program. This will include providing every reporting year educational material for city events, promoting the County's "Overwatering is Out" campaign through the distribution of county materials at points-of-purchase, and preparing articles for city media outlets.

Table 8: Scope of Services, Public Education

MS4 Permit §	Mandated Task
XIII	Public Education and Outreach Program
	Program Implementation Participate in 1 City event(s) to provide public education in stormwater pollution prevention Prepare article for City media outlet Distribute educational materials to residents
	Manage Program, Implement QA/QC Procedures

**G. Monitoring and Reporting Program**

Table 9 lists the scope of services for Monitoring and Reporting. This consists of completing the annual Program Effectiveness Assessment (PEA). The PEA data will be submitted to the County by September 30<sup>th</sup>. A draft PEA will be submitted to the City for review by October 31<sup>st</sup>. The Project Managers will meet with City staff to finalize the draft PEA at this time. The final PEA will be submitted to the County (for submittal to the Regional Water Quality Control Board) by the County’s deadline, in early to mid-November. To complete the PEA the Project Team will submit information requests to applicable City staff. Successful completion of this task will depend upon receiving timely responses on these information requests. JLHA is not responsible for the nature of responses received as they relate to MS4 Permit compliance.

JLHA field staff will be available to respond to dry weather monitoring exceedances detected by OC Watersheds monitoring staff. A budgetary allotment for this activity is included in the Scope of Services for the Illicit Discharge Detection and Elimination Program. The City’s MS4 Permit-mandated water quality monitoring services are conducted by OC Watersheds and are not included in this proposal.

Table 9: Scope of Services, Monitoring and Reporting Program

MS4 Permit §	Mandated Task
MRP	Monitoring and Reporting
MRP.III	Prepare Annual Report (Program Effectiveness Assessment)
MRP.II	Respond to dry weather monitoring exceedance notifications made by OC Watersheds monitoring staff. (Monitoring services are conducted by OC Watersheds and are not included in this proposal.)
	Manage Program, Implement QA/QC Procedures

**H. Watershed, TMDL, and General MS4 NPDES Program Assistance**

Table 10 lists the scope of services for Watershed, TMDL, and General MS4 NPDES Program Assistance. This includes regularly updating City staff on the status of the City’s MS4 NPDES program, representing the City at applicable MS4 Permit-related meetings, advocating city interests with the regulating agencies, and providing general as-needed assistance with MS4 Permit programs not otherwise addressed by the sub-programs listed in this proposal. This includes advising the city on watershed and TMDL developments within the next MS4 NPDES Permit, and providing as-needed updates to the City’s Local Implementation Plan (LIP).

Table 10: Scope of Services, Watershed, TMDL, and General MS4 NPDES Program Assistance

MS4 Permit §	Mandated Task
XVIII, XI	General MS4 Permit Program Assistance, Including TMDLs and Watershed Management
	Provide regular program updates to City. Update City LIP as necessary.
	Represent City at relevant MS4 Permit-related meetings and update City staff. Assume 10 meetings.
	Provide as-needed general assistance with MS4 Permit compliance activities.

## Appendix A: Resumes

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The following section includes the resumes of key personnel for this project.

**John L. Hunter, PE***Principal***Education**

B.S. Chemical Engineering, CSULB  
B.S. Biological Sciences, UCI

**Certifications and Licenses**

CA Professional Chemical Engineer, 4724  
CA Registered Environmental Assessor, 0900  
CA Hazardous Substance Removal, A3382  
CA General Engineering License, A-582340

Mr. Hunter serves as the Principal of JLHA. He has 31 years of experience in municipal environmental programs and currently oversees: (1) elements of over 40 separate NPDES programs encompassing three counties that covers programs such as: watershed and stormwater management, TMDL implementation, plan reviews, industrial and construction inspections, public agency activities, public outreach, and monitoring/reporting; (2) eleven municipal FOG programs encompassing permitting, inspections and enforcement; (3) seven

municipal Used Oil Recycling programs; (4) three municipal Beverage Container Recycling programs; and (5) two water conservation programs. As of May 2016 Mr. Hunter serves as the chair for the LA Permit Group, which provides area-wide MS4 Permit updates to all affected parties under the LA Region MS4 Permit.

