

## EXHIBIT A



Environmental and Public Health Engineering

January 28, 2020

Mrs. Nancy Humphrey  
Environmental Programs Manager  
City of Emeryville  
1333 Park Ave.  
Emeryville, CA 94608

**Subject: Proposal for C.4 Industrial/Commercial Inspections, C.3 O&M Inspections, and Trash Load Reduction Assessment and Reporting Services to the City of Emeryville**

Dear Mrs. Humphrey:

As requested, we are submitting this updated proposal to assist the City in conducting Industrial and Commercial site inspections as required by MRP Provision C.4 and stormwater treatment BMP O&M verification inspections as required by MRP Provision C.3 for three Fiscal Years (FYs) 2019-2020, 2020-2021 and 2021-2022. Also included in our proposal is a task to assist the City with conducting On-land Visual Trash Assessments (OVTAs) and reporting on trash load reductions via the City's FY 2019-20 annual report as well as on-call, as needed assistance with future trash load reduction reporting. We appreciate the opportunity to continue to assist the City. The proposal provides the project scope and budget for these three tasks.

The primary EOA staff who will assist you with the work are Kristin Kerr, P.E., QSD/QSP, Peter Schultze-Allen, CPSWQ, Courtney Siu, P.E, and Stefan Grozev. This team includes the staff that assisted the City last fiscal year with C.4 and C.3 inspections. EOA's qualifications and key staff resumes are available upon request. Kristin Kerr will oversee overall contract, invoice and project management and provide a single point of contact for efficiency when needed or preferred.

### **Scope of Work**

EOA has qualified staff to assist the City with the three service areas identified. EOA previously assisted the City with inspections for Provisions C.3 and C.4 in FY 15-16 through FY18-19 and is already familiar with the service area and with the ACCWP standard inspection, reporting and tracking forms for MRP C.3 and C.4. Additionally, EOA staff has developed OVTA programs for over 40 MRP Permittees and has conducted over 10,000 OVTAs in the recent past for municipal clients.

### **TASK 1: Industrial and Commercial Site Stormwater Inspections**

The City is seeking assistance to conduct industrial and commercial stormwater facility inspections as required by MRP Provision C.4.

Elements of this task include:

- A) Notifying businesses: The City has provided a list of businesses and will provide a notification letter advising them of upcoming inspections, to be sent out by EOA prior to each round of inspections.
- B) Scheduling and performing inspections of the industrial and commercial sites on the list provided by the City.
- C) Notifying the City of discharges. If a stormwater violation is observed during an inspection, the inspector must notify the City as soon as possible, and no later than 24 hours after the observation. If an illegal discharge is observed during an inspection, the inspector must notify the City immediately, and must take any practical actions available to stop the discharge.
- D) Reporting on the commercial/industrial inspections is to include:
- A completed Alameda County Clean Water Program Standard Stormwater Facility Inspection Report form for each business (physical and electronic copy);
  - An update email every two weeks during the period of inspections providing a summary of the number and names of businesses inspected and any issues encountered during the inspections;
  - An Excel file listing each business name, address, contact name and phone, date and time of inspection, business type, enforcement type, discharge observed, and any action required; and
  - Digital photos of applicable best management practices, or lack thereof.
- E) The Excel files with the inspection data will include the inspection time per-facility so that the City may bill businesses for the inspections. EOA will complete routine scheduled inspections by June 30<sup>th</sup>.

MRP Provision C.4 requires the City to confirm corrective actions within 10 days of finding an actual or potential discharge (e.g. no or ineffective BMPs) during the inspection. We have included time for at least 10 follow-up inspections. These inspections are expected to take less time because the focus will be on documenting corrective actions only.

***Task 1A: FY19-20 Inspections***

For the inspections of the industrial and commercial sites, the City has provided a list of 40 businesses scheduled for inspections in FY 19-20. The inspections and reporting for the scheduled inspections in FY19-20 will be completed by June 30, 2020.

The City provided a list of 59 new businesses that have not previously been inspected. As time allows, these new businesses may also be inspected in FY19-20.

***Task 1B: FY20-21 Inspections***

It is estimated there will be approximately 35 businesses scheduled for inspection in FY 20-21. In addition, the remaining of the 59 new businesses will also be inspected in FY20-21. The inspections and reporting in FY20-21 will be completed by June 30, 2021.

