



AGENDA

**Regular Meeting of the Calipatria City Council
City Council Chambers
125 North Park Avenue
Calipatria California 92233**

**Tuesday, November 12, 2024
Closed Session at 5:30 pm
Open Session at 6:00 pm**

Sylvia R. Chavez, Mayor
Michael Luellen, Mayor Pro-Tem
Javier Amezcua, Council Member
Fred Beltran, Council Member
Maria Nava-Froelich, Council Member

Laura Gutierrez, City Manager
Gilbert G. Otero, City Attorney
Catherine Hoff, City Clerk

Jesse Llanas, Fire Chief
Cheryl Fowler, Police Chief
Ed Self, Public Work Director

NOTICE TO THE PUBLIC

This is a public meeting. Any member of the public is invited to attend. The Calipatria City Council welcomes public input during the **public comment** period of the sessions.

5:30 P.M. CLOSED SESSION

CALL TO ORDER:

ROLL CALL:

PUBLIC COMMENTS FOR CLOSED SESSION ITEMS: Any member of the public wishing to address the City Council on any items appearing on the closed session agenda may do so at this time. Pursuant to State Law, the City Council may not discuss or take action on issues not on the meeting agenda. (*Government Code Section 54954.2*) There is a time limit of three (3) minutes for anyone wishing to address the City Council on these matters.

CITY COUNCIL ADJOURNS TO CLOSE SESSION

CONFERENCE WITH LEGAL COUNSEL:

1. PROPERTY NEGOTIATIONS:
 - a. One case- APN 023-293-001
2. POTENTIAL LITIGATION:
 - a. One case

3. EMPLOYEE PERSONNEL MATTERS

a. Three cases

CITY COUNCIL CONVENES TO OPEN SESSION

6:00 P.M. OPEN SESSION

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE & INVOCATION:

CITY ATTORNEY: REPORT ON CLOSED SESSION ACTION

- 1)
- 2)
- 3)

ADJUSTMENTS TO THE AGENDA: The City Council will discuss the order of the agenda, may amend the order, add urgent items and or remove items from the consent calendar prior to that portion of the agenda. For the purpose of the official city record, the City Council may take care of these issues by entertaining a formal motion.

MOTION: SECOND: ROLL CALL VOTE:

PUBLIC COMMENTS: The City Council welcomes your input. **Please remember to shut off all cell phones.** Now is the time for any member of the public to speak to the Council. If there is an item on the agenda on which you wish to be heard, we ask you please step to the podium and state your name and address for the record.

For matters not appearing on the agenda: If you wish to address the City Council concerning a matter or any item not on the agenda but is within the City Council's jurisdiction you may do so now. We ask that you please step to the podium and state your name and address for the record.

The mayor reserves the right to place a time limit of three (3) minutes on each person's presentation. It is requested that longer presentations be submitted to the City Clerk in writing 48 hours before the meeting.

CONSENT AGENDA: The items appearing under the Consent Agenda will be acted upon by the City Council in one motion without discussion. Should any Council member or other person wish to discuss any item, they may request that the item be removed from the Consent Agenda and placed on the REGULAR BUSINESS Agenda.

1. Continued Delta Street Lift Station Emergency
2. Minutes – April 23rd , July 9th , July 22nd Aug 13th , Oct 15th

3. Warrants 9/27/2024 thru 10/28/2024
4. Letter of Support- the GREAT Gateway Project- EPA CCG Grant App

PRESENTATION:
CLIMATE RESILIENCE DISTRICT – Kosmont Company

MOTION: SECOND: ROLL CALL VOTE

DISCUSSION/DIRECTION

- 1) Delta Pump Station BID for Wet Well Repairs- Edgar Self- PW Director

- 2) Vehicle Surplus- Edgar Self- PW Director
 - 2009 Chevy 1500 PW #75644
 - 2005 Chevy PW #38136
 - 1999 Ford Van -Police- #55816

- 3) Contract Extension for the Holt Group- L. Gutierrez City Manager

MOTION: SECOND: ROLL CALL VOTE:

ADJOURN TO SUCCESSOR AGENCY:
Staff report for ROPS 25-26 A and B

RESOLUTION 2024-01-SA L. Gutierrez- City Manager

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SUCCESSOR AGENCY TO THE CALIPATRIA REDEVELOPMENT AGENCY APPROVING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE 25-26 A & B FOR THE PERIOD OF JULY 2025 THROUGH JUNE 2026 AND APPROVING CERTAIN RELATED ACTIONS

WHEREAS, pursuant to Health and Safety Code (the “HSC”) § 34172 (a) (1), the City of Calipatria Redevelopment Agency was dissolved on February 1, 2012; and

WHEREAS, consistent with the provisions of the HSC, the City Council of the City of Calipatria previously elected to serve in the capacity of the Successor Agency of the Calipatria Redevelopment Agency (the “Successor Agency”); and

WHEREAS, pursuant to HSC § 34179, the Successor Agency previously established the Calipatria Oversight Board to assist in the wind-down of the former redevelopment agency through June 30, 2018, at which time it was dissolved by operation of law; and

WHEREAS, consistent with HSC § 34179 (j), on July 1, 2018 the Imperial Countywide Oversight Board (the “CWOB”) was established to assist in winding-down the dissolved redevelopment agencies within the County of Imperial; and

WHEREAS, per HSC § 34177 (o) (1), the Successor Agency is required to prepare a Recognized Obligation Payment Schedule (the “ROPS”) before each twelve-month fiscal year period; and

WHEREAS, pursuant to HSC § 34180 (g), CWOB approval is required for the establishment of each ROPS; and

WHEREAS, pursuant to HSC § 34177 (o) (1), a CWOB-approved ROPS 25-26 A and B for the period of July 2025 through June 2026 must be submitted to the State Department of Finance and to the County Auditor-Controller not later than February 1, 2025 (the “Submission Deadline”); and

WHEREAS, pursuant to HSC § 34177, the Successor Agency is legally required to continue to make payments due for enforceable obligations; and

WHEREAS, the approval of the establishment of ROPS 25-26 A and B will ensure that the Successor Agency has the authority to continue to pay its enforceable obligations; and

WHEREAS, it is proposed that the Successor Agency approve the establishment of the Successor Agency’s ROPS 25-26 A and B, which is attached hereto as Exhibit “A”; and

WHEREAS, the CWOB will consider approval of ROPS 25-26 A and B during January 2025; and

WHEREAS, once approved by the CWOB, ROPS 25-26 A and B will be filed be submitted to the State Department of Finance and to the County Auditor-Controller by the Submission Deadline: and

WHEREAS, all the prerequisites with respect to the approval of this Resolution have been met.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Successor Agency to the Calipatria Redevelopment Agency, as follows:

Section 1. The foregoing recitals are true and correct and are a substantive part of this Resolution.