**Related Experience**Watershed Management

Lead consultant for the Lower Los Angeles River Watershed Group, the Lower San Gabriel River Watershed Group, the Peninsula Cities Watershed Group, and the Long Beach Near-shore watersheds. Oversaw preparation and oversees continued development of the Watershed Management Programs for these groups. Also participates in the Upper Los Angeles River Watershed Group, the Dominguez Channel Watershed Group, and the Los Cerritos Channel Watershed Group.

Total Maximum Daily Loads

*Los Angeles River Metals TMDL:* Developed the Reach 1 Metals TMDL Implementation Plan on behalf of nine local agencies. The Plan was used as a source document for the Compliance Schedule in the Lower LA River WMP.

*Los Angeles River Trash TMDL:* Administered Trash DGR studies and associated compliance reports for multiple cities since 2004. Negotiated client interests with Regional Board staff. Obtained grant funding for and prepared the Hamilton Bowl BMP Study. The study evaluated different end-of-pipe trash capture systems for the Cities of Signal Hill and Long Beach.

MS4 Permit Minimum Control Measures (MCMs)

Oversees MCM elements of MS4 Permits for 37 cities. MCM programs include business and construction site inspections, LID Plan and SWPPP reviews, BMP implementation for public agency activities, illicit discharge investigations, and public outreach.

Representation and advocacy

Represents client interests in meetings with Regional Board staff/members regarding (E)WMPs, TMDLs, and other Permit mandates. Has chaired the Los Angeles River Watershed Management Committee, Santa Monica Bay Bacterial TMDL J7 Subcommittee, and the LA Permit Group. Currently serves as technical lead for the Lower San Gabriel, Lower Los Angeles, and Peninsula Cities Watershed Management Groups.

## **Jillian Brickey, MS, CPSWQ, QSD/P, CGP ToR**

*Environmental Programs Manager*

### **Education**

M.S., Environmental Science, CSUF  
B.S., Zoology, Cal State Poly Pomona  
*Minor, Chemistry*

### **Certifications**

CPSWQ, Envirocert (#0845)  
QSD/QSP, CASQA (#22731)  
CGP Trainer of Record, CASQA

Jillian Brickey has ten years of experience in environmental management, specializing in stormwater and watershed management and water conservation. Her relevant experiences include implementing and managing NPDES municipal Permit programs for Low Impact Development, Development Construction, and TMDL/watershed management. Tasks include plan review and approval, reporting, training municipal staff in program implementation, and representing client interests in interactions with regulators and other stakeholders.

### **Recent Experience**

**Watershed Management:** Ms. Brickey served as a Project Manager for the development of the Watershed Management Programs (WMPs) for the Lower Los Angeles River and Lower San Gabriel River Watershed Groups (2013-2016). (The WMPs were developed collaboratively by MS4 Permittees that share watershed boundaries, with the collective goal of achieve surface water quality standards.) Tasks included evaluating existing control measure and developing additional control measures and compliance schedules to achieve water quality standards. She also oversaw the development and implementation of several municipal LID ordinances, as required through the WMP development process. This included the preparation of a LID Ordinance Equivalency Demonstration for the City of Long Beach.

She has also lead multi-jurisdictional workshops and technical committees on watershed management program implementation, and engaged with Regional Water Quality Control Board members, staff and non-governmental organizations in support of contested issues regarding the watershed management compliance approach. Through representation of municipal clients' stakeholder interests, Ms. Brickey has also participated in the development of watershed management programs and monitoring programs for the Upper Los Angeles River, Upper San Gabriel River, and Peninsula Cities Watershed Groups (2013-present).