***Task 1C: FY21-22***

It is estimated there will be approximately 40 businesses scheduled for inspection in FY201-22. These inspections may be conducted in compliance with a new, reissued MRP. It is not known at this time if there will be any changes to reporting inspections. Therefore, additional hours will be budgeted for making revisions to the inspection data tracking table. The inspections and reporting in FY21-22 will be completed by June 30, 2022.

***Estimated Budget:*** This proposal provides for up to 410 hours for inspections and follow up inspections, including site visits, scheduling, reporting, data tracking and updates. This estimate allows for two inspectors to conduct inspections at business with safety concerns. We anticipate this need at no more than six business. The estimated budget is based on EOA's experience conducting stormwater inspections in the City. The estimate includes stormwater inspections only and excludes FOG elements that would require inspecting grease removal devices and reviewing hauling/cleaning manifests. The work will be conducted on a time-and-materials basis according to the attached EOA 2020 Fee Schedule. A new fee schedule is issued at the beginning of each year. Our total not-to-exceed budget for Task 1 is \$72,000, which includes an allowance for expected incidental expenses in accordance with the rate schedule.

**TASK 2: Stormwater Treatment BMPs O&M Verification Inspections**

The City is seeking assistance to conduct stormwater treatment BMPs operation and maintenance verification inspections as required by MRP Provision C.3.

Elements of this task include:

- A) Notifying businesses: The City will provide a list of businesses and will provide a notification letter advising them of upcoming inspections, to be sent out by the consultant.
- B) Scheduling and performing inspections of the O&M for the C.3 measures at the properties identified by the City.

As was the case for previous inspections, City staff will have the opportunity to meet the EOA inspector and observe the inspection. These inspections should be scheduled at least a week in advance, with notice to City staff, Nancy Humphrey by email ([nhumphrey@emeryville.org](mailto:nhumphrey@emeryville.org)) about the time and location. If an illegal discharge is observed during an inspection, the inspector must notify the City immediately, and must take any practical actions available to stop the discharge.

EOA will conduct follow-up inspections or communications if problems are found. EOA will follow the City's ERP and require corrective actions to be implemented no longer than 30 days after a problem is identified by an inspector.

- C) Reporting on the O&M inspections is to include a completed ACCWP Standard Stormwater Treatment BMP Inspection Report form for each location and an excel file listing each property name, address, contact name and phone, date and type of inspection, property/business type, inspection findings, and any action required. Any corrective actions identified in the initial inspection will be confirmed within 30 days through review of photographs submitted by the contact or a re-inspection.
- D) The excel file will include an attachment showing the per-facility cost of the program so that the City may bill properties for the inspections.

Inspection forms for the non-regulated projects will not be submitted as they are not required by the MRP, however the consultant will provide to the City a summary of the condition of the measures on those sites.

***Task 2A: FY19-20 Inspections***

The City has not provided a list of locations scheduled for inspections in FY19-20, but based on knowledge of the stormwater treatment systems located in the City, EOA suggests the 10 sites in Table 1. While not required by the MRP, EOA recommends that the City have the consultant inspect the non-regulated sites in Table 1 to ensure that on-going operation and maintenance of the on-site stormwater measures is being completed by the property owner/City. EOA will complete the routine inspections by June 30, 2020. Reporting, billing and any follow-up inspections or communications needed will be completed by August 31, 2020.

**Table 1. FY 19-20 Suggested Stormwater Treatment BMPs O&M Verification Inspections**

<b>Property Name</b>	<b>Address</b>	<b>MRP Provision &amp; Inspection Type</b>
Hilton Garden Inn	1800 Powell Street	C.3.h - Regulated Private Project
West Elm Store	5602 Bay Street	C.3.h - Regulated Private Project
Adeline Street	From 38th to 49th	C.3.j - Non-regulated Public Project
Linen Life	Park Ave	C.3.a - Non-regulated Private Project
Blue Star Corner	Halleck Street	C.3.a - Non-regulated Private Project
Artisan Walk	66th and Vallejo	C.3.a - Non-regulated Private Project
Paula Le Duc	Park Ave	C.3.a - Non-regulated Private Project
Ocean Ave Townhomes	Ocean Ave	C.3.h - Regulated Private Project
AC Transit	Doyle and 45th	C.3.h - Regulated Private Project
Temescal Creek Park	47th Street	C.3.j - Non-regulated Public Project

***Task 2B: FY20-21 Inspections***

The City has not provided a list of locations scheduled for inspections but EOA estimates approximately 8 sites for inspection. EOA will complete the routine inspections, follow-up inspections or communications and reporting by June 30, 2020.

