



**REQUEST FOR PROPOSALS (RFP)  
FOR PROFESSIONAL SERVICES**

**FOR**

**AS-NEEDED PROPERTY INSPECTIONS: STORMWATER  
AND FATS, OIL, AND GREASE (FOG)**

**Issue Date: March 27, 2019**

**Pre-Proposal Meeting: 10:00 AM, April 8, 2019  
Vista Conference Room, Second Floor of City Hall  
200 Civic Center Drive, Vista, CA 92084**

**Submittal Deadline: 4:00 PM, April 22, 2019**

**All interested Consultants shall be registered on eBidboard in  
order to receive Addendums.**

**Prepared by: Jonathan Nottage, Stormwater Division**

# REQUEST FOR PROPOSALS

## AS-NEEDED PROPERTY INSPECTIONS: STORMWATER AND FATS, OIL, AND GREASE (FOG)

### I. INTRODUCTION

The City of Vista, including the Buena Sanitation District (collectively “City”), is soliciting proposals from qualified professional consulting firms (Consultant) to conduct as-needed Stormwater and Fats, Oil, and Grease (FOG) inspection services. The stormwater inspections are for existing development and the FOG inspections are for Food Service Establishments (FSE) as part of the City’s Sewer System Management Plan (SSMP). Both inspection programs are intended to comply with applicable Regional Water Quality Control Board stormwater and sanitary sewer system permits. This Request for Proposals (RFP) includes a description of the proposal requirements, criteria for selection, and the scope of services to be provided by the Consultant.

The City intends to award one contract to provide the requested services for a three-year term, with an optional extension for two additional years for a maximum term of five years from the date of the contract. Services under this contract shall not exceed \$300,000 over the term of the agreement.

### II. BACKGROUND AND PROJECT DESCRIPTION

#### Stormwater Inspections

The City is identified as a copermitttee within the San Diego region municipal stormwater permit, Order No. R9-2013-0001, as amended (MS4 Permit), issued by the San Diego Region Water Quality Control Board. The MS4 Permit identifies waste discharge requirements for owners and operators of a Municipal Separate Storm Sewer System (MS4) within San Diego County. The City owns and operates a MS4 and is subject to these requirements.

Provision E.3 of the MS4 Permit, titled “Development Planning,” requires the City to implement a program to control and reduce the discharge of pollutants in stormwater discharges from *development projects*. Specifically, Provision E.3.e requires the City to confirm proper design, construction and maintenance of structural BMPs (e.g., bioretention basins, hydrodynamic separators, vegetated swales) on Priority Development Project sites. The City intends to obtain a Consultant to assist with fulfilling these requirements through support of structural BMP inventory management and conducting routine inspections of City and privately owned structural BMPs.

Provision E.5 of the MS4 Permit, titled “Existing Development Management,” requires the City to implement a program to control and reduce the discharge of pollutants in stormwater discharges from *existing development facilities*. The existing development management program is required to include, but is not limited to the following, components:

- Inventory and tracking of existing development facilities, including Commercial, Industrial, Municipal, and Residential properties (Provision E.5.a)
- Establish minimum BMPs to be implemented and maintained (Provision E.5.b)
- Conduct inspections of existing development facilities (Provision E.5.c)

The City intends to obtain a Consultant to assist with fulfilling these requirements through assistance with management of the facility inventory, and conducting routine inspections of existing development facilities for compliance with minimum BMPs. Enforcement actions are not the responsibility of the Consultant, and will only be conducted by City staff.

### **Fats, Oil, and Grease Inspections**

The City of Vista and Buena Sanitation District each convey sewage for treatment at the Encina Wastewater Authority’s (EWA) Water Pollution Control Facility (WPCF). The City’s SSMP has developed a FOG Program and needs to conduct inspection of FSEs to ensure compliance with City requirements. The City intends to obtain a Consultant to assist with fulfilling these inspection requirements. The City has informational flyers and BMP manuals available for distribution to FSE’s during inspections by the selected Consultant. Enforcement actions are not the responsibility of the Consultant, and will only be conducted by City staff.

### **Additional Resources**

This solicitation of proposals will be used to select the Consultant most qualified to support and conduct as-needed stormwater and FOG inspection services on behalf of the City. Proposers should be familiar with the City’s stormwater and FOG inspection requirements identified in the following documents:

- *National Pollutant Discharge Elimination System (NPDES) Permit and Waste Discharge Requirements for Discharges from the Municipal Separate Storm Sewer Systems (MS4s) Draining the Watersheds within the San Diego Region* (California Regional Water Quality Control Board San Diego Region, Order No. R9-2013-0001, as amended).
- *National Pollutant Discharge Elimination System (NPDES) General Permit for Storm Water Discharges Associated with Industrial Activities* (California State Water Resources Control Board, Order No. 2014-0057 DWQ)
- *City of Vista Jurisdictional Runoff Management Program, January 2017 update.*
- *City of Vista BMP Design Manual for Permanent Site Design, Stormwater Treatment and Hydromodification Management, Updated June 2016.*

- *City of Vista & Buena Sanitation District – Sewer System Management Plan, Updated March 2014.*

These documents are available for download from the City's ftp site:

<ftp://ftp.cityofvista.com/Stormwater/InspRFP/>

This will be an as-needed job order contract for professional services. A separate scope of work and purchase order will be prepared for each request for work performed through the contract. The Consultant shall be capable of conducting any of the City's stormwater and FOG inspections identified in the aforementioned documents. The City does not anticipate the Consultant will be executing all these services, but rather be able to respond to specific requirements as requested by the City.

The MS4 Permit is anticipated to be renewed as early as the end of summer 2019. The City intends to utilize this contract to support existing and future permit inspection requirements on an as-needed basis through a three year contract, with options to extend an additional two years.

### **III. PROPOSED SCOPE OF SERVICES**

The City is soliciting proposals from a Consultant, or team of consultants, to conduct as-needed stormwater and FOG inspection services to improve the quality of stormwater discharges, including the elimination of non-stormwater discharges and the potential for FOG-based sanitary sewer overflow events. Services requested of the Consultant will be guided by the aforementioned documents identified in the Background and Project Description (Section II). Examples of activities likely to be conducted by the Consultant are described in the following subsections.

For all inspections discussed in this RFP, the City utilizes *Cityworks* software as its GIS-based interface to manage inventories, conduct inspections, record violations, and track enforcement actions for annual reporting. It is expected that the selected Consultant will use *Cityworks* for these inspection services through use of in-field tablets or laptops, and/or desktop computer. Examples of *Cityworks* forms used to complete activities described in this RFP are provided in Attachment A.