**NPDES, TMDL, and Stormwater Programs Management:** Ms. Brickey serves as a Programs Manager of municipal NPDES Permit programs for multiple cities throughout the Southland. NPDES Permits managed include all elements of the MS4 and CGP Permits, including erosion/sediment control and Low Impact Development (LID) for construction projects, and TMDL implementation for water bodies impaired by trash, metals, toxics, and bacteria. Through these management activities, she has:

- Represented cities in MS4 NPDES Permit New Development compliance audits from the Regional Water Quality Control Board. (Seal Beach: 2010, 2015, Stanton: 2010).
- Developed TMDL compliance plans for Metals, Toxics, Bacteria, and Trash. (Lower Los Angeles River, Lower San Gabriel River, Long Beach Nearshore Watersheds: 2013-2016.)
- Served as primary contact with clients and represented their interests when interacting with regulators. (Covina, La Habra, Seal Beach, South Pasadena, Stanton, Pasadena, West Hollywood).
- Developed Stormwater Quality Management Programs (Seal Beach: 2011), LID compliance guideline documents (Gateway cities, 2014), and LID ordinances (2014).
- Held CGP QSD/QSP training as a CGP ToR (Pasadena, 2016) and led over one hundred municipal training sessions in MS4 and CGP Permits. (Over 20 municipal clients: 2008-2016).

- Reviewed on behalf of municipal clients hundreds of LID Plans, WQMPs, and SWPPPs and verified proper installation and maintenance of hundreds of LID BMPs.
- Supervised JLHA plan checking staff.

## **Cameron McCullough, MS, CPSWQ, QSD/P, IGP ToR**

*Environmental Programs Manager*

### **Education**

M.S., Applied Mathematics, CSULB  
B.S., Physics, CSULB

### **Certifications**

CPSWQ, Envirocert (#0842)  
QSD/QSP, CASQA (#22706)  
IGP Trainer of Record, CASQA (#079)

### **Affiliations**

Phi Beta Kappa Society  
Society for Industrial & Applied Math

Cameron McCullough has twelve years of experience in the environmental compliance field, specializing in stormwater and watershed management. His experiences include managing the development and implementation of municipal NPDES, TMDL, and FOG Control programs, training municipal staff in program implementation, and representing client interests in interactions with regulators and other stakeholders.

### **Recent Experience**

**Watershed Management:** Mr. McCullough served as a Project Manager for the development of the Watershed Management Programs (WMPs) for the Lower Los Angeles River, Lower San Gabriel River, and Long Beach Nearshore Watershed Groups (2013-2016). (The WMPs were developed collaboratively by MS4 Permittees that share watershed boundaries, with the collective goal of achieve surface water quality standards.) Tasks included (1) identifying water quality priorities, (2) evaluating existing control measures, (3) developing additional control measures and compliance schedules to achieve water quality standards, and (4) providing quantitative reasonable assurance for attainment of these standards. He has also lead multi-jurisdictional workshops and technical committees on watershed management program implementation, and engaged with Regional Water Quality Control Board members, staff and non-governmental organizations in support of contested issues regarding the watershed management compliance approach.

Through representation of municipal clients' stakeholder interests, Mr. McCullough has also participated in the development of watershed management programs and monitoring programs for the Los Cerritos Channel, Dominguez Channel, Upper Los Angeles River, and Upper San Gabriel River (2013-present).

**NPDES, TMDL, and Stormwater Programs Management:** Mr. McCullough serves as a Programs Manager of municipal NPDES Permit programs for multiple cities throughout the Southland. NPDES Permits managed include elements of the MS4, IGP, CGP, and Drinking Water Systems Permits. These elements address (1) stormwater quality for construction projects, post-construction sites, industrial facilities, and municipal field activities, (2) non-stormwater discharges to and from the MS4, (3) TMDLs for water bodies impaired by trash, metals, toxics, and bacteria, and (4) water quality monitoring. Through these management activities, he has:

- Represented cities in MS4 NPDES Permit compliance audits from the Regional Water Quality Control Board. (Seal Beach: 2006, 2010, Stanton: 2010, 2014, Big Bear Lake: 2007).
- Developed watershed-based compliance plans for wet and dry weather TMDLs for Metals, Toxics, Bacteria, and Trash. (Lower Los Angeles River, Lower San Gabriel River, and Long Beach Nearshore Watersheds: 2013-2016.)
- Served as primary contact with clients and represented their interests when interacting with regulators. (Downey, Lomita, Glendale, Monterey Park, Placentia, Stanton, and West Covina).
- Developed Stormwater Quality Management Programs (Stanton: 2011, Villa Park: 2015) and SWPPPs (Downey, Norwalk, Lynwood, Pico Rivera, and West Covina: 2011-2016).

- Led hundreds of municipal training sessions in MS4, IGP, CGP, and Drinking Water System NPDES Permits, as well as SSO spill response and FOG control. (Over 25 municipal clients: 2004-2016).

FOG Source Control: Mr. McCullough serves as a Programs Manager of FOG Source Control Programs for several cities. Program elements managed include permitting, plan checking, inspections, enforcement, education, and staff training. He has developed these programs from the ground up to comply with the SSS WDR, which has included tasks such as preparing FOG ordinances and FOG Control Manuals. (Stanton, 2008, South Pasadena, 2009.)

Two FOG programs under his supervision have been reviewed by the Regional Water Quality Control Board through SSMP audits—South Pasadena and Manhattan Beach (through the Clean Bay Restaurant Inspection Program). The audits did not find deficiencies in the FOG Control Programs. Mr. McCullough has also trained City staff in sanitary sewer overflow response following the SSS WDR and the SSMP Overflow Emergency Response Plans. To assist sewer maintenance crews, he has developed educational materials for proper notification, response, and reporting procedures. (South Pasadena, Stanton, Norwalk.)

## Jennifer Nowaczewski, CPSWQ

*Environmental Compliance Specialist II*

### Education

B.A., Chemistry, State University of NY, Buffalo  
 Minor - Earth Systems Science

### Certifications and Training

CPSWQ, Envirocert (#1077)  
 (QSD/QSP Anticipated in June 2016)  
 Water Treatment Operator B, OCPO (#27554)  
 Industrial Waste Water Treatment B, OCPO (#27954)  
 40 Hour HAZWOPER  
 Basic Inspector Academy, Cal EPA

Ms. Nowaczewski has seven years of experience in the environmental compliance field specializing in NPDES, Industrial Waste, and Industrial Treatment Operations. Her relevant experiences and tasks include implementing NPDES municipal permit provisions such as industrial/commercial inspections, illicit discharge detection and elimination, construction inspections, public education, public agency inspections, TMDL compliance and compliance program audits.

Ms. Nowaczewski is a Certified Treatment Operator with experience working under multiple industrial permits. She has performed all aspects of sampling, monitoring, and testing required to maintain compliance in water and wastewater treatment processes. Her previous experience includes specialized plant operations, including compliance with local, state, and federal operating regulations. In this capacity she has also conducted due diligence inspections for discharges from Industrial Treatment facilities.

Ms. Nowaczewski's field activities include inspecting industrial/commercial facilities, state permitted industrial and construction sites (IGPs/CGPs), and municipal facilities for compliance with state and local environmental regulations. She also inspects new developments for BMP installation and maintenance verification. Other NPDES-related tasks include preparing MS4/IGP NPDES Annual Reports, and provides training and education to city staff in construction NPDES requirements.

## Michelle Staffield, MS, EIT

*Environmental Engineer*

### Education

M.S., Civil Engineering, Loyola Marymount  
 B.S., Ecology, Behavior, & Evolution, UCSD

### Certifications

EIT #141553, NCEES

Mrs. Staffield has managed a variety of water quality improvement programs throughout Southern California for eight years. Her relevant experiences and tasks include implementing and managing NPDES municipal permit provisions such as watershed management, planning and land development, TMDL compliance, public information and participation, and representing clients at meetings. She

is also involved in the development and review of Water Quality Management Plans (WQMPs), Standard Urban Stormwater Mitigation Plans (SUSMPs), and Watershed Management Programs.