***Task 2C: FY21-22***

The City has not provided a list of locations scheduled for inspections but EOA estimates approximately 8 sites for inspection. These inspections may be conducted in compliance with a new, reissued MRP. It is not known at this time if there will be any changes to reporting inspections. Therefore, a small number of additional hours have been budgeted for making revisions to the inspection data tracking forms or table. EOA will complete the routine inspections, follow-up inspections or communications and reporting by June 30, 2020.

***Estimated Budget:*** This proposal provides for up to 123 hours for inspections and follow-up inspections, including site visits, scheduling, reporting, and data tracking. The work will be conducted on a time-and-materials basis according to the attached EOA 2020 Fee Schedule. A new fee schedule is issued at the beginning of each year. Our total not to exceed budget for Task 2 is \$30,100, which includes an allowance for expected incidental expenses in accordance with the rate schedule.

**TASK 3. On-land Visual Trash Assessments and Trash Reduction Reporting**

The City is seeking assistance on refining its current OVTA program, conducting OVTAs, and reporting on trash reductions in its FY 19-20 annual report. Through this task, EOA will identify a representative set of OVTA sites for each Trash Management Area (TMA) in the City. The sites collectively will achieve the 10% street miles requirement in the MRP. A field datasheet will be developed for each OVTA site. Based on our current understanding of baseline trash levels and trash full capture systems in the City, we anticipate that roughly 20 OVTA sites will need to be created. Sites previously assessed by the City will be considered during the refinement of the OVTA program. The site selection will be finalized by February 28, 2020.

Following the selection of the OVTA sites, EOA will conduct OVTAs at each three times between January and July 2020. OVTA Protocol A (street/sidewalk survey) will be used at all sites unless field team safety is an issue. In this case, Protocol B (Driving Survey) will be used. Field forms will be completed and photographs depicting trash conditions observed during each event will be taken by EOA. OVTA data included on the field forms and photographs will be entered into the EOA OVTA database, which can be accessed by the City to assess load reductions to-date and provide information to assist with the development of the City's FY 2019-20 annual report. All OVTAs will be completed by July 31, 2020.

Each FY the City is required to submit a stormwater compliance report to the Water Board by September 30th. Section 10 of the compliance report must include calculations of trash load reductions associated with current control measures, including existing full capture installed at the

time the report is due, and the results of any OVTAs that have been conducted to-date to demonstrate load reductions associated with other types of control measures. EOA will assist the City by developing one draft and one final Section 10 of the City's compliance report. EOA will complete all subsections of Section 10 based on data and information provided by the City regarding control measure implementation and hot spot cleanups, and data/information available in the EOA GIS data layers (i.e., full capture locations and treatment areas) and the EOA OVTA database. The Draft Section 10 will be completed by August 7, 2020. The final will be completed two weeks following comments received by the City.

***Estimated Budget:*** This proposal provides for the identification of OVTA sites representative of trash levels in the City, scheduling for and conducting up to 60 assessments (i.e., 3 OVTAs at 20 sites), QA/QC checks of the data, entering data into the EOA OVTA database, and reporting. This estimate provides for two assessors to conduct OVTAs, consistent with the OVTA protocol. It is assumed that each assessment will take 0.5 hrs on average, including travel time. The work will be conducted on a time-and-materials basis according to the attached EOA 2020 Fee Schedule. A new fee schedule is issued at the beginning of each year. Our total not-to-exceed budget for Task 3 is \$16,750, which includes an allowance for expected incidental expenses in accordance with the rate schedule.

#### **TASK 4. On-Call Trash Reduction Reporting Assistance**

This task provides for additional trash reduction reporting assistance in FY20-21 and FY21-22, as budget allows. Possible tasks include conducting On-Land Visual Trash Assessments, calculations of trash load reductions, and drafting Section 10 of the City's Annual Report. Tasks will be performed as directed by the City and as budget allows.