Selected Consultant shall be responsible for securing their own transportation to access inspection sites and their own tablets to access *Cityworks*. Consultant shall be responsible for providing internet data service for their tablet. The City currently uses Samsung tablets with Android operating system and the Chrome browser. The City will NOT be providing support for any mobile device used by the Consultant.

Additionally, the selected Consultant shall provide Project Management and Coordination support for both Stormwater and FOG programs. This task will include but not limited to the following:

- Project Management and administration
- Attend project kickoff meeting and progress meetings
- Monitor task budgets and project schedule
- Perform QA/QC activities
- Prepare monthly progress and budget report, and invoices
- Review *Cityworks* inspection form and provide any minor recommendations
- Provide weekly and monthly status reports

## **Stormwater Inspections**

### ***Structural BMP Inspection Program***

The City implements a structural BMP inspection program to mitigate the negative impacts of urban runoff from development projects by ensuring that stormwater treatment and flow control BMPs remain functional, in perpetuity. The current inventory of structural BMPs includes approximately 150 sites with over 700 individual BMPs, both City and privately owned. The inventory is updated regularly as structural BMPs are installed with new construction.

As-needed support for the structural BMP inspection program may include, but is not limited to, the following tasks:

- Review and evaluate completeness of structural BMP inventory
- Assess BMP site threat to water quality and prioritize for inspection
- Develop inspection schedule
- Conduct structural BMP inspections, assessing functionality and identifying corrective actions (if necessary)
- Conduct follow-up structural BMP inspections to ensure corrective actions are implemented
- Input inspection data, including photographs, field notes, and corrective actions into existing *Cityworks* electronic forms
- Prepare technical memorandums, procedures, inspection summary reports, and support materials (e.g., fact sheets) for structural BMP inspections
- Evaluate structural BMP field conditions with grading plans, maintenance agreements, technical reports, or other legal documents and provide corrections when necessary

### ***Existing Development Inspections – Industrial and Commercial Facilities***

The City's existing development facility inventory includes approximately 1,800 industrial and commercial facilities. These facilities are required to implement BMPs to

prevent the discharge of pollutants to the storm drain system, consistent with the City's *Stormwater Standards Manual* (see *Jurisdictional Runoff Management Program* document, Appendix C). Inspections are conducted to confirm facilities remain in compliance with these requirements, as well as applicability of other environmental regulations (e.g., Industrial General Permit or hazardous waste management).

The City uses business license data, GIS, and *Cityworks* software to regularly maintain and update the facility inventory. Facilities are prioritized annually for inspection. Approximately 20 percent of the inventory is inspected annually so that all facilities in the inventory are inspected at least once during the 5-year MS4 Permit cycle.

As-needed support for industrial and commercial facility inspections may include, but is not limited to, the following tasks:

- Review of facility inventory, including evaluation of parcel-based inspection processes
- Assess facility and/or parcel threat to water quality and prioritize for inspection
- Develop inspection schedule consistent with MS4 Permit inspection requirements
- Conduct facility inspections, assessing compliance with BMPs
- Conduct follow-up facility inspections to ensure corrective actions are implemented
- Identify facility applicability of other environmental regulations, such as the Industrial General Permit
- Identification and immediate notification of illicit connections or discharges
- Input all inspection data, including photographs, field notes, and corrective actions into *Cityworks* software
- Prepare technical memorandums, procedures, inspection summary reports, and outreach materials (e.g., fact sheets) for facility/parcel inspections

### ***Existing Development Inspections – Residential Properties***

The City maintains an inventory of 20 Residential Management Area (RMAs) within its jurisdictional boundary. The RMAs are delineated by drainage basins and/or common development patterns. Residential properties are required to implement BMPs to prevent the discharge of pollutants to the storm drain system, consistent with the City's *Stormwater Standards Manual* (see *Jurisdictional Runoff Management Program* document, Appendix C). RMA inspections are conducted to confirm properties remain in compliance with these requirements.

Approximately 20 percent of the RMA inventory is inspected annually so that all RMAs in the inventory are inspected at least once during the 5-year MS4 Permit cycle.

Inspections are conducted by driving 'patrols' of streets within the RMA. Additional patrols may also be conducted in focus areas that contain multiple RMAs.

As-needed support for RMA inspections may include, but is not limited to, the following tasks:

- Assess RMA potential pollutants, threat to water quality, and prioritize for inspection
- Develop inspection schedule consistent with MS4 Permit inspection requirements
- Conduct driving 'patrols' of RMAs, assessing compliance with BMPs
- Conduct follow-up stormwater compliance inspections
- Identification and immediate notification of illicit connections or discharges
- Input all inspection data, including photographs, field notes, and corrective actions into *Cityworks* software
- Prepare technical memorandums, procedures, inspection summary reports, and support materials (e.g., fact sheets) for RMA inspections

Attachment A presents screen shots of the *Cityworks* Industrial/Commercial Inspection Interface as a reference.

### **FOG Inspections**

In addition to Project Management and Coordination support presented earlier in this section, the Consultant shall provide the following services for FOG inspections at FSEs:

- The City anticipates approximately 50 inspections during each fiscal year.
- Review City prepared FOG BMP Manual and Poster. Provide comments on FOG BMP Manual.
- Visit and examine each FSE's grease control device maintenance, best management practices, and record keeping.
- Consultant shall not visit FSEs during the period of 11 am to 1 pm.
- Document contact person, phone number, and email address.
- Document if grease control device (GCD) is shared and who is the responsible party.
- Document grease levels in GCD if one is present.
- Document how waste cooking grease is stored.
- Document how used grease is disposed of including name of grease hauler.

- Document how food waste is disposed of.
- Document current kitchen BMP practices.
- Document Employee FOG Training.
- Provide FSE with copy of City prepared FOG BMP Manual and Poster.
- Recommend if FSE requires a follow up inspection from City staff.

Attachment A presents screen shots of the *Cityworks* FOG Inspection Interface as reference.

#### **IV. CITY RESPONSIBILITIES**

The City will be responsible for the following:

1. Furnish access to *Cityworks* GIS-based software (providing access only, not hardware or data communication capabilities).
2. Furnish all relevant development plans, previous inspection reports, and data.
3. Provide staff support and time as necessary.
4. List of FSEs to be inspected and contact information if available.
5. Provide educational materials to distribute during inspections.
6. Prepare letter of authorization on City letterhead to conduct inspections.
7. Distribute notification mailing to FSEs to be inspected.
8. Conduct all enforcement actions.