Mrs. Staffield's responsibilities include: providing municipal NPDES plan checking services (SUSMP, LID Plan, WQMP), conducting LID BMP verification and maintenance inspections, preparing Trash TMDL studies and compliance reports, providing oversight for public outreach activities, and assisting in the implementation of the Lower LA River WMP and the Dominguez Channel EWMP.

## Jose Rodriguez, CESSWI, QSP

*Field Operations Manager*

### **Education**

B.S., Biology, University of California, Irvine

### **Certifications and Training**

CESSWI, Envirocert (#2830)

QSP, CASQA (#22917)

40 Hour HAZWOPER

Basic Inspector Academy, Cal EPA

Spanish fluency

Jose Rodriguez has worked with John L. Hunter & Associates in the environmental compliance fields of NPDES, FOG and Industrial Waste Control for ten years. His relevant experiences and tasks include implementing NPDES municipal permit provisions such as industrial/commercial inspections, illicit discharge detection and elimination, construction inspections, public education, public agency inspections, TMDL compliance, municipal staff training and completing annual reports. He has experience in conducting outfall

screening and monitoring for non-storm water discharges in both the Lower Los Angeles River and the Lower San Gabriel River. In total, Mr. Rodriguez has conducted several thousand inspections for agencies such as Stanton, Seal Beach, South Gate, Hawthorne, South El Monte, Arcadia and the Orange County Sanitation District.

### **Related Experience**

#### Inspection Services

Mr. Rodriguez supervises field activities at JLHA, including inspection work to verify compliance with state and local environmental regulations. This includes MS4 NPDES Permit compliance inspections at commercial facilities such as restaurants and nurseries, NPDES-permitted industrial and construction sites, municipal facilities, and new developments. (New developments are inspected to verify proper post-construction BMP installation and maintenance verification.) He also oversees Industrial Waste and Fats, Oils, and Grease (FOG) Control BMP/pretreatment device inspections, as well as Clean Bay Restaurant (CBR) inspections. The CBR program incorporates elements of NPDES, FOG, and waste management.

In addition to supervising field staff, Mr. Rodriguez has conducted thousands of inspections through his tenure with JLHA. Clients include South Gate, Signal Hill, Downey, Paramount, and Manhattan Beach. In 2014 he represented the City of Stanton in a State compliance audit of the City's Industrial/commercial facility inspection program. The State auditors did not find program deficiencies.

#### Monitoring Services

Mr. Rodriguez supervises source investigations for outfalls with dry weather flows in both Orange and LA Counties. (OC Clients: Stanton, Seal Beach, Placentia, La Habra, Villa Park.) Within LA County, this work included the initial source identification work for the Lower San Gabriel River, Lower Los Angeles River, and Peninsula Cities Watershed Groups. Together these Groups represent twenty cities. He has also conducted stormwater sampling following the requirements of the Industrial General Permit (South Gate) and supervised trash generation monitoring studies as required by the LA River Trash TMDL. (Monterey Park, Glendale, South Pasadena, Temple City.)

#### Planning and Reporting

Mr. Rodriguez prepares NPDES annual reports for Industrial General Permit (IGP) facilities (West Covina, South Gate, Norwalk) as well as MS4 Permittees throughout Orange and LA County. As part of the MS4 Annual Report,

he has prepared outfall screening reports. He has also developed Industrial SWPPPs for the Cities of Norwalk and South Gate.

## Rosalinda Tandoc, PE

*Staff Civil Engineer*

### Overview

Ms. Tandoc has over 30 years of experience reviewing and approving structural and architectural plans. Her specialty lies in reviewing and approving such plans for compliance with Permits (including MS4), City ordinances (including LID and Green Streets/Fats, Oils, and Grease/Industrial Waste/Erosion Control), Building Codes, and other State Laws. At JLHA, she has been instrumental in expediting plan review and approval for issuance of permits, interacting with clients to troubleshoot project development problems, and expediently facilitating completion of client projects. She has done this for all of JLHA's past and current clients, which now includes 23 cities.

