

**M E M O R A N D U M**  
**CITY OF CHINO**  
**PUBLIC WORKS DEPARTMENT**

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**COUNCIL MEETING DATE: JUNE 4, 2019**

**TO: MATTHEW C. BALLANTYNE, CITY MANAGER**

**FROM: AMER JAKHER, PUBLIC WORKS DIRECTOR**

**SUBJECT: PROFESSIONAL SERVICES AGREEMENT FIRST AMENDMENT - SEWER SYSTEM MANAGEMENT PLAN UPDATE.**

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**RECOMMENDATION**

1) Approve an amendment to the professional services agreement with Lynn Merrill & Associates, Inc., Redlands, CA in the amount of \$8,649 for conducting audits of the Sewer System Management Plan; and 2) authorize the City Manager to execute all necessary documents on behalf of the City.

**FISCAL IMPACT**

Sufficient funds have been included in the Fiscal Year 2018-19 Sewer Sanitary Operating Budget.

Revenue:	Expenditure: 5307320-43650
Transfer In:	Transfer Out:

## **BACKGROUND**

The California State Water Resources Control Board (SWRCB) promulgated a waste discharge requirement (WDR) permit on May 2, 2006 to regulate sewer sanitary systems. This permit is known as SWRCB Order No. 2006-0003, Statewide General Waste Discharge Requirements for Sewer Sanitary Systems. The permit requires local public sewer collection system agencies, referred to as "Enrollees," to develop a Sewer System Management Plan (SSMP). The SSMP documents an Enrollee's program to properly operate and maintain its sewer sanitary system. SSMP's must be self-audited at least every two (2) years and updated every five (5) years from the original adoption date by the Enrollee's governing board. The City's current SSMP requires an update to reflect the changes to the program and to comply with the Statewide General Waste Discharge Requirements.

On December 3, 2018, the City formally released a Request for Proposals (RFP), which was published on PlanetBids, to retain a professional consulting firm for the preparation and completion of a Sanitary Sewer Management Plan Update. On December 20, 2018, the City received four (4) proposals and determined that Lynn Merrill & Associates, Inc. was the most responsible and responsive firm. On February 19, 2019, the Council approved a professional services agreement to Lynn Merrill & Associates, Redlands, CA in an amount not-to-exceed \$46,320 for the preparation and completion of an update to the City's Sewer Sanitary Management Plan.

Following project commencement, City staff discovered it would be cost effective to include audits of the SSMP into the project scope. As discussed above, under the SWRCB Order, the City is mandated to prepare these audits.

## **ISSUES/ANALYSIS**

The City requested and received a proposal from Lynn Merrill and Associates, Inc., to prepare audit reports to comply with the SWRCB Order. Lynn Merrill and Associates, Inc., submitted a proposal to accomplish the work in the amount of \$8,649. The audit task can proceed concurrently with the on-going SSMP Update tasks in an efficient, cost effective manner.

Therefore, staff is recommending that the City Council amend the professional services agreement to Lynn Merrill & Associates, Inc., in the amount not-to-exceed of \$8,649, which increases the total purchase order from \$46,320 to \$54,969.