#### **V. COORDINATION**

Coordination with the City, other City departments, Consultants, and other agencies may be necessary. Agency coordination may include, but is not limited to Encina Wastewater Authority, Vista Irrigation District (VID), City of Carlsbad, San Diego County Water Authority (SDCWA), and other agencies as appropriate.

The City will decide the manner in which the project coordination is undertaken. At the City's option, coordination efforts may be performed by the Consultant's direct contact, by the Consultant acting through the City, or by the City only. When coordination efforts require agreement, such agreement shall be coordinated through the City.



## VI. PROJECT ESTABLISHMENT AND PROGRESS

The contract shall begin upon approval by the City, and the Consultant, on an as-needed basis, shall commence services as identified in purchase orders issued through this contract. Unless extended by contract amendment, the contract term shall be three (3) years, with services not to exceed \$300,000 for the term of the agreement.

The Consultant is advised that any recommendation for contract award is not binding on the City until the agreement is fully executed and approved by the City.

## VII. PROPOSAL

The City's schedule for the selection process is as follows:

1. City Releases RFP	March 27, 2019
2. Pre Proposal Meeting (non-mandatory)	April 8, 2019, 10:00 AM
3. Deadline for questions	April 10, 2019, 4:00 PM
4. City posts RFP Addendum	April 11, 2019
5. <i>Proposals due to the City of Vista</i>	<i>April 22, 2019, 4:00 PM</i>
6. Notice of Consultant Shortlist	April 25, 2019
7. Consultant Interviews (if necessary)	April 30, 2019
8. Notice of Consultant Selection	May 1, 2019
9. Complete Negotiation of Agreement	May 8, 2019
10. Council Award/Notice to Proceed	June 11, 2019

All dates are subject to change. The City reserves the right to extend the date by which proposals are due.

All questions about the proposal must be submitted via email to Jonathan Nottage, [Jnottage@cityofvista.com](mailto:Jnottage@cityofvista.com) prior to the deadline provided in the schedule above. Phone call questions will not be accepted. Answers to all submitted questions will be provided in an addendum.

All responding Consultants are required to be registered on eBidboard ([www.ebidboard.com](http://www.ebidboard.com)).

In order to maintain uniformity with all proposals furnished by the Consultants, the City requests that the proposals be limited to a maximum of ten (10) single-sided 8.5" x 11" pages (excluding cover letter, front and back covers, section dividers and resumes).

11" x 17" single-sided foldouts may be used for graphics only and will count as one page.

Proposals shall include the following elements:

1. COVER LETTER – A cover letter shall summarize key elements and guarantee that key personnel will be committed to perform the required tasks for the duration of the contract. The cover letter shall be limited to two (2) pages and include a contact name, email, phone number and full address for the Consultant. The cover letter shall include a statement that the Consultant can meet the City's insurance requirements and is prepared to execute the Job Order Contract for Professional Services as written, and will not make any changes to the project team without the City's authorization. In cases where a team member voluntarily leaves a firm, the Consultant shall provide the City with a proposal for a substitute team member, subject to the approval of the City.
2. COMPANY INFORMATION
  - a. Identification of Responder;
  - b. Legal name and address of the company (partnership, corporation, joint venture, etc.);
  - c. Identification of the parent company (if applicable);
  - d. Addresses of offices located in San Diego County;
  - e. Number of employees in San Diego County;
  - f. Name, title, address and telephone number of person to contact concerning the proposal;
  - g. California Department of Industrial Relations (DIR) Number;
  - h. Secretary of State Entity Number.
3. PROJECT UNDERSTANDING AND APPROACH – Discuss the Consultant's understanding of the project, and any suggestions or special concerns that the City and the Consultant should address for a successful delivery of anticipated scope of work. Provide a narrative rendition of the technical and management approach proposed for this project, addressing all elements in the Proposed Scope of Services (Section III).
4. PROJECT TEAM AND ORGANIZATION CHART
  - a. Describe project organization, including identification and responsibilities of key personnel, including the Project Manager. The Project Manager will serve as the Consultant's primary contact.
  - b. Indicate roles of prime and all sub-consultants.
  - c. Provide a discussion of the experience of key staff members that would be involved with this project.
  - d. Provide resumes of the Project Manager and other key staff members who will work on this project. The resume shall include relevant experience, education, licenses, and certifications. The resume for each individual

shall not exceed one (1) page in length. Resumes shall be included as an appendix to the main document.

- e. Describe proposed line-of-communication between the City, prime team members, and sub-consultants.

## 5. EXPERIENCE

- a. Provide a brief description of Consultant's experience in completing similar projects within the last 5 years.
- b. Provide a detailed discussion of specialized experience in completing scope of services listed above.
- c. Provide a summary of three (3) similar projects which the Consultant has completed within the last 5 years. Projects currently being performed may be submitted for consideration. Project information should include a brief project description, agency or client name, their telephone number(s), the year of project completion.
- d. Identify team members proposed for this project and their roles on the representative similar projects.

- 6. REFERENCES – The Consultant shall provide a minimum of three (3) references for similar projects for the prime firm. At least one reference shall be from the projects listed in Item 5.c. of EXPERIENCE. At a minimum, each reference shall include the client's name and location, client contact name, and phone number.

- 7. STANDARD BILLING RATES – The Consultant's Standard Hourly Billing Rates for all classifications of staff likely to be involved in the project shall be included along with the mark-up rate for any non-labor expenses and sub-consultants. Refer to Establishment of Fees (Section IX).

- 8. EXCEPTIONS TO RFP – Provide a statement that the Consultant has read, understands, and takes no exception to the RFP or the terms of the City's Job Order Contract for Professional Services, attached as ATTACHMENT B. If the Consultant does take exception(s) to any portion of the RFP, the specific portion to which exception is taken shall be identified and explained.

- 9. ADDENDA TO THE RFP – Provide a statement that the Consultant has received all addenda, and include the addendum numbers and dates.

Three (3) hard copies and one electronic PDF copy of the Consultant's proposal must be submitted. All copies shall be signed by an individual or, if a corporation, a corporation officer with the power to bind the company or corporation to its proposal. To be considered, all proposals shall be completely responsive to this RFP, and acknowledge that the RFP has been read and understood.

Proposals shall be delivered to the following address no later than the due date and time identified in the Proposal (Section VII):

City of Vista  
City Clerk's Office  
Attn: Jonathan Nottage, Stormwater Division  
200 Civic Center Drive  
Vista, CA 92084

Faxed and email copies will not be accepted.