### Education

Master of Science in Civil Engineering  
*California State University, Long Beach*

### Certifications and Licenses

CA Registered Civil Engineer

### Related Experience

#### With JLHA (Starting 2006 )

- Reviews structural and architectural plans and residential and large and complicated buildings for compliance with the MS4 Permit, City Ordinances and State Law.
- Interacts with developers to facilitate completion of their projects
- Worked with the Principal in investigating problems presented to them.
- Code Consultant

#### Prior Experience:

- Los Angeles County Department of Public Works Building and Safety Division (1979 – 2006)
- Coordinated with local agencies in expediting the issuance of permits
- Assisted Permit Technician in solving problems that he or she may have incurred in the processing of permits and other related problems that need to be resolved at the counter.
- Assisted the City in developing ways and methods of expediting the processing of plans for issuance of permits.
- Assisted the City in developing plans and methods for effective office organization in the City Building Department in working with the City Planning Department.

### Personal Advancement Courses

Engineering Management  
 Communication  
 Diversity Training  
 Business and English Writings  
 Supervisory Management

### Achievements/Volunteer Works

Outstanding Woman of 1998, City of Cerritos  
 Greater Long Beach Girl Scout Council  
 Cerritos Senior Center, City of Cerritos  
 St. Linus Parish, Norwalk, CA  
 Cathedral of Our Lady of the Angels, Los Angeles

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## Appendix B: Rate Schedule

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Principal, Staff Engineer, Director	\$165/hr
Project Manager, Project Engineer	\$145/hr
Compliance Specialist II	\$115/hr
Compliance Specialist I and Public Outreach Specialist	\$95/hr
Administrative Assistant, Laborer (OSHA 40hr certified)	\$65/hr
Routine Industrial/Commercial Inspection	\$125/inspection
Inspection at State-Permitted Industrial Facility	\$250/inspection
State Certified Laboratory Analysis	Cost + 5%
Legal Consultation, Court Appearances/Document review, etc.	\$250/hr
Subcontracted equipment	Cost + 5%

Prices effective as of January 1, 2016

## Appendix C: Estimated Annual Costs

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The following section includes the estimated annual costs for this project.

