



CONSENT CALENDAR

Agenda Item # 11

AGENDA REPORT SUMMARY

Meeting Date: August 28, 2018

Subject: Professional Services Agreement: Fats, Oils and Grease (FOG) Program, Project WW-01006

Prepared by: Aida Fairman, Senior Civil Engineer

Reviewed by: Susanna Chan, Public Works Director

Approved by: Chris Jordan, City Manager

Attachment(s):

None

Initiated by:

Capital Improvement Plan – Project WW-01006

Previous Council Consideration:

None

Fiscal Impact:

Appropriated funds are available in the Sewer fund. Unspent funds will be returned to the Sewer Enterprise Fund.

Project Item	Project Budget
Inspection, education, and enforcement	\$44,825
Printing/Environmental doc./Misc.	\$1,500
Construction contingency (15%)	\$2,000
Estimated Total Cost	\$48,325
Project Budget	\$48,325

Environmental Review:

Categorically Exempt pursuant to CEQA Section 15301(b).

Policy Question(s) for Council Consideration:

None

Summary:

- The Fats, Oils and Grease (FOG) Program provides inspection, education and enforcement services necessary to minimize FOG in the sewer system and to fulfill regulatory requirements
- The agreement for the FOG program is an optional ongoing agreement that would be renewed annually for the next four fiscal years (for a total of up to five years) if both parties agree



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Staff Recommendation:

Authorize the City Manager to execute an agreement with Environmental Engineering & Contracting, Inc. for an amount not to exceed \$44,825 for the first year, with an automatic renewal for a total of five years, for inspection, education and enforcement services for the Fats, Oils and Grease (FOG) Program, Project WW-01006



Subject: Professional Services Agreement: Fats, Oils and Grease (FOG) Program, Project WW-01006

Purpose

Execute an agreement with Environmental Engineering & Contracting, Inc. for inspection, education and enforcement services for the Fats, Oils and Grease (FOG) Program, Project WW-01006.

Background

The Fats, Oils and Grease (FOG) Program is necessary to fulfill requirements of the Regional Water Quality Control Board (RWQCB) and the State Water Resources Control Board (SWRCB) as reflected in the Sanitary Sewer Management Plan (SSMP). There are over 100 food service facilities located within City limits which discharge to the City sewers. The FOG Program helps to keep grease out of the sewer mains which provides operational benefits to the system.

It is recommended to retain Environmental Engineering & Contracting, Inc. (EEC) for the FOG program, Project WW-01006. This program is intended to minimize FOG entering into the sewer system by educating food service establishments (FSEs) staff in the City of Los Altos on best management practices to prevent sewer back-ups and ensuring compliance with the Los Altos Municipal Code. The project involves an inspection program to ensure plumbing, grease traps and interceptors and operational practices are in place to keep grease out of the sewer system. The City does not have the resources to carry out this work internally.

Discussion/Analysis

On May 10, 2018, the City of Los Altos advertised for Request For Proposals that solicited proposals from technical service providers to perform inspections, education and enforcement services for the FOG Program for all of the FSEs in Los Altos.

On June 12, 2018, the City received two responses to the RFP. The two proposals were from Environmental Engineering & Contracting, Inc. (EEC) and G7ei Inc. EEC is recognized as an expert on FOG control issues throughout California due to its involvement in national FOG control studies conducted for the Orange County Sanitation District and the FOG inspector training courses conducted through CalFOG/California Water Environment Association. To date, EEC has conducted more than 20,000 FSE inspections, designed over 20 FOG control programs, characterized more than 350 FOG-related hotspots and trained over 500 FOG program staff and inspectors. In addition, EEC also served on the FOG Task Group that developed the changes for the 2006 Uniform Plumbing Code regarding sizing, design and plumbing requirements for gravity grease interceptors and grease traps (now named hydromechanical grease interceptors). EEC has extensive experience in providing FOG control inspection services throughout California and currently manages FOG inspection programs for the City of Los Altos, City of Santa Ana, City of La Habra, Costa Mesa Sanitary District, and Irvine Ranch Water District. The FOG Program is an ongoing expense.



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The agreement amount of \$44,825 would cover one annual cycle of FOG program services. The approval of this staff report recommendation approves execution of the new agreement and the four future amendments for continuation of the FOG program through the five-year period.

Options

- 1) Award the contract with Environmental Engineering & Contracting, Inc. (EEC) for inspection, education and enforcement services for the Fats, Oils and Grease (FOG) Program, Project WW-01006 in the amount of \$44,825 for the first year that would be renewed annually for the next four fiscal years (for a total of up to five years) if both parties agree

Advantages: EEC can complete the FOG program services within the program budget, which will continue education and enforcement to protect the City's sanitary sewer infrastructure

Disadvantages: None

- 2) Do not award the contract for the FOG program to EEC

Advantages: None

Disadvantages: The City would not have the resources to complete the FOG program, which is required in the Sanitary Sewer Management Plan to minimize introduction of grease into the system and prevent maintenance issues

Recommendation

The staff recommends Option 1.