### **VIII. CRITERIA FOR SELECTION**

The City's consultant evaluation and selection process is based on Qualifications Based Selection (QBS) for professional services. An evaluation committee appointed by the City's Stormwater Program Manager will review the proposals. The criteria and weight for evaluating the proposals submitted will be as follows:

1. 30% - Experience with projects of similar nature.
2. 25% - Understanding of project objectives and scope of work as evidenced in the written narratives.
3. 15% - Experience and credentials of key personnel assigned to the project.
4. 15% - Relevant experience and reputation of the Consultant, including past record of performance in similar projects and the City's prior experience with the Consultant.
5. 10% - Staffing capabilities demonstrating that the present workload of the firm and the availability of staff for the project will remain sufficient throughout the duration of the contract.
6. 5% - Consultants cost effectiveness, considering hourly rates.

The contract award, if any, will be made to the proposer whose proposal best serves the interests of the City as it determines in its sole discretion. This is not a low bid solicitation, and the scoring criteria set forth above are not determinative of the successful proposer. Proposals that do not satisfy requirements of this RFP will be disqualified.

## **IX. ESTABLISHMENT OF FEES**

The Consultant's Standard Hourly Billing Rates (Fee Schedule) for all classifications of staff likely to be involved with an individual project shall be included with the Request for Qualifications along with the mark-up rate for any non-labor expenses and sub-consultants. The City limits mark-up for sub-consultants and direct costs to 10%. The fee schedule shall clearly identify the hourly rates for classifications of staff receiving prevailing wage rates. If the awarded contract is considered for extension past year three, there will be an option for a one-time adjustment to the Fee Schedule at rates acceptable to the City. Proposed rates shall clearly correlate with names and classifications of staff likely to be involved with various elements of the projects. The fee breakdown shall be categorized accordingly.

The Consultant shall be paid based upon hourly rates, unit costs, or fixed fee for services rendered as negotiated. A project-specific scope of work and fee proposal will be required for each service requested through this contract. A work plan and a breakdown of labor hours by employee billing classification together with the cost of non-labor and sub-consultant services shall be included with the fee proposals for individual projects.

There will be no compensation to Consultant for hours expended due to Consultant's errors and omissions. The City shall not provide reimbursement for mileage.

## **X. METHOD OF PAYMENT**

The Consultant shall submit monthly invoices to the City. Each invoice shall include a detailed breakdown of the services, the tasks, the hours, the personnel and staff type who worked on the project, and hourly rates. A maximum of 10% markup will be allowed for sub-consultants and reimbursables.

## **XI. PROFESSIONAL SERVICES AGREEMENT**

A sample Job Order Contract for Professional Services is enclosed for review, as Attachment "B". The RFP and the Consultant's Proposal will be attached and become part of the agreement as exhibits.

Any subsequent changes in the RFP from the date of issuance to the date of submittal will result in an addendum by the issuing office to those parties who have provided the proper notice of interest in responding to the RFP.

The signer of the proposal must declare in writing that the only person, persons, company or parties interested in the proposal as principals are named therein; that the proposal is made without collusion with any other person, persons, company, or parties

submitting a proposal; that it is in all respects fair and in good faith without collusion or fraud; and, that the signer of the proposal has full authority to bind the principal proposer.

Please refer to the sample agreement for the necessary amounts of general liability, automotive, worker's compensation and professional liability insurance. The appropriate endorsements are also shown within the sample contract agreement. The insurance certificate shall include the City of Vista and the Buena Sanitation District, its officers and employees as insured or additional insured.

## **XII. ASSIGNED REPRESENTATIVES**

The City will assign a responsible representative to administer the contract, and to assist the Consultant in obtaining information. In addition, the Consultant shall assign a responsible representative (Project Manager), who will be identified in the proposal. The Consultant's representative will remain in responsible charge of the Consultant's duties from the Notice-to-Proceed through project completion. If the Consultant's Project Manager should be unable to continue with the project, then the Consultant shall notify the City's representative in writing. The City's representative shall first approve any substitution of representatives or sub-consultants identified in the proposal in writing. The City reserves the right to review and approve/disapprove all key staff and sub-consultant substitution or removal, and may consider such changes not approved to be a breach of contract. This breach of contract will not apply if the Project Manager leaves the Consulting firm.

## **XIII. RIGHT TO REJECT PROPOSALS**

The City reserves the right to delay the project or reject any or all proposals submitted, and no representation is made hereby that any contract will be awarded pursuant to this RFP or otherwise.

The City reserves the right to extend the due date for the proposal, accept or reject any or all proposals received as a result of this request, negotiate with any qualified consultant or cancel this RFP in part or in its entirety. The City may require the selected consultant to participate in negotiations and to submit such technical, fee, or other revisions of their proposals as may result from negotiations.

All costs incurred in the preparation of the proposal, the submission of additional information and/or any aspect of a proposal prior to award of a written contract will be borne by the Respondent. The City will provide only the staff assistance and documentation specifically referred to herein and will not be responsible for any other cost or obligation of any kind, which may be incurred by the Respondent. All proposals submitted to the City of Vista become the property of the City.

#### **XIV. DISCLOSURE**

All proposals become the property of the City unless a return is specifically requested, as specified in the following section. The City is a public agency subject to the disclosure requirements of the Public Records Act, California Government Code Section 6250 and following. These requirements include an exemption for "trade secrets". If any proprietary information is contained in or attached to the written proposal, it must be clearly identified. In order to protect trade secrets from disclosure, pursuant to a public Records Acts request, you must agree in writing to defend and indemnify the City of Vista if litigation results.

#### **XV. LATE, MODIFIED, OR WITHDRAWN PROPOSAL**

Any Proposal received at the office designated in the solicitation after the exact time specified for receipt will not be considered unless it is received before award is made; and it was sent by mail, and it is determined by the City that the late receipt was due solely to mishandling by the City after receipt at the City; or it is the only Proposal received.

Any modification of a proposal, except a modification resulting from the City's request for "best and final" offer, is subject to the same conditions as the initial submission.

Proposals may be withdrawn by written notice received at any time prior to Notice of Intent to Award. Thereafter, all proposals constitute firm offers, subject to negotiation and execution of definitive documents that will remain open and cannot be revoked, withdrawn, or modified for a period of six (6) months thereafter. Proposals may be withdrawn in person by the consultant or an authorized representative, provided the authorized representative's identity is made known and the representative signs a receipt for the proposal prior the posting of Notice of Intent to Award of contract award.