**JLHA Itemized Estimated Annual Costs to Assist the City of Villa Park with MS4 NPDES Permit Mandates, FY 2016-17**

MS4 Permit §	Mandated Task	Rate	Hours/Units	Cost	Sub-totals	Totals	
<b>IX, X</b>	<b>Industrial/Commercial Facilities Program</b>	<b>Assume 10 facilities to inspect,</b>					<b>\$1,955</b>
<b>IX.A-B, X.A-B</b>	<b>Inventory and Prioritize Industrial/Commercial Facilities</b>				<b>\$255</b>		
	Review city databases to revise inventory of industrial/commercial facilities	\$95	1 H	\$95			
	Track and prioritize facilities using an electronic database (assume 20 facilities)	\$95	1 H	\$95			
	Track all inspection reports and enforcement actions using an electronic database	\$65	1 H	\$65			
<b>IX.B, X.B</b>	<b>Inspect Industrial/Commercial Facilities</b>				<b>\$1,250</b>		
	Inspect 0 State NPDES Permitted industrial facilities for proper BMP implementation	\$250	0 U	\$0			
	Inspect 10 commercial/light industrial facilities for proper BMP implementation	\$125	10 U	\$1,250			
	Distribute educational materials to facilities as needed (cost incorporated into inspection fee)	\$95	1 H	\$0			
<b>XI.B</b>	<b>Ensure Compliance</b>				<b>\$190</b>		
	Follow-up at non-compliant facilities (assume 10% of initial inspections)	\$95	1 U	\$95			
	Second follow-up at non-compliant facilities (assume 10% of non-compliant facilities)	\$95	0 U	\$0			
	Prepare formal violation notices following the City's municipal code (assume 5% of facilities)	\$95	1 H	\$95			
	<b>Manage Program and Implement QA/QC Procedures</b>				<b>\$260</b>		
	Assume 5% of sub-program costs	\$145	1 H	\$145			
		\$115	1 H	\$115			
<b>XII</b>	<b>New Development Program</b>	<b>Assume 1 new/1 existing WQMP(s), 1 training,</b>					<b>\$2,460</b>
<b>XII.A-XII.P</b>	<b>Program Implementation</b>				<b>\$1,860</b>		
	Review WQMPs following Permit criteria. Assume 1 project(s).	\$145	10 H	\$1,450			
	Track project information, BMPs, inspection reports, and enforcement in an electronic database	\$65	1 H	\$65			
	Conduct BMP verification inspections. Assume 1 inspection(s).	\$115	1 H	\$115			
	Notify WQMP sites of maintenance requirements, conduct maintenance inspections. Assume 1 project(s).	\$115	1 H	\$115			
	Conduct follow-up activities at non-compliant projects. Assume 1 project(s).	\$115	1 H	\$115			
<b>XVI</b>	<b>Train City Staff</b>				<b>\$290</b>		
	Train plan reviewers, permitting staff, and site inspectors in WQMP process and review	\$145	2 H	\$290			
	<b>Manage Program and Implement QA/QC Procedures</b>				<b>\$310</b>		
	Assume 5% of sub-program costs	\$165	1 H	\$165			
		\$145	1 H	\$145			
<b>VIII</b>	<b>Construction Program</b>	<b>Assume 1 State-permitted site(s), 1 trainings,</b>					<b>\$1,340</b>
<b>VII.A</b>	<b>Inventory Construction sites</b>				<b>\$130</b>		
	Update monthly the inventory of construction sites (assume 1 records updated a month)	\$65	1 H	\$65			
	Track site information, inspection reports, and enforcement actions using an electronic database	\$65	1 H	\$65			
<b>VII.B</b>	<b>Inspect state-permitted (&gt;1 acre) construction sites. (Smaller sites addressed by City staff.)</b>				<b>\$230</b>		
	Inspect 1 State NPDES-permitted construction sites for proper BMP implementation	\$115	2 U	\$230			
<b>VII.B</b>	<b>Ensure Compliance</b>				<b>\$380</b>		
	Follow-up at non-compliant facilities within 4 weeks (assume 10% of site visits)	\$95	2 U	\$190			
	Second follow-up at non-compliant facilities (assume 25% of non-compliant sites)	\$95	1 U	\$95			
	Prepare formal violation notices following the City's municipal code (assume 5% of sites)	\$95	1 H	\$95			
<b>XVI</b>	<b>Train City Staff</b>				<b>\$290</b>		
	Train plan reviewers, permitting staff, and site inspectors in BMP standards and SWPPP requirements	\$145	2 H	\$290			
	<b>Manage Program and Implement QA/QC Procedures</b>				<b>\$310</b>		
	Assume 5% of sub-program costs	\$165	1 H	\$165			
		\$145	1 H	\$145			

