

CITY OF PALM DESERT STAFF REPORT

MEETING DATE: December 12, 2024

PREPARED BY: Melanie Perry, Senior Management Analyst

SUBJECT: AWARD AN AGREEMENT WITH CASC ENGINEERING AND CONSULTING, INC., FOR MS4 PERMIT INSPECTIONS AND NPDES SUPPORT SERVICES

RECOMMENDATION:

1. Award a professional services agreement with CASC Engineering and Consulting, Inc., for MS4 Permit Inspections and NPDES support services in an amount not to exceed \$200,000 per fiscal year for a 30-month term commencing now, with two one-year contract extensions.
2. Authorize the City Manager to execute the agreement and any written requests for amendments, and any other documents necessary to effectuate this action, in accordance with Section 3.30.170 of the Palm Desert Municipal Code.
3. Authorize the City Attorney to make necessary non-monetary changes to the contract.

BACKGROUND/ANALYSIS:

Authorized by the Clean Water Act, the National Pollutant Discharge Elimination System (NPDES) permit program controls water pollution by regulating point sources that discharge pollutants into waters of the United States. The NPDES Municipal Storm Water Permitting Program regulates stormwater discharges from municipal separate storm sewer systems (MS4s). Per the requirements of the MS4 permit, the City must conduct commercial/industrial inspections of businesses each year. Failure to secure this permit or comply with its requirements could lead to violations or fines.

On October 27, 2022, the City Council awarded CASC Engineering and Consulting, Inc., (CASC) a contract (C44280) valued at \$50,000 annually for a three-year term, with the option of two extensions, to provide inspection services. However, in response to Tropical Storm Hilary, staff identified the need for a more comprehensive stormwater inspection schedule for the citywide storm system. In addition, a broader scope of services is recommended, including support for municipal facility inspections, annual reporting, construction site inspections, investigations, and data management. Expanding these services will ensure that the City's storm drains and infrastructure are maintained to prevent future damage.

In June 2024, the City advertised a request for proposals for MS4 inspection services but received only one proposal from CASC. To encourage additional participation, the City re-advertised in August 2024; however, only CASC again submitted the only proposal. After a thorough review, staff determined that CASC has the relevant experience and expertise to perform said services. Staff conducted a reference check on the Contractor, receiving commendable feedback on their past performance, including their responsiveness, work quality, and communication with their clients.

Although CASC’s proposal was under \$150,000, staff recommend awarding a new contract with a not-to-exceed amount of \$200,000 per fiscal year. This will provide flexibility to include additional areas and services as needed by City staff. The contract will cover MS4 inspections, outreach to the City’s various homeowners’ associations, and a more comprehensive evaluation of the system’s condition.

FINANCIAL IMPACT:

The approved Fiscal Year 2024/25 operations budget for the Public Works Department allocates \$350,000 under Account No. 1104396-4400100 for the MS4 Permit and NPDES Management Program. As a result, there will be no additional financial impact on the General Fund.

Costs for the initial months of the agreement are expected to be substantial due to the initial inspection of the City’s retention basins. Therefore, a prorated amount for the remainder of the fiscal year is not recommended.

The budget includes a \$50,000 contingency for conducting any unforeseen infrastructure inspections, ensuring that inventory is complete, documenting and recording conditions. Staff are not obligated to spend the contingency.

The table below outlines the projected expenses for FY 2024/25.

Description	Budget	Estimated Cost	Balance
<i>Acct No. 1104396-4400100</i>			
<i>Annual MS4 Permit</i>	\$25,000	\$25,000	
<i>NPDES Shared Cost</i>	\$75,000	\$75,000	
<i>*Contract No. C44280</i>	\$100,000	\$50,000	
<i>**Contract - CASC</i>	\$150,000	\$200,000	
Total:	\$350,000	\$350,000	\$0.00

**Contract No. C44280 will be terminated December 31, 2024, and superseded by the new contract.*

***Current contract to commence January 1, 2025*

ATTACHMENTS:

1. Agreement
2. Proposal