**ATTACHMENT A.**  
***Cityworks* Screen Shots**



## CityWorks Screen Shot Industrial Commercial Inspection Form

Inspection | Email | Print | Save | Close | Trash

Inspection | Details

Reset

Comments

Id: 20232

Location/Address:

Status: OPEN | Priority:

Insp. Date: | Inspected By:

Actual Finish: | HSA:

Basin: | WQIP Focus Area:

Follow Ups

FollowUp Req: | FollowUp Date:

Issues Resolved: | Resolution Date:

FollowUp By: |

Case Required: | Case Number:

Assets & Associated Work Activities

Highlight | Get from Map | History | Remove | Asset Costs

Editable Fields:  | All Fields:

**BUSINESS SITES**

Id 0

**BUSINESS INFORMATION UPDATES**

Business Name

NAICS Code

SIC Code

No Business in GIS

Follow up with Business License

**PERSONNEL PRESENT**

Personnel Name

Phone Number

Email Address

**PROPERTY MANAGEMENT**

PM Name

PM Contact

PM Mailing Address

PM Email Address

PM Phone Number

Is Property Owner

**INSPECTION - GENERAL**

Business Type

Commercial  Industrial  Municipal

Type of Inspection

Business Onsite Inspection  Business Drive-By Inspection  Property Onsite Inspection

Property Drive-By Inspection  Municipal Onsite Inspection  Municipal Drive-By Inspection

Result of Inspection

Completed  Moved, Vacant  Replaced

Duplicate  Mobile  Not Inventoried

Refused  Could Not Contact

Facility does NOT have a Current Business Certificate

**BMP ASSESSMENT - GENERAL**

**01. Keep Site Free of Litter, Debris and Sediment Using Dry Methods**

Compliant - No Corrections Required  Partially Compliant - Corrections Required  Non Compliant - Corrections Required

N/A - No Corrections Required

**02. Keep Storm Drains on Site Free of Litter and Debris**

Compliant - No Corrections Required  Partially Compliant - Corrections Required  Non Compliant - Corrections Required

N/A - No Corrections Required

**03. Keep Outdoor Areas Free of Spills and Leaks**

Compliant - No Corrections Required  Partially Compliant - Corrections Required  Non Compliant - Corrections Required

N/A - No Corrections Required

**04. Collect water from pressure washing/hosing activity and ensure proper disposal**

Compliant - No Corrections Required  Partially Compliant - Corrections Required  Non Compliant - Corrections Required

N/A - No Corrections Required

**05. Mark Drains / Inlets with "No Dumping, Drains to Creek" or Similar**

Compliant - No Corrections Required  Partially Compliant - Corrections Required  Non Compliant - Corrections Required

N/A - No Corrections Required

**06. Properly Manage Pesticides / Fertilizer; Use Integrated Pest Management (IPM) When Feasible**

Compliant - No Corrections Required  Partially Compliant - Corrections Required  Non Compliant - Corrections Required

N/A - No Corrections Required

**07. Employ Adequate Erosion Control Measures**

Compliant - No Corrections Required  Partially Compliant - Corrections Required  Non Compliant - Corrections Required

N/A - No Corrections Required

CityWorks Screen Shot Industrial Commercial Inspection Form

<p><b>08. Eliminate Irrigation Runoff</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                        <input type="radio"/> Partially Compliant - Corrections Required                        <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required                 </p>	<p><b>14. Cooking Oil Waste Containers and Surrounding Area Maintained to Prevent Spills and Discharges to Storm Drain System</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                        <input type="radio"/> Partially Compliant - Corrections Required                        <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required                 </p>	<p><b>20. Keep Spill Containment Free of Spills and Rainwater</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                        <input type="radio"/> Partially Compliant - Corrections Required                        <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required                 </p>
<p><b>09. Properly Store Stockpiles to Prevent Material Transport</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                        <input type="radio"/> Partially Compliant - Corrections Required                        <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required                 </p>	<p><b>15. Adequately Cover Materials Stored Outside</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                        <input type="radio"/> Partially Compliant - Corrections Required                        <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required                 </p>	<p><b>21. Properly Store and Dispose of Hazardous Materials</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                        <input type="radio"/> Partially Compliant - Corrections Required                        <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required                 </p>
<p><b>10. Properly Store and Dispose of Green Waste</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                        <input type="radio"/> Partially Compliant - Corrections Required                        <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required                 </p>	<p><b>16. Prevent Run-on From Contacting Materials Stored Outdoors</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                        <input type="radio"/> Partially Compliant - Corrections Required                        <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required                 </p>	<p><b>22. Keep Loading and Unloading Areas Free of Debris</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                        <input type="radio"/> Partially Compliant - Corrections Required                        <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required                 </p>
<p><b>11. Protect Trash Area From Contact with Storm Water</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                        <input type="radio"/> Partially Compliant - Corrections Required                        <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required                 </p>	<p><b>17. Properly Label Outdoor Storage Containers</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                        <input type="radio"/> Partially Compliant - Corrections Required                        <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required                 </p>	<p><b>23. Properly Dispose of Discharges from Swimming Pools, Spas, or Water Features</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                        <input type="radio"/> Partially Compliant - Corrections Required                        <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required                 </p>
<p><b>11.a. Trash Enclosure Has Structural Overhead Cover</b> <input type="checkbox"/></p>	<p><b>18. Provide an Accessible, Functional Spill Response Kit</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                        <input type="radio"/> Partially Compliant - Corrections Required                        <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required                 </p>	<p><b>24. Control Air Conditioning Condensation Discharges</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                        <input type="radio"/> Partially Compliant - Corrections Required                        <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required                 </p>
<p><b>12. Keep Trash Area Free of Pollutants</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                        <input type="radio"/> Partially Compliant - Corrections Required                        <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required                 </p>	<p><b>19. Equip Liquid Storage Containers with Spill Containment</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                        <input type="radio"/> Partially Compliant - Corrections Required                        <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required                 </p>	<p><b>25. Properly Dispose of Water from Fire Sprinkler Maintenance Activities</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                        <input type="radio"/> Partially Compliant - Corrections Required                        <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required                 </p>
<p><b>13. Cooking Oil Waste Containers Stored Indoors or in Area with Secondary Containment</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                        <input type="radio"/> Partially Compliant - Corrections Required                        <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required                 </p>		