**JLHA Itemized Estimated Annual Costs to Assist the City of Villa Park with MS4 NPDES Permit Mandates, FY 2016-17**

MS4 Permit §	Mandated Task	Rate	Hours/Units	Cost	Sub-totals	Totals
XIV, XV	<b>Municipal Activities Program</b>				Assume 1 training,	\$1,190
XIV.B, XIV.G	<b>Inventory and Prioritize Public Fixed Facilities</b>					
	Inventory and prioritize public fixed facilities following the MS4 Permit's prioritization process	\$95	1 H	\$95		
		\$65	1 H	\$65		
VII.B	<b>Inspect public fixed facilities</b>					
	Inspect public fixed facilities following the MS4 Permit's prioritized schedule. Estimate 3 sites a year.	\$95	2 U	\$190		\$190
XIV.I	<b>Pesticide and Fertilizer Management</b>					
	Provide support for Integrated Pest Management program	\$145	2 H	\$290		\$290
XVI	<b>Municipal Employee and Contractor Training</b>					
	Train staff in targeted positions of requirements of Public Agency Activities Program	\$145	2 H	\$290		\$290
	<b>Manage Program and Implement QA/QC Procedures</b>					
	Assume 5% of sub-program costs	\$145	1 H	\$145		\$260
		\$115	1 H	\$115		
VI, VII	<b>Illicit Discharge Detection and Elimination Program</b>				Assume 3 complaint(s) received, 1 training,	\$1,790
VI	Assist in legal authority update	\$145	2 H	\$290		\$290
VII	<b>Investigate and Eliminate Illicit Discharges</b>					
	Investigate illicit discharge complaints and prepare investigation reports (assume 3 investigations)	\$95	8 H	\$760		\$950
	Conduct follow-up investigation to verify that detected illicit discharges have been eliminated	\$95	2 H	\$190		
XVI	<b>Illicit Connection and Illicit Discharge Education and Training</b>					
	Provide staff training in illicit discharge identification, elimination, clean-up, reporting, and documentation	\$145	2 H	\$290		\$290
	<b>Manage Program and Implement QA/QC Procedures</b>					
	Assume 5% of sub-program costs	\$145	1 H	\$145		\$260
		\$115	1 H	\$115		
XIII	<b>Public Education and Outreach Program</b>				Assume 1 event(s),	\$1,380
	<b>Program Implementation</b>					
	Assist in 1 City event(s) to provide public education/involvement in stormwater pollution prevention	\$95	3 H	\$285		\$1,140
	Prepare article for City media outlet	\$95	3 H	\$285		
	Distribute educational materials to residents	\$95	6 H	\$570		
	<b>Manage Program and Implement QA/QC Procedures</b>					
	Assume 10% of sub-program costs	\$145	1 H	\$145		\$240
		\$95	1 H	\$95		
MRP	<b>Monitoring and Reporting</b>					\$4,950
MRP.III	Prepare Annual Report	\$145	10 H	\$1,450		\$4,950
		\$115	4 U	\$460		
		\$95	32 H	\$3,040		
MRP.II	Monitoring services are not included in this proposal					
XVIII, XI	<b>Watershed, TMOL, and General MS4 NPDES Program Assistance</b>					\$4,785
	Provide regular program updates to City. Update City LIP as necessary.	\$145	9 H	\$1,305		\$2,175
	Provide as-needed general assistance with MS4 Permit compliance activities	\$145	6 H	\$870		
	Represent City at relevant MS4 Permit-related meetings and update City staff	\$145	18 H	\$2,610		\$2,610
	<b>Annual Total FY 2016-2017</b>					<b>\$19,850</b>

\*Costs incurred for some tasks are dependent upon assumptions such as the expected number of WQMPs, construction sites, and industrial/commercial facilities. These assumptions are based on JLHA's prior experience—actual costs incurred for each task may vary. All services are provided on a time and materials basis, not to exceed the annual total without City approval.

**JLHA Estimated Annual Costs to Assist the City of Villa Park with  
MS4 NPDES Permit Mandates, 1/1/2016 to 6/30/2017**

<b>MS4 Permit §</b>	<b>Task</b>	<b>Annual Cost</b>
IX, X	Industrial/Commercial Facilities Program	\$1,955
XII	New Development Program	\$2,460
VIII	Construction Program	\$1,340
XIV, XV	Municipal Activities Program	\$1,190
VI, VII	Illicit Discharge Detection and Elimination Program	\$1,790
XIII	Public Education and Outreach Program	\$1,380
MRP	Monitoring and Reporting	\$4,950
XVIII, XI	Watershed, TMDL, and General MS4 NPDES Program Assistance	\$4,785
	<b>Total for 1 year (7/1/2016 - 6/30/2017)</b>	<b>\$19,850</b>