***Estimated Budget:*** This proposal provides for up to 45 hours for on-call, as needed assistance. The work will be conducted on a time-and-materials basis according to the attached EOA 2020 Fee Schedule. A new fee schedule is issued at the beginning of each year. Our total not to exceed budget for Task 4 is \$10,000, which includes an allowance for expected incidental expenses in accordance with the rate schedule.

#### **Budget Summary**

Budgets for Tasks 1-4 are summarized in Table 2. Task budgets for work to be conducted in 2020 are based on the attached EOA 2020 Fee Schedule. Task budgets for work conducted in 2021 and 2022 are based on an expected rate increase of 3% per year.

**Table 2. Budget Summary**

Task 1: Industrial and Commercial Site Stormwater Inspections (FY19-20 through FY21-22)	\$72,000
Task 2: Stormwater Treatment BMPs O&M Verification Inspections (FY19-20 through FY21-22)	\$30,100
Task 3: On-land Visual Trash Assessments and Trash Reduction Reporting (FY19-20)	\$16,750
Task 4: On-call Trash Reduction Reporting Assistance (FY20-21 through FY21-22)	\$10,000
<b>Total</b>	<b>\$128,850</b>

Again, thank you for the opportunity to submit a proposal. Please contact Kristin Kerr at 510-832-2852 x122 if you have any questions or would like to discuss this further.

Sincerely,  
EOA, Inc.



Ray Goebel, P.E.  
Vice President/Manager of Operations

Attachment: EOA 2020 Fee Schedule



Environmental and Public Health Engineering

## 2020 FEE SCHEDULE

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The following fee schedule covers personnel rates for EOA, Inc. staff.

Our charges are divided into two categories: personnel, and direct expenses. A new fee schedule is issued at the beginning of each year. Charges for all work, except where other arrangements have been made, are based on the new schedule of charges.

### PERSONNEL

Personnel charges are for any technical, clerical or administrative work necessary to perform the project. Work tasks include geologic and environmental consulting, engineering and computer services, regulatory liaison, and report preparation. Personnel rates are as follows:

<b>Personnel Category</b>	<b>Hourly Rates</b>
Principal.....	\$287
Managing Engineer/Scientist III.....	\$279
Managing Engineer/Scientist II.....	\$264
Managing Engineer/Scientist I.....	\$252
Senior Engineer/Scientist III – Project Leader.....	\$232
Senior Engineer/Scientist/Planner II.....	\$212
Senior Engineer/Scientist/Planner I.....	\$194
Associate Engineer/Scientist III .....	\$184
Associate Engineer/Scientist II.....	\$175
Associate Engineer/Scientist I.....	\$149
Assistant Engineer/Scientist.....	\$134
Technician.....	\$117
Clerical/Computer Data Entry.....	\$82

Charges for professional services are in increments of one quarter-hour. Depositions/legal testimony charged portal-to-portal, at 200% of standard rates, with a four-hour minimum charge. In accordance with California Civil Procedure 2037.7, where applicable, the minimum fee must be paid prior to commencement of testimony. Preparation for court cases is charged on a time-and-materials basis as outlined in this fee schedule.

### DIRECT EXPENSES

Reimbursement for expenses directly related to services provided will be charged at cost plus 10%. Examples of such direct expenses include:

- Costs of sub-consultants or subcontractors
- Costs of special fees (insurance, permits, etc.)
- Costs of long-distance telephone, copying, drafting, blueprints, etc. (EOA copies charged at \$0.10 each for B&W, \$0.35 each for color. Large format \$0.15/sq ft for B&W, \$0.50/sq ft for color)
- Costs of color map production supplies (color ink and large format paper)
- Costs or rental of special equipment
- Costs of authorized travel and related expenses
- Automobile mileage directly related to services, at current IRS rate.

### INVOICES

Invoices are prepared and submitted on a monthly basis, as either final or progress billings and are payable upon receipt unless prior arrangements have been made. Interest of 1-1/2% per month, or the maximum rate allowed by law, is payable on accounts not paid within 30 days.