### CityWorks Screen Shot Industrial Commercial Inspection Form

<p><b>26. Clean Floor Mats in Locations that do not Drain to Street or Inlet</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                 <input type="radio"/> Partially Compliant - Corrections Required                 <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required         </p>	<p><b>32. Identify and Eliminate Illicit Connections and Illegal Discharges</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                 <input type="radio"/> Partially Compliant - Corrections Required                 <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required         </p>	<p><b>City of Vista - Municipal Code Compliance</b></p> <p> <input type="checkbox"/> Significant non-compliance: Illegal discharge                 <input type="checkbox"/> Significant non-compliance: Illegal connection                 <input type="checkbox"/> Significant non-compliance: BMPs         </p>
<p><b>27. Conduct Outdoor Activities within Contained Areas</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                 <input type="radio"/> Partially Compliant - Corrections Required                 <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required         </p>	<p><b>33. Provide Storm Water Training for Appropriate Employees</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                 <input type="radio"/> Partially Compliant - Corrections Required                 <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required         </p>	<p><b>Level of Knowledge Regarding Stormwater Issues</b></p> <p> <input type="radio"/> 5 - Good     <input type="radio"/> 4     <input type="radio"/> 3 - Fair  <input type="radio"/> 2     <input type="radio"/> 1 - Poor         </p>
<p><b>28. Use Drip Pans to Collect Leaks / Spills</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                 <input type="radio"/> Partially Compliant - Corrections Required                 <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required         </p>	<p><b>34. Develop a Written Procedure for Spill Prevention and Response</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                 <input type="radio"/> Partially Compliant - Corrections Required                 <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required         </p>	<p><b>Level of Cleanliness, BMP Implementation, Order of Site</b></p> <p> <input type="radio"/> 5 - Good     <input type="radio"/> 4     <input type="radio"/> 3 - Fair  <input type="radio"/> 2     <input type="radio"/> 1 - Poor         </p>
<p><b>29. Provide Materials to Protect Inlets From Spills and Leaks</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                 <input type="radio"/> Partially Compliant - Corrections Required                 <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required         </p>	<p><b>Shared Responsibility</b> <input type="checkbox"/></p>	<p><b>Follow up Inspection Priority</b></p> <p> <input type="radio"/> 1 - Discharge     <input type="radio"/> 2 - EMP Violation     <input type="radio"/> 3 - Admin/Low Violation  <input type="radio"/> None         </p>
<p><b>30. Perform Vehicle/Equipment Washing in a Contained Area</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                 <input type="radio"/> Partially Compliant - Corrections Required                 <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required         </p>	<p style="text-align: center; background-color: #0056b3; color: white; padding: 2px;"><b>ADDITIONAL QUESTIONS</b></p>	<p><b>Enforcement Actions</b></p> <p> <input type="checkbox"/> Warning     <input type="checkbox"/> NOV     <input type="checkbox"/> Citation  <input type="checkbox"/> Case Opened         </p>
<p><b>31. Properly Dispose of Animal Waste</b></p> <p> <input type="radio"/> Compliant - No Corrections Required                 <input type="radio"/> Partially Compliant - Corrections Required                 <input type="radio"/> Non Compliant - Corrections Required  <input type="radio"/> N/A - No Corrections Required         </p>	<p><b>If any IC/IDs were identified, were appropriate authorities notified?</b></p> <p> <input type="radio"/> Yes     <input type="radio"/> No     <input type="radio"/> NA         </p>	<p style="text-align: center; background-color: #0056b3; color: white; padding: 2px;"><b>STATE GENERAL INDUSTRIAL PERMIT COMPLIANCE</b></p>
	<p><b>If any IC/IDs were identified, were they eliminated?</b></p> <p> <input type="radio"/> Yes     <input type="radio"/> No     <input type="radio"/> NA         </p>	<p><b>Does this Facility Have a Storm Water Monitoring Program?</b></p> <p> <input type="radio"/> Yes     <input type="radio"/> No     <input type="radio"/> NA         </p>
	<p><b>Were any non IC/ID related corrective actions implemented?</b></p> <p> <input type="radio"/> Yes     <input type="radio"/> No     <input type="radio"/> NA         </p>	<p><b>Does Monitoring Show that Existing BMPs Remove Pollutants?</b></p> <p> <input type="radio"/> Yes     <input type="radio"/> No     <input type="radio"/> Not Available         </p>

