CITY OF LAKE FOREST PARK
CITY COUNCIL
AGENDA COVER SHEET

Meeting Date	October 22, 2026
Originating Department	Public Works
Contact Person	Nova Heaton, Director of Public Works
Title	2026-2027 Catch Basin Inspection Services

Legislative History

- First Presentation – Council Regular Meeting October 22, 2026

Attachments:

1. RFP for Catch Basin Inspection Services

Executive Summary

The Department of Public Works (DPW) recommends that the City of Lake Forest Park (City) contract with a vendor for catch basin inspection services. Qualified vendors have been asked to submit proposals for this work by the end of the month. DPW will select the lowest responsive and responsible bid to bring to City Council for review at the November 12, 2026 City Council Regular Meeting. Once a contract for the work is executed, the vendor will begin their inspection effort for this two-year cycle.

Background

The City's Western Washington National Pollutant Discharge Elimination System Phase II Municipal Stormwater Permit (NPDES Permit) administered by the Washington Department of Ecology (Ecology) requires the City to complete biannual inspections of our catch basins. The City maintains about 1,650 catch basins as part of its municipal separate storm sewer system (MS4). The current two-year cycle began on January 1, 2026 and ends on December 31, 2027.

On October 13 of this year, the City sent out a Request for Proposal (RFP) for Drainage Catch Basin Inspection and Data Collection Services for 2026-2027. Proposals in response to the City's RFP will be due on October 27. In an effort to expedite the start of this work, DPW is sharing the RFP with City Council as the first touch on executing a contract with a qualified vendor to perform these inspections.

Fiscal & Policy Implications

The contract will be fully funded by the City's Surface Water Management fund. No additional budget allocations will be required.

Alternatives

Options	***Results***
• Approve	The City will contract with the lowest responsive and responsible bidder to complete the work and satisfy the requirement of our NPDES Permit.
• Do not approve	The City will not contract to complete the work and the City will be out of compliance with our NPDES Permit.

Staff Recommendation

Review the RFP and the lowest responsive and responsible bidders proposal when it becomes available, and provide staff with questions or feedback.