Section 2. The Successor Agency’s ROPS 25-26 A and B, which is attached hereto as Exhibit “A”, is approved, inclusive of each enforceable obligation.

Section 3. The amount requested for enforceable obligation No. 11, the Successor Agency’s Administrative Cost Allocation, is consistent with the provisions of HSC § 34171 (b) and is thus considered fair and reasonable.

Section 4. The City Manager, in her capacity as the Executive Director of the Successor Agency, or designee, is authorized to: i) post that ROPS 25-26 A and B on the City’s website, ii) transmit the ROPS 25-26 A and B to the State Department of Finance, the State Controller’s Office and the County Auditor-Controller for their review within the timeframe and in the manner prescribed by the HSC; and iii) make ministerial revisions to ROPS 25-26 A and B, which may include, but are not limited to restating the information included within ROPS 25-26 A and B in any format that may be requested by the State Department of Finance, take such other actions and execute such other documents as are necessary to effectuate the intent of this Resolution, and to implement ROPS 25-26 A and B on behalf of the Successor Agency, including authorizing and causing such payments.

STAFF and COUNCIL REPORTS:

Self: Staff Report:

Fowler: September-October reports

ADJOURNMENT:

The next regular scheduled meeting of the City of Calipatria City Council is Tuesday, November 26, 2024, at 6:00 pm

MOTION:

SECOND:

VOTE:

I, CATHERINE J. HOFF, City Clerk of the City of Calipatria, California, DO HEREBY CERTIFY that the agenda was duly posted at Calipatria City Hall, 125 Park Avenue, Calipatria, California and on the City of Calipatria's website not less than 72 hours prior to the meeting per Government Code 54954-2.

Dated: _____



CALIPATRIA CITY COUNCIL AGENDA ITEM

Date Submitted: November 7, 2024

Submitted By: Edgar Self, Public Works Director

Council Meeting Date: November 12, 2024

CONSENT~ DELTA PUMP STATION EMERGENCY

Subject: Delta Pump Station Emergency

The Delta Pump Station continues to operate under emergency resolution until repairs are completed.

With the City Council approval of the NADBank Grant Execution on 04.09.2024, NADBank has authorized the City to proceed with ordering the new pump (\$65,008.00 plus tax) and to proceed with the rebuild of the two existing pumps (\$45,000 estimated plus tax). The lead time per the manufacture for the new pump is 30-34 working weeks. The cost for the pump and rebuilds will be reimbursed by the \$250,000 grant funding. As a reminder, the City will have a matching of 10% to the cost of the Delta Pump Station Project.

The pump has been ordered from Barrett Engineering Pumps in the amount of \$70,046.12.

Piping and valves have arrived. The city staff will work on isolating the wet well, and the piping repairs will commence at that time.

To date expenses are as follows:

Pump	\$70,046.12
Staircase Replacement:	\$26,845.03
Electrical:	\$83,146.81
<u>Piping and valves:</u>	<u>\$46,549.30</u>

Total expenses paid to date: **\$226,587.26 (Use of ARPA funding)**



TENTATIVE MINUTES

**Regular Meeting of the Calipatria City Council
City Council Chambers
125 North Park Avenue
Calipatria California 92233**

**Tuesday, July 9, 2024
Open Session at 6:00 pm**

Sylvia R. Chavez, Mayor
Michael Luellen, Mayor Pro-Tem
Javier Amezcua, Council Member
Fred Beltran, Council Member
Maria Nava-Froelich, Council Member

Laura Gutierrez, City Manager
Gilbert G. Otero, City Attorney
Catherine Hoff, City Clerk

Jesse Llanas, Fire Chief
Cheryl Fowler, Police Chief
Ed Self, Public Work Director

NOTICE TO THE PUBLIC

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CALL TO ORDER: 6:00 PM

ROLL CALL: *Beltran, N-Froelich, Chavez, Amezcua, Luellen**
*Arrived 6:03**

PLEDGE OF ALLEGIANCE & INVOCATION: *Fowler, Otero*

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NO ADJUSTMENTS TO AGENDA

MOTION: **SECOND:** **ROLL CALL VOTE:**

PUBLIC COMMENTS: The City Council welcomes your input. **Please remember to shut off all cell phones.** Now is the time for any member of the public to speak to the Council. If there is an item on the agenda on which you wish to be heard, we ask that you please step to the podium and state your name and address for the record.

For matters not appearing on the agenda: If you wish to address the City Council concerning a matter and or any item not on the agenda but is within the City Council's

jurisdiction you may do so now. We ask that you please step to the podium and state your name and address for the record.

The mayor reserves the right to place a time limit of three (3) minutes on each person's presentation. It is requested that longer presentations be submitted to the City Clerk in writing 48 hours before the meeting.

1) Mike Fong- 110 w. Main St- got a notice today regarding my lot- it's clean but alley is overgrown; these notices are a revenue grabber- power is up- water is up- have been here all my life- these citations are to much. 2) Chris Froelich- sewer fee was decided- are we resending this? (will put under consent on next agenda) 3) Ryan Kelley- presented Councilmember Nava-Froelich with a plaque for her service- also would like to help start up the P.A.L. without jeopardizing Best Step Forward 5) Beneranda Cooper 210 w. California St; apt 2- the Lions club would like to thank city staff and council for coming our for community square- also would like to thank the families who donated the seats- thank public works (Eddie Self) for lights and at the skate park

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1. Continued Delta Street Lift Station Emergency- Councilmember Beltran asked when this be completed?

MOTION: *Luellen* SECOND: *Amezcua* ROLL CALL VOTE: *Carried*

DISCUSSION/DIRECTION

- 1) Approve/disapprove to surplus three (3) Motorola XTS 5000 Radios:
TN10393-TN10394- TN10543

MOTION: *Amezcua* SECOND: *Luellen* ROLL CALL VOTE: *Carried*

- 2) IID reinstatement/new service- city airport

MOTION: *Amezcua* SECOND: *Luellen* ROLL CALL VOTE: *Carried*

STAFF and COUNCIL REPORTS:

Beltran: 1) Cudo's for fireworks show and the Calipatria Foundation 2) Mosquitoes are back, who do we call? 3) We have a Traffic Advisory meeting to discuss school traffic- the curb at the school needs some green paint, no money for the paint

Nava-Froelich: ICTC June 26th, approved budget \$50 million- again thank the Calipatria Foundation for fire works- Lions Club for work at flagpole- packets for council ready July 15th – lithium is coming; need to get with county!

Chavez: Imperial County Board of Supervisors approved auxiliary units- next meeting July 15th, we need an ADU ordinance. On the 25th, there will be a chamber of commerce

re-organization, there will be a open swim starting July 22nd, goes about a month- swimming lessons in the morning- open to all and the annual Sketcher's shoe drive for school will be coming up.

Luellen: Thanked residents for coming to meeting- the Calipatria Foundation put on a great fireworks show- July 5th attended the "bench" presentation at the Community Center it was very nice- we need six resolutions to appoint the city clerk and city treasurer.

Amezcuca: Comment on Councilmember Beltran's #3- is it the city or school in charge? It's the school- the school should have money for this; the curb is in front of school.

Llanas: June staff report- Raffa Sanchez reported 66 incidents- fires and wrecks- 18 weed abatement, 9 graffiti tickets- the dirt pile at the Calipatria Queen is contaminated. It is very costly for removal.

Fowler: Still moving forward with the police department.

Self: Nothing more to report

Otero: Looking into training for the council- next meeting will bring Code of Ethics training, AB1234, AB1865, PC filings.

Gutierrez: The fire hydrants belong to Golden State Water- 4th of July was spectacular- last year the overtime was about \$3,800 – 2024 the cost of overtime approximately \$6,800, city does contribute to these events. Thanked Ryan Kelley for the \$2,000 donation for swim.

Hoff: The council has usually gone dark for the second meeting in July – we plan for it but if needed, we can schedule a meeting.

ADJOURNMENT:

The next regular scheduled meeting of the City of Calipatria City Council is Tuesday, August 13, 2024, at 6:00 pm

MOTION: *Luellen* SECOND: *Beltran* VOTE: *Carried*
7:20 pm

I, CATHERINE J. HOFF, City Clerk of the City of Calipatria, California, DO HEREBY CERTIFY that the agenda was duly posted at Calipatria City Hall, 125 Park Avenue, Calipatria, California and on the City of Calipatria's website not less than 72 hours prior to the meeting per Government Code 54954-2.

Dated: _____



TENTATIVE MINUTES

**Special Meeting of the Calipatria City Council
City Council Chambers
125 North Park Avenue
Calipatria California 92233**

**Monday, July 22, 2024
Closed Session at 11:30 am
Open Session at 12:00 pm**

Sylvia R. Chavez, Mayor
Michael Luellen, Mayor Pro-Tem
Javier Amezcua, Council Member
Fred Beltran, Council Member
Maria Nava-Froelich, Council Member

Laura Gutierrez, City Manager
Gilbert G. Otero, City Attorney
Catherine Hoff, City Clerk

Jesse Llanas, Fire Chief
Cheryl Fowler, Police Chief
Ed Self, Public Work Director

NOTICE TO THE PUBLIC

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11:30 A.M. CLOSED SESSION

CALL TO ORDER: *11:30 PM*

ROLL CALL: *Beltran, Luellen, Amezcua, Chavez*

PUBLIC COMMENTS FOR CLOSED SESSION ITEMS: Any member of the public wishing to address the City Council on any items appearing on the closed session agenda may do so at this time. Pursuant to State Law, the City Council may not discuss or take action on issues not on the meeting agenda. (*Government Code Section 54954.2*) There is a time limit of three (3) minutes for anyone wishing to address the City Council on these matters.

CITY COUNCIL ADJOURNS TO CLOSE SESSION

CONFERENCE WITH LEGAL COUNSEL:

1. POTENTIAL LITIGATION

**CITY COUNCIL CONVENES TO OPEN SESSION
12:00 P.M. OPEN SESSION**

CALL TO ORDER: *Beltran, Chavez, Luellen, Amezcua-Nava-Froelich absent*

ROLL CALL: *12:00pm*

PLEDGE OF ALLEGIANCE & INVOCATION: *J. Rivas, Otero*

CITY ATTORNEY: REPORT ON CLOSED SESSION ACTION

1) Directed by the council to write a letter regarding the property

ADJUSTMENTS TO THE AGENDA: The City Council will discuss the order of the agenda, may amend the order, add urgent items and or remove items from the consent calendar prior to that portion of the agenda. For the purpose of the official city record, the City Council may take care of these issues by entertaining a formal motion.

NO ADJUSTMENTS WERE MADE

MOTION: SECOND: ROLL CALL VOTE:

PUBLIC COMMENTS: The City Council welcomes your input. **Please remember to shut off all cell phones.** Now is the time for any member of the public to speak to the Council. If there is an item on the agenda on which you wish to be heard, we ask that you please step to the podium and state your name and address for the record.

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The mayor reserves the right to place a time limit of three (3) minutes on each person's presentation. It is requested that longer presentations be submitted to the City Clerk in writing 48 hours before the meeting.

1) Jesse Rivas- August 10th – backpacks and haircuts at Latin American Club

CONSENT AGENDA: The items appearing under the Consent Agenda will be acted upon by the City Council in one motion without discussion. Should any Council member or other person wish to discuss any item, they may request that the item be removed from the Consent Agenda and placed on the REGULAR BUSINESS Agenda.

1. Approval for 1st payment to ROVE Engineering Inc for Hernandez Park
Amezcua motions to move #1 to discussion/direction

MOTION: SECOND: ROLL CALL VOTE

REGULAR BUSINESS:

- 1) Adopt Resolution No. 24-33 Calling for a Municipal Election on November 5, 2024 for the submission of a Ballot Measure relating to the city clerk. **Council Member Luellen**

WHEREAS, California Government Code §36508 provides that the City Council may submit to the electors the question whether the elective position of City Clerk shall be appointed by the City Council; and
 WHEREAS, the City Council desires to submit to the voters the question of whether the elective position of City Clerk shall be appointed by the City Council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CALIPATRIA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. Pursuant to the laws of the State of California, a General Municipal Election is hereby called and ordered to be held in the City of Calipatria on November 5, 2024.

SECTION 2. That the City Council to its right and authority, does order submitted to the voters at the General Municipal Election the following question and printed in substantially the following form: "Shall the Office of the City Clerk be appointed?" Yes-No

SECTION 3. That the proposed complete text of the measure submitted to the voters is attached as Exhibit A.

SECTION 4. That the vote requirement for the measure to pass is a simple majority of the votes cast.

SECTION 5. That the ballots to be used at the election shall be in form and content as required by law.

SECTION 6. That the City Clerk is authorized, instructed and directed to coordinate with the County of Imperial Registrar of Voters to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

SECTION 7. That the polls for the election shall open at seven o'clock in the morning of the day of the election and shall remain open continuously from that time until eight o'clock in the evening of the same day when the polls shall be closed pursuant to Election Code § 10242, except as provided in §14401 of the Elections Code of the State of California.

SECTION 8. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 9. That the City Clerk shall certify to the passage and adoption of this Resolution and properly record the results thereafter,

SECTION 10. The City Council authorizes the City Clerk to administer said election and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

MOTION: *Luellen* SECOND: *Amezcu* VOTE: *Carried*
Beltran voted NO- stated taking away the vote from the residents- Nava-Froelich- absent
Resident Marcos Orozco didn't agree to this change- stated opening door to nepotism and favoritism – Councilmember Luellen stated it wasn't a job anyway- we need to comply as a majority of cities have appointed clerks.

- 2) First reading of Ordinance 24-001 establishing city clerk position from elected to appointed- Councilmember Luellen

AN INITIATIVE ORDINANCE OF THE CITY OF CALIPATRIA TRANSITIONING THE OFFICE OF CITY CLERK FROM ELECTED TO APPOINTED. THE PEOPLE OF THE CITY OF CALIPATRIA DO ORDAINS AS FOLLOWS:

SECTION 1. The Office of City Clerk shall be changed from elected to appointed pursuant to California Government Code §36508.

SECTION 2. This ordinance shall take effect as provided in Elections Code §9217 of the State of California.

SECTION 3. The City Clerk shall publish this ordinance in accordance with law.

MOTION: *Luellen* SECOND: *Amezcu* VOTE: *Carried*
Beltran voted NO- Nava-Froelich was absent

- 3) Adopt Resolution No. 24-34 Calling for a Municipal Election on November 5, 2024 for the submission of a Ballot Measure relating to the city treasurer.
 Council Member Luellen

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF CALIPATRIA, CALIFORNIA, CALLING A MUNICIPAL ELECTION ON NOVEMBER 5, 2024 FOR THE SUBMISSION OF A BALLOT MEASURE RELATING TO THE CITY TREASURER.

WHEREAS, California Government Code §36508 provides that the City Council may submit to the electors the question whether the elective position of City Treasurer shall be appointed by the City Council; and

WHEREAS, the City Council desires to submit to the voters the question of whether the elective position of City Treasurer shall be appointed by the City Council.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF CALIPATRIA, CALIFORNIA, DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

SECTION 1. Pursuant to the laws of the State of California, a General Municipal Election is hereby called and ordered to be held in the City of Calipatria on November 5, 2024.

SECTION 2. That the City Council to its right and authority, does order submitted to the voters at the General Municipal Election the following question and printed in substantially the following form:

“Shall the Office of the City Treasurer be appointed?” Yes No

SECTION 3. That the proposed complete text of the measure submitted to the voters is attached as Exhibit A.

SECTION 4. That the vote requirement for the measure to pass is a simple majority of the votes cast.

SECTION 5. That the ballots to be used at the election shall be in form and content as required by law.

SECTION 6. That the City Clerk is authorized, instructed and directed to coordinate with the County of Imperial Registrar of Voters to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

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SECTION 8. That in all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

SECTION 9. That the City Clerk shall certify to the passage and adoption of this Resolution and properly record the results thereafter,

SECTION 10. The City Council authorizes the City Clerk to administer said election and all reasonable and actual election expenses shall be paid by the City upon presentation of a properly submitted bill.

MOTION: *Luellen* SECOND: *Amezcu* VOTE: *Carried*
Beltran voted NO- Nava-Froelich was absent

- 4) First reading of Ordinance 24-002 establishing city treasurer position from elected to appointed- **Councilmember Luellen**

AN INITIATIVE ORDINANCE OF THE CITY OF CALIPATRIA TRANSITIONING THE OFFICE OF CITY TREASURER FROM ELECTED TO APPOINTED. THE PEOPLE OF THE CITY OF CALIPATRIA DO ORDAINS AS FOLLOWS:

SECTION 1. The office of City Treasurer shall be changed from elected to appointed pursuant to California Government Code §36508.

SECTION 2. This ordinance shall take effect as provided in Elections Code §9217 of the State of California.

SECTION 3. The City Clerk shall publish this ordinance in accordance with law

MOTION: *Luellen* SECOND: *Amezcu* VOTE: *Carried*
Beltran voted NO, Nava-Froelich was absent

DISSCUSSION/DIRECTION

1) Purchase of budgeted excavator- Public Works Director Edgar Self
JA, ML, SC, move forward- Beltran Abstain, Nava-Froelich absent
John Deere \$86,200.- Where are funds coming from ? (parks and sewer account \$32,330 each)

2) Approval of Lease Agreement for Tyson Medical Foundation- property address 101 N. Lake Ave.- *direction given to extend lease 2024-2029 (will they be locked in? yes, looking for grants) JA motioned to proceed to change date to September 1st*

3) Approval of lease agreement for Estrada Towing- 501 S. Sorenson Avenue-
Direction given to accept lease agreement

4) Rove Check- (moved from Consent Agenda) ***this check is for construction at Hernandez Park; which is on hold – this check is in the register- you just need to bring change orders back to council- not the check- all council agreed***

STAFF and COUNCIL REPORTS:

Self: Nothing to report

Llanas: sent a crew to the Lake Fire (mayor asked for update on Calipatria Queen Market) made contact with owners and they are in the process of cleaning it up- this is very expensive to do.

Fowler: Nothing to report- leaving tonight to San Deigo for a two day POST training.

Otero: California Association of Clerks- 86 are elected; majority are appointed.

Beltran: Our police officers to Westmorland- the city needs an MOU for the assistance. (Fowler replies, we can work on that.)

Luellen: July 15th – AB617 attended meeting about air monitoring- July 16th IID and manager had meeting for getting water for the parks- July 17th BEST Step Forward- future collaboration – the city wants to start PAL again, where will they meet?

Ame`zcua: Nothing to report

Gutierrez: Will be out Tuesday and Wednesday attending EDI with Interim Chief Fowler- September 15-17th scholarships for ten people.

Chavez: the chamber is re-organizing July 25th at 6pm

ADJOURNMENT:

The next regular scheduled meeting of the City of Calipatria City Council is Tuesday, August 13, 2024, at 6:00 pm

MOTION: Luellen SECOND: Amezcua VOTE: Carried
12 :47 PM

I, CATHERINE J. HOFF, City Clerk of the City of Calipatria, California, DO HEREBY CERTIFY that the agenda was duly posted at Calipatria City Hall, 125 Park Avenue, Calipatria, California and on the City of Calipatria's website not less than 24 hours prior to the meeting per Government Code 54954-2.

Dated: _____



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5:30 P.M. CLOSED SESSION

CALL TO ORDER: 5:34 PM

ROLL CALL: ***ALL PRESENT***

PUBLIC COMMENTS FOR CLOSED SESSION ITEMS: Any member of the public wishing to address the City Council on any items appearing on the closed session agenda may do so at this time. Pursuant to State Law, the City Council may not discuss or take action on issues not on the meeting agenda. (*Government Code Section 54954.2*) There is a time limit of three (3) minutes for anyone wishing to address the City Council on these matters.

CITY COUNCIL ADJOURNS TO CLOSE SESSION

CONFERENCE WITH LEGAL COUNSEL:

1. POTENTIAL LITIGATION
 - a. ONE CASE
 - b. APN: 023-142-021- Pay-off demand

CITY COUNCIL CONVENES TO OPEN SESSION

6:00 P.M. OPEN SESSION

CALL TO ORDER: *6:00 PM*

ROLL CALL: *ALL PRESENT*

PLEDGE OF ALLEGIANCE & INVOCATION: *Fowler, Otero*

CITY ATTORNEY: REPORT ON CLOSED SESSION ACTION

1)

A) *Direction given*

B) *Direction given*

ADJUSTMENTS TO THE AGENDA: The City Council will discuss the order of the agenda, may amend the order, add urgent items and or remove items from the consent calendar prior to that portion of the agenda. For the purpose of the official city record, the City Council may take care of these issues by entertaining a formal motion.

NO ADJUSTMENTS

MOTION:

SECOND:

ROLL CALL VOTE:

PUBLIC COMMENTS: The City Council welcomes your input. **Please remember to shut off all cell phones.** Now is the time for any member of the public to speak to the Council. If there is an item on the agenda on which you wish to be heard, we ask that you please step to the podium and state your name and address for the record.

For matters not appearing on the agenda: If you wish to address the City Council concerning a matter and or any item not on the agenda but is within the City Council's jurisdiction you may do so now. We ask that you please step to the podium and state your name and address for the record.

The Mayor reserves the right to place a time limit of three (3) minutes on each person's presentation. It is requested that longer presentations be submitted to the City Clerk in writing 48 hours before the meeting. *1) Jesus Ramon 520 s. Sorenson- there was an incident last week; high traffic speed- (will meet with Interim Chief Fowler) 2) Pamela Flores- IV Equity Justice Coalition w/ Fernando Vega- regarding lithium development in the north end and county wide- have partnered with the Becoming Project open a office in Calipatria 150 w. Main St- will have an open house in the fall. 3) Jesse Rivas- 349 w. Alexandria & Latin American Club- we had a successful backpack drive; thanked the city- also had free haircuts in the community center.*

PRESENTATIONS:

1) SoCalGas 2024 Climate Adaptation & Resiliency Grant of \$50,000.00-

Deborah McGarrey- *presented city with the check for \$50,000- Jaysel Mendoza, (who assisted the city in the grant writing) Elizabeth Espuzo from the chamber of commerce- the city was 1st place for the grant.*

CONSENT AGENDA: The items appearing under the Consent Agenda will be acted upon by the City Council in one motion without discussion. Should any Council member or other person wish to discuss any item, they may request that the item be removed from the Consent Agenda and placed on the REGULAR BUSINESS Agenda.

1. Continued Delta Street Lift Station Emergency (see report)
2. June 25th minutes

MOTION: *Amezcu* SECOND: *Luellen* ROLL CALL VOTE: *Carried*

DISCUSSION/DIRECTION

1) Approval of **LEFTA** Systems Agreement- Interim Police Chief Fowler
LEFTA System is a system that maintains all Training Records, Field Investigation Card (RIPA- Racial and Identity Profiling Act). *Approval passed 5-0 vote.*

2) Approval of **Lexipol Master Service** Agreement- Interim Police Chief Fowler
Lexipol is a system that all current law enforcement agencies use for their agency Policy Manual (including updates) *Approval passed 5-0 vote.*

STAFF and COUNCIL REPORTS:

Self: park maintenance on going; will paint crosswalk; received trees.

Zendejas: Summer open swim- had end of season party- Kona & hot dogs- July 22- swim was open Monday to Saturday 4:30 – 7:30pm, closed Sunday- 957 swimmers -IID

\$35,000 trees- 100 trees in 15 gallon containers, will use a water trailer; cost and staff-

Llanas: sent a crew out

ADJOURNMENT:

The next regular scheduled meeting of the City of Calipatria City Council is Tuesday, September 10, 2024, at 6:00 pm

6:57pm

MOTION: SECOND: VOTE: Carried

I, CATHERINE J. HOFF, City Clerk of the City of Calipatria, California, DO HEREBY CERTIFY that the agenda was duly posted at Calipatria City Hall, 125 Park Avenue, Calipatria, California and on the City of Calipatria's website not less than 72 hours prior to the meeting per Government Code 54954-2.

Dated: *August 10, 2024*



TENTATIVE MINUTES

**Regular Meeting of the Calipatria Planning Commission
City Council Chambers
125 North Park Avenue
Calipatria California 92233**

Tuesday, October 15, 2024

Open Session at 6:00 pm

Emma Orozco, Chariman
Anna Garcia, Co Chair
Ernie Pacheco, Commissioner
Bonnie Zendejas, Commissioner
William Cooper, Commissioner

Laura Gutierrez, City Manager
Gilbert G. Otero, City Attorney
Catherine Hoff, City Clerk

Jesse Llanas, Fire Chief
Cheryl Fowler, Police Chief
Ed Self, Public Work Director

CALL TO ORDER: 6:00PM

ROLL CALL: *ALL PRESENT*

PLEDGE OF ALLEGIANCE & INVOCATION: *Pacheco, Orozco*

NOTICE TO THE PUBLIC

This is a public meeting. Any member of the public is invited to attend. The Calipatria Planning Commission welcomes public input during the **public comment** period of the sessions.

PUBLIC COMMENTS: The Planning Commission welcomes your input. **Please remember to shut off all cell phones.** Now is the time for any member of the public to speak to the Commissioners. If there is an item on the agenda on which you wish to be heard, we ask that you please step to the podium and state your name and address for the record.

The Chairman reserves the right to place a time limit of three (3) minutes on each person's presentation. It is requested that longer presentations be submitted to the City Clerk in writing 48 hours before the meeting.

NO PUBLIC COMMENT

REGULAR BUSINESS:

RESOLUTION 24-02PC

APPROVE/ DISAPPROVE RESOLUTION 24-02PC- The Holt Group

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CALIPATRIA APPROVING A CONDITONAL USE PERMIT (CUP) FOR THE SALE OF ALCOHOLIC BEVERAGES AT AN EXISTING RESTAURANT LOCATED AT 301 NORTH SORENSON AVENUE (APN 023-182-019)

WHEREAS, on September 20, 2024, Sheyla Gomez (Applicant) submitted an application for a Conditional Use Permit for the sale of alcoholic beverages at an existing restaurant located at 301 North Sorenson Avenue (APN 023-182-019); and

WHEREAS, restaurants serving alcoholic beverages are listed as a conditional use in CP (Commercial Professional) zones by Section 2.14.020 (Table 2-4) of the City of Calipatria Zoning Ordinance; and

WHEREAS, Section 4.14.040 (c) of the zoning ordinance grants the Planning Commission the authority to approve, conditionally approve or deny any Conditional Use Permit;

WHEREAS, a public hearing notice was posted in the local newspaper on October 4, 2024 and physical copies of the notice were posted at City Hall and subsequently sent to property owners within a 300 foot radius of the project site; and

WHEREAS, a Planning Commission meeting was held on October 15, 2024, by the City of Calipatria Planning Commission and upon hearing and considering all findings for and against, and analyzing the information submitted by staff and considering any written comments received regarding the proposed project, the Planning Commission took action.

NOW THEREFORE, BE IT RESOLVED by the Planning Commission of the City of Calipatria as follows:

- a) That the foregoing recitations are true and correct; and
- b) That the proposed improvements are categorically exempt from further CEQA reviews via section 15061 (b)(3) of the CEQA Guidelines for Implementation of the California Code of Regulations; and
- c) That based on the evidence presented, the Planning Commission hereby APPROVES Conditional Use Permit 24-02, authorizing the sale of alcoholic beverages at an existing restaurant at 301 North Sorenson Avenue, subject to the Conditions of Approval outlined in Exhibit A and based on the following findings:

1. **The proposed development is consistent with the General Plan, Zoning Ordinance, and other City goals, policies, and standards, as applicable;** and The subject CUP is for the sale of alcoholic beverages at an existing sit-down restaurant located on the north area of the City of Calipatria. The existing restaurant was initially developed to meet the intended purpose of Zoning Ordinance and General Plan, which is to provide commercial services, serve the public and provide a transition to surrounding residential areas. Furthermore, the existing subject property was reviewed during the building permit process to ensure compliance with the development policies and

standards of the City of Calipatria prior to commencing business operation. Serving beer and wine at the restaurant will remain consistent with City Standards.

2) **The nature condition and development of adjacent uses and structures shall be considered. The subject site shall be physically suitable in terms of design, location, operating characteristics, shape, size and topography;** and No physical renovations are proposed as part of this application. The subject restaurant is located in a corner lot along Sorenson Avenue where all corner lots are intended to be a Commercial Professional zone designed to complement the surrounding commercial lots. Rather than be materially detrimental, the subject restaurant will provide a greater transition to the surrounding residential areas which is the intent of the CP zone. Furthermore, compliance with the City of Calipatria Municipal Code with regard to alcohol consumption has been included as a condition of approval.

3 **The type, density, and intensity of use being proposed will not constitute a hazard to the public interest, health, safety, or welfare;** and No physical renovations are proposed as part of this application. Prior to the sale of any alcoholic beverage, the Applicant is required to apply for and obtain an alcohol license from ABC. ABC regularly inspects licensees as random to ensure compliance with all State and local laws. Furthermore, safety can be further ensured through conditions of approval which require compliance with the City of Calipatria Municipal Code with regard to alcohol consumption. The Planning Commission may also add or remove conditions on the attached conditions of approval as necessary.

MOTION: *Garcia*

SECOND: *Zendejas*

VOTE: *Carried*

ADJOURNMENT:

The next regular scheduled meeting of the City of Calipatria Planning Commission is Tuesday, **(to be announced)**, at 6:00 pm

MOTION: *Garcia*

SECOND: *Orozco*

VOTE: *Carried*

I, CATHERINE J. HOFF, City Clerk of the City of Calipatria, California, DO HEREBY CERTIFY that the agenda was duly posted at Calipatria City Hall, 125 Park Avenue, Calipatria, California and on the City of Calipatria's website not less than 72 hours prior to the meeting per Government Code 54954-2.

Dated: _____

CITY OF CALIPATRIA

Warrants for Council Meeting

Tuesday, November 12, 2024

OPERATING ACCOUNT:

AMOUNTS:

US Bank ~ General Account #5465

09/27/24	CK# 6576 - 6615	\$241,432.10
10/11/24	CK# 6616 - 6646	\$78,430.05
10/15/24	CK# 6647	\$24,950.90
10/25/24	CK# 6648 - 6688	\$65,771.31
10/28/24	CK# 6689 - 6704	\$31,291.63

Grand Total:

\$441,875.99

VOIDED CHECKS:

10/25/24	CK# 6686	California Consulting (check was reissued)
10/28/24	CK# 6692	Waxie Sanitary Supply (incorrect vendor)

INFORMATION CARRY OVER:

09/27/24	CK# 6579	CK# 6578 issued to The Holt Group, Inc.
	CK# 6608	CK# 6607 issued to US Bank

ABSTAIN:

09/27/24	CK# 6610	Freddie Beltran
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Sylvia R. Chavez, Mayor

Michael Luellen, Mayor Pro-Tem

Javier Amezcua, Councilmember

Fred Beltran, Councilmember

Maria Nava-Froelich, Councilmember

Accounts Payable Check Register Report - US Bank Branch-158300185465*For The Date Range From 9/20/2024 To 10/31/2024**For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck*

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
				10/01/2024-10/31/2024 - Insurance - Period 10/1-31, 2024	06-06-6900	\$192.85
				10/01/2024-10/31/2024 - Insurance - Period 10/1-31, 2024	01-40-6900	\$130.10
				10/01/2024-10/31/2024 - Insurance - Period 10/1-31, 2024	01-25-6900	\$392.65
				10/01/2024-10/31/2024 - Insurance - Period 10/1-31, 2024	01-16-6900	\$222.32
				10/01/2024-10/31/2024 - Insurance - Period 10/1-31, 2024	01-90-6900	\$97.58
6582	C	9/27/2024	96	Golden State Water Company		\$1,144.63 O
				Invoice Nbr - Description	GL Account	Amount
				50634100007/9/23/2024 - 525 S Sorensen	01-50-7013	\$100.12
				00934100009/9/23/2024 - Wellbeing Center - 101 N Lake	01-80-7013	\$57.32
				10934100008/9/23/2024 - Flag Pole - 100 Park Irr	01-90-7013	\$38.81
				25634100009/9/23/2024 - Lift Station - 424 International	06-06-7013	\$34.64
				51045100008/9/23/2024 - Mikesell Park - 102 E Main	01-90-7013	\$299.49
				90696400002/9/23/2024 - Fire Department - 125 Park	01-26-7013	\$317.98
				98028300006/9/23/2024 - Polie Department - 140 W Main	01-25-7013	\$212.66
				51934100002/9/23/2024 - 450 N Brown Ave (E California	01-90-7013	\$83.61
6583	C	9/27/2024	113	Waxie Sanitary Supply		\$387.12 O
				Invoice Nbr - Description	GL Account	Amount
				82749910 - FD- Supplies needed	01-26-7016	\$387.12
6584	C	9/27/2024	143	Zendejas Hardware		\$177.81 O
				Invoice Nbr - Description	GL Account	Amount
				871315 - PW- Repairs/Maintenance	01-90-7606	\$75.58
				871383 - PW- Repairs/Maintenance	01-80-7104	\$12.89
				871402 - PW- Repairs/Maintenance	01-80-7104	\$9.67
				871431 - PW- Repairs/Maintenance	01-80-7104	\$29.06
				871458 - FD- Cleaning supplies & refueling tools	01-26-7016	\$50.61
6585	C	9/27/2024	189	Airgas USA, LLC		\$116.00 O
				Invoice Nbr - Description	GL Account	Amount
				5510721660 - Medical Oxygen	01-26-8017	\$116.00
6586	C	9/27/2024	193	Calipatria Police Employees Association		\$75.00 O
				Invoice Nbr - Description	GL Account	Amount
				Payroll-9/2-15, 2024 - CPOA Dues Run# 1602-2024	01-00-2007	\$75.00
6587	C	9/27/2024	195	City of Calipatria		\$116.80 O
				Invoice Nbr - Description	GL Account	Amount
				Payroll- 9/2-15, 2024 - UB Employee Run# 1602-2024	06-00-2011	\$58.40
				Payroll- 9/2-15, 2024 - UB Employee Run# 1602-2024	01-00-2011	\$58.40

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For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
				SO810100 - Airport Office	14-00-7606	\$735.95
				0030018830 - FD- Office supplies	01-26-6996	\$37.61
				114-9289897-79578221 - Files to organize	01-17-7001	\$220.50
				Personnel Files (Laura's Card)		
				8/14/2024 - for IT use (Laura's Card)	01-17-7003	\$132.75
				6036866 - PD- Office Walls (Chief Fowler c/c)	01-25-7001	\$293.06
				114-1673991-9865844 - Printer cartridge (Laura's Card)	01-17-7001	\$51.62
				114-3679506-3473847 - File cabinet for CM's office (Laura's Card)	01-17-7001	\$237.04
				114-2944388-6770629 - Window envelopes (Laura's Card)	01-17-7001	\$29.08
				1FA17CBDD7261916 - Meal for Self and Fowler-Returning from training	01-90-7004	\$12.17
				W7603482674-138 - Program of Loan Payoffs (Laura's Card)	33-00-7002	\$74.50
				1FA17CBDD7261916 - Meal for Self and Fowler-Returning from training	06-06-7004	\$12.17
				426700203718 - FD- Water and cleaning supplies	01-26-7016	\$79.36
				72891131470645 - FD- Hotel for Chris Hanks	01-26-6996	\$103.26
				72891129421286 - FD- Hotel for Chris Hanks	01-26-6996	\$100.17
				46537 - FD- Hotel 7/29-30, 2024	01-26-6996	\$117.70
				46536 - FD- Hotel 7/29-30, 2024	01-26-6996	\$117.70
				519159 - FD- Tire service	01-26-6996	\$262.67
				W7603482674-138 - Program of Loan Payoffs (Laura's Card)	32-00-7002	\$74.50
6609	C	9/27/2024	1287	Eladio Reyes		\$850.00 O
				Invoice Nbr - Description	GL Account	Amount
				24-005 - PD- Background	01-25-7003	\$850.00
6610	C	9/27/2024	1290	Freddie Beltran Jr		\$50.00 O
				Invoice Nbr - Description	GL Account	Amount
				836 - PD - Fuel receipt for training	01-25-7015	\$50.00
6611	C	9/27/2024	1292	Imperial Valley Telecommunications Authority		\$9,280.00 O
				Invoice Nbr - Description	GL Account	Amount
				INV25-00022 - Annual Fiber Optic FY 2024-2025	01-17-7002	\$9,280.00
6612	C	9/27/2024	1308	Estrada Towing		\$700.00 O
				Invoice Nbr - Description	GL Account	Amount
				9/9/24 - FD-Tow service for Engine 5212	01-26-7606	\$700.00
6613	C	9/27/2024	1309	O'Reilly Auto Parts		\$54.52 O
				Invoice Nbr - Description	GL Account	Amount
				2468-108918 - CM's Car	01-16-7606	\$54.52
6614	C	9/27/2024	1310	Derka-Lite		\$4,867.40 O
				Invoice Nbr - Description	GL Account	Amount
				SO071974 - Flag Pole Lights	01-80-7017	\$4,867.40
6615	C	9/27/2024	1311	LEFTA Systems		\$13,500.00 O
				Invoice Nbr - Description	GL Account	Amount

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For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
				INV-003459 - PD- Annual Subscriptions	01-25-7002	\$13,500.00
6616	C	10/11/2024	57	Imperial Irrigation District		\$10,037.09 O
				Invoice Nbr - Description	GL Account	Amount
				50001613/10/2/2024 - St Lights	10-00-7013	\$1,474.74
				50900482/10/3/2024 - 440 W Main St A/PRT HNGR	01-50-7013	\$640.09
				50132978/10/3/2024 - 440 W Main St	14-00-7013	\$12.34
				50675282/10/3/2024 - 106 W Lindsey Rd	06-06-7013	\$7,909.92
6617	C	10/11/2024	96	Golden State Water Company		\$3,208.04 O
				Invoice Nbr - Description	GL Account	Amount
				81075400002/9/23/2024 - W Bonita Street & S Park Avenue	01-90-7013	\$639.02
				89834100003/9/23/2024 - Airport - 438 W Main	14-00-7013	\$667.39
				72634100001/9/23/2024 - City Hall & Fire Dept - 125 Park	01-26-7013	\$74.73
				72634100001/9/23/2024 - City Hall & Fire Dept - 125 Park	01-80-7013	\$74.73
				52075400003/9/23/2024 - Community Center - 150 Park	01-90-7013	\$768.24
				39834100008/9/23/2024 - S Sorenson & Alley Elder	01-90-7013	\$32.65
				22075400006/9/23/2024 - N/W/C of Library	01-90-7013	\$951.28
6618	C	10/11/2024	109	Underground Service Alert/SC		\$54.40 O
				Invoice Nbr - Description	GL Account	Amount
				920240092 - Dig Alert	06-06-7013	\$54.40
6619	C	10/11/2024	130	Reliastar Life Insurance Company of New York		\$32.24 O
				Invoice Nbr - Description	GL Account	Amount
				12A6717172 - September 2024 period	01-00-2004	\$16.12
				12A6842899 - October 2024 period	01-00-2004	\$16.12
6620	C	10/11/2024	143	Zendejas Hardware		\$593.90 O
				Invoice Nbr - Description	GL Account	Amount
				871945 - PW- Airport repairs & supplies	14-00-7104	\$5.93
				872496 - Waste Water Maint. & Lift Station	06-06-7606	\$333.21
				872311 - PW- Airport	14-00-7104	\$19.37
				872099 - FD- Repaint line marking for fire engine	01-26-7016	\$46.97
				K72280 - FD- Brake cleaner	01-26-7016	\$7.53
				871864 - PW- Airport repairs & supplies	14-00-7104	\$17.83
				871960 - PW- Airport repairs & supplies	14-00-7104	\$41.98
				K72260 - PW- Airport repairs & supplies	14-00-7104	\$34.98
				872388 - FD- Replace broken sprinkler	01-26-7013	\$24.77
				871870 - PW- Airport repairs & supplies	14-00-7104	\$51.66
				871798 - PW- Airport repairs & supplies	14-00-7104	\$9.67
6621	C	10/11/2024	165	EI Centro Motors		\$1,245.02 O
				Invoice Nbr - Description	GL Account	Amount
				6369427 - PW- Maintenance	06-06-7606	\$30.52

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For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
				6368936 - PD- Replace tires on Chief's truck	01-25-7606	\$1,143.29
				6369427 - PW- Maintenance	01-90-7606	\$30.52
				6369427 - PW- Maintenance	01-40-7606	\$40.69
6622	C	10/11/2024	231	Rain for Rent Imperial		\$11,939.57 O
				Invoice Nbr - Description	GL Account	Amount
				2058666 - WWTP	06-06-7606	\$19.46
				2057976 - WWTP Emergency Bypass	06-06-7606	\$9,660.34
				2057870 - Delta Pump Station Bypass	75-06-7096	\$2,259.77
6623	C	10/11/2024	267	Imperial Printers		\$823.52 O
				Invoice Nbr - Description	GL Account	Amount
				24-2904 - PO's	01-17-7001	\$823.52
6624	C	10/11/2024	470	McNeece Bros. Oil Company, Inc.		\$4,082.57 O
				Invoice Nbr - Description	GL Account	Amount
				912