## CityWorks Screen Shot Industrial Commercial Inspection Form

<p><b>Were Potential Sources of the Identified Pollutants Observed?</b></p> <p><input type="radio"/> Yes    <input type="radio"/> No</p>	<p><b>3 - Metals</b></p> <p><input type="radio"/> 5 - SEVERE PDP; monitoring results EXCEED the EPA benchmark by an order of magnitude or more</p> <p><input type="radio"/> 4 - LARGE PDP; monitoring results ABOVE the EPA benchmark but are WITHIN an order of magnitude</p> <p><input type="radio"/> 3 - MODERATE PDP; monitoring results are AT or SLIGHTLY ABOVE the EPA benchmark</p> <p><input type="radio"/> 2 - SMALL PDP; monitoring results are CLOSE to the EPA benchmark but still BELOW it</p> <p><input type="radio"/> 1 - VERY SMALL PDP; monitoring results are WELL BELOW the EPA benchmark</p> <p><input type="radio"/> 0 - NO appreciable quantity observed on site</p>	<p><b>7 - Oil &amp; Grease</b></p> <p><input type="radio"/> 5 - SEVERE PDP; monitoring results EXCEED the EPA benchmark by an order of magnitude or more</p> <p><input type="radio"/> 4 - LARGE PDP; monitoring results ABOVE the EPA benchmark but are WITHIN an order of magnitude</p> <p><input type="radio"/> 3 - MODERATE PDP; monitoring results are AT or SLIGHTLY ABOVE the EPA benchmark</p> <p><input type="radio"/> 2 - SMALL PDP; monitoring results are CLOSE to the EPA benchmark but still BELOW it</p> <p><input type="radio"/> 1 - VERY SMALL PDP; monitoring results are WELL BELOW the EPA benchmark</p> <p><input type="radio"/> 0 - NO appreciable quantity observed on site</p>
<p><b>Exceedances - List Dates, Locations, Constituents and Numeric Values</b></p> <p><input type="radio"/> PH (Instantaneous: 6.0-9.0 PH Units)    <input type="radio"/> Suspended Solids (Annual: 100 mg/L) (Instantaneous: 400 mg/L)    <input type="radio"/> Oil &amp; Grease (Annual: 15 mg/L) (Instantaneous: 25 mg/L)</p>	<p><b>4 - Organic Compounds</b></p> <p><input type="radio"/> 5 - SEVERE PDP; monitoring results EXCEED the EPA benchmark by an order of magnitude or more</p> <p><input type="radio"/> 4 - LARGE PDP; monitoring results ABOVE the EPA benchmark but are WITHIN an order of magnitude</p> <p><input type="radio"/> 3 - MODERATE PDP; monitoring results are AT or SLIGHTLY ABOVE the EPA benchmark</p> <p><input type="radio"/> 2 - SMALL PDP; monitoring results are CLOSE to the EPA benchmark but still BELOW it</p> <p><input type="radio"/> 1 - VERY SMALL PDP; monitoring results are WELL BELOW the EPA benchmark</p> <p><input type="radio"/> 0 - NO appreciable quantity observed on site</p>	<p><b>8 - Bacteria</b></p> <p><input type="radio"/> 5 - SEVERE PDP; monitoring results EXCEED the EPA benchmark by an order of magnitude or more</p> <p><input type="radio"/> 4 - LARGE PDP; monitoring results ABOVE the EPA benchmark but are WITHIN an order of magnitude</p> <p><input type="radio"/> 3 - MODERATE PDP; monitoring results are AT or SLIGHTLY ABOVE the EPA benchmark</p> <p><input type="radio"/> 2 - SMALL PDP; monitoring results are CLOSE to the EPA benchmark but still BELOW it</p> <p><input type="radio"/> 1 - VERY SMALL PDP; monitoring results are WELL BELOW the EPA benchmark</p> <p><input type="radio"/> 0 - NO appreciable quantity observed on site</p>
<p><b>Significant Non-Compliance with State Industrial Permit</b> <input type="checkbox"/></p> <p>Date forwarded to San Diego RWQCB <input type="text"/></p>	<p><b>5 - Trash &amp; Debris</b></p> <p><input type="radio"/> 5 - SEVERE PDP; monitoring results EXCEED the EPA benchmark by an order of magnitude or more</p> <p><input type="radio"/> 4 - LARGE PDP; monitoring results ABOVE the EPA benchmark but are WITHIN an order of magnitude</p> <p><input type="radio"/> 3 - MODERATE PDP; monitoring results are AT or SLIGHTLY ABOVE the EPA benchmark</p> <p><input type="radio"/> 2 - SMALL PDP; monitoring results are CLOSE to the EPA benchmark but still BELOW it</p> <p><input type="radio"/> 1 - VERY SMALL PDP; monitoring results are WELL BELOW the EPA benchmark</p> <p><input type="radio"/> 0 - NO appreciable quantity observed on site</p>	<p><b>9 - Pesticides</b></p> <p><input type="radio"/> 5 - SEVERE PDP; monitoring results EXCEED the EPA benchmark by an order of magnitude or more</p> <p><input type="radio"/> 4 - LARGE PDP; monitoring results ABOVE the EPA benchmark but are WITHIN an order of magnitude</p> <p><input type="radio"/> 3 - MODERATE PDP; monitoring results are AT or SLIGHTLY ABOVE the EPA benchmark</p> <p><input type="radio"/> 2 - SMALL PDP; monitoring results are CLOSE to the EPA benchmark but still BELOW it</p> <p><input type="radio"/> 1 - VERY SMALL PDP; monitoring results are WELL BELOW the EPA benchmark</p> <p><input type="radio"/> 0 - NO appreciable quantity observed on site</p>
POLLUTANT DISCHARGE POTENTIAL (pdp) ASSESSMENT		
<p><b>1 - Sediments</b></p> <p><input type="radio"/> 5 - SEVERE PDP; monitoring results EXCEED the EPA benchmark by an order of magnitude or more</p> <p><input type="radio"/> 4 - LARGE PDP; monitoring results ABOVE the EPA benchmark but are WITHIN an order of magnitude</p> <p><input type="radio"/> 3 - MODERATE PDP; monitoring results are AT or SLIGHTLY ABOVE the EPA benchmark</p> <p><input type="radio"/> 2 - SMALL PDP; monitoring results are CLOSE to the EPA benchmark but still BELOW it</p> <p><input type="radio"/> 1 - VERY SMALL PDP; monitoring results are WELL BELOW the EPA benchmark</p> <p><input type="radio"/> 0 - NO appreciable quantity observed on site</p>	<p><b>6 - Gross Pollutants</b></p> <p><input type="radio"/> 5 - SEVERE PDP; monitoring results EXCEED the EPA benchmark by an order of magnitude or more</p> <p><input type="radio"/> 4 - LARGE PDP; monitoring results ABOVE the EPA benchmark but are WITHIN an order of magnitude</p> <p><input type="radio"/> 3 - MODERATE PDP; monitoring results are AT or SLIGHTLY ABOVE the EPA benchmark</p> <p><input type="radio"/> 2 - SMALL PDP; monitoring results are CLOSE to the EPA benchmark but still BELOW it</p> <p><input type="radio"/> 1 - VERY SMALL PDP; monitoring results are WELL BELOW the EPA benchmark</p> <p><input type="radio"/> 0 - NO appreciable quantity observed on site</p>	<p><b>10 - Others</b></p> <p><input type="radio"/> 5 - SEVERE PDP; monitoring results EXCEED the EPA benchmark by an order of magnitude or more</p> <p><input type="radio"/> 4 - LARGE PDP; monitoring results ABOVE the EPA benchmark but are WITHIN an order of magnitude</p> <p><input type="radio"/> 3 - MODERATE PDP; monitoring results are AT or SLIGHTLY ABOVE the EPA benchmark</p> <p><input type="radio"/> 2 - SMALL PDP; monitoring results are CLOSE to the EPA benchmark but still BELOW it</p> <p><input type="radio"/> 1 - VERY SMALL PDP; monitoring results are WELL BELOW the EPA benchmark</p> <p><input type="radio"/> 0 - NO appreciable quantity observed on site</p>
<p><b>2 - Nutrients</b></p> <p><input type="radio"/> 5 - SEVERE PDP; monitoring results EXCEED the EPA benchmark by an order of magnitude or more</p> <p><input type="radio"/> 4 - LARGE PDP; monitoring results ABOVE the EPA benchmark but are WITHIN an order of magnitude</p> <p><input type="radio"/> 3 - MODERATE PDP; monitoring results are AT or SLIGHTLY ABOVE the EPA benchmark</p> <p><input type="radio"/> 2 - SMALL PDP; monitoring results are CLOSE to the EPA benchmark but still BELOW it</p> <p><input type="radio"/> 1 - VERY SMALL PDP; monitoring results are WELL BELOW the EPA benchmark</p> <p><input type="radio"/> 0 - NO appreciable quantity observed on site</p>	<p>Observation <input style="width: 100%;" type="text"/></p>	



CityWorks Screen Shot Structural BMP Inspection Form

Inspection   
  Email   
  Print   
  Save   
  Close   

**Inspection**    Details

Reset

**Comments**

Id: 26243

Location/Address:

Status: OPEN    Priority: Medium

Insp. Date:    Inspected By:

Actual Finish:    HSA:

Basin:    WQIP Focus Area:

**Follow Ups**

FollowUp Req:    FollowUp Date:

Issues Resolved:    Resolution Date:

FollowUp By:

Case Required:    Case Number:

**Assets & Associated Work Activities**

Highlight    Get from Map    History    Remove    Asset Costs

Editable Fields:     All Fields:

**BMP\_POINT**

Id 0

**Inspection Result**

No Corrective Actions Required, Continue Routine Maintenance

Inaccessible or Unable to Locate, Maintenance Records Required

Significant Engineering Design Flaw(s)	<input type="checkbox"/>	<input type="text"/>
Destroyed/Damaged	<input type="checkbox"/>	<input type="text"/>
Trash/Debris in Unit	<input type="checkbox"/>	<input type="text"/>
Trash/Debris in Surrounding Area	<input type="checkbox"/>	<input type="text"/>
Sediment Accumulation	<input type="checkbox"/>	<input type="text"/>
Erosion/Scouring	<input type="checkbox"/>	<input type="text"/>
Vegetation - Poor Coverage	<input type="checkbox"/>	<input type="text"/>
Vegetation - Overgrown	<input type="checkbox"/>	<input type="text"/>
Vegetation - Invasive Coverage	<input type="checkbox"/>	<input type="text"/>
Excessive Standing/Ponded Water	<input type="checkbox"/>	<input type="text"/>
Inlets Clogged or Obstructed	<input type="checkbox"/>	<input type="text"/>
Outlets Clogged or Obstructed	<input type="checkbox"/>	<input type="text"/>
Media or Filter is Ineffective	<input type="checkbox"/>	<input type="text"/>
Liner with Holes or Damage	<input type="checkbox"/>	<input type="text"/>
Porous Pavement Clogged	<input type="checkbox"/>	<input type="text"/>
Observation:	<input type="text"/>	

### CityWorks Screen Shot FOG Inspection Form

<input checked="" type="checkbox"/> Inspection <input type="checkbox"/> Email <input type="checkbox"/> Print <input type="checkbox"/> Save <input checked="" type="checkbox"/> Close <input type="checkbox"/>		<b>Facility Contact Information</b>		<b>2a. Dispose of Used Grease Properly</b>	
<b>Inspection</b> Details		Personnel Present <input type="text"/>		<input type="radio"/> N/A - No Corrections Required <input type="radio"/> Fully Implemented - No Corrections Required <input type="radio"/> Partially Implemented - CORRECTIONS REQUIRED <input type="radio"/> Not Implemented - CORRECTIONS REQUIRED	
Reset		Phone Number <input type="text"/>		<b>2b. Grease Hauler</b> <input type="text"/>	
<b>Comments</b>		Email Address <input type="text"/>		<b>3. Dispose of Food Waste Properly</b>	
Id: 26242		<b>GCD Responsibility</b>		<input type="radio"/> N/A - No Corrections Required <input type="radio"/> Fully Implemented - No Corrections Required <input type="radio"/> Partially Implemented - CORRECTIONS REQUIRED <input type="radio"/> Not Implemented - CORRECTIONS REQUIRED	
Location/Address:		GCD Shared Responsibility <input type="checkbox"/>		<b>*** RECORD KEEPING ***</b>	
Status: OPEN    Priority: Standard		Responsible Party <input type="text"/>		<b>Employee FOG Training Content (Check all that Apply)</b>	
Insp. Date:    Inspected By:		<b>*** FOG ASSESSMENT ***</b>		<input type="checkbox"/> Dry Wipe <input type="checkbox"/> Food Disposal <input type="checkbox"/> Grease Spill Response <input type="checkbox"/> Avoid Spill in Grease transfer <input type="checkbox"/> No Records <input type="checkbox"/> Unclear Records <input type="checkbox"/> N/A	
Actual Finish:    HSA:		GCD 1 % FOG and Solids		<b>*** FOLLOW UP AND ENFORCEMENT ***</b>	
Basin:    WQIP Focus Area:		<input type="radio"/> Unable to Open <input type="radio"/> Damaged <input type="radio"/> <25% <input type="radio"/> >25%		<b>Enforcement Actions</b>	
<b>Follow Ups</b>		GCD 2 % FOG and Solids		<input type="checkbox"/> Provide BMP Manual <input type="checkbox"/> Pump GCD <input type="checkbox"/> Remove Food Grinder <input type="checkbox"/> Repair GCD <input type="checkbox"/> Provide FOG BMP Poster <input type="checkbox"/> None <input type="checkbox"/> Other (see explanation)	
FollowUp Req:    FollowUp Date:		GCD 3 % FOG and Solids		<b>Corrective Actions Verified</b> <input type="checkbox"/>	
Issues Resolved:    Resolution Date:		<input type="radio"/> Unable to Open <input type="radio"/> Damaged <input type="radio"/> <25% <input type="radio"/> >25%		Corrective Actions Verified Date <input type="text"/>	
FollowUp By:		1. Store Waste Cooking Grease in Designated Container		Observation: <input type="text"/>	
Case Required:    Case Number:		<input type="radio"/> N/A - No Corrections Required <input type="radio"/> Fully Implemented - No Corrections Required <input type="radio"/> Partially Implemented - CORRECTIONS REQUIRED <input type="radio"/> Not Implemented - CORRECTIONS REQUIRED			
<b>Assets &amp; Associated Work Activities</b>					
Highlight    Get from Map    History    Remove    Asset Costs					
Editable Fields:    All Fields:					
<b>BUSINESS SITES</b>					
Id: 0					
<b>Inspection</b>					
<b>Type of Inspection</b>					
<input type="radio"/> Routine <input type="radio"/> Complaint					
<b>Result of Inspection</b>					
<input type="radio"/> Completed Inspection <input type="radio"/> Moved, Vacant <input type="radio"/> Replaced <input type="radio"/> Duplicate <input type="radio"/> Mobile <input type="radio"/> Not Inventoried <input type="radio"/> Refused <input type="radio"/> Could Not Contact					

**ATTACHMENT B.**

**Job Order Contract for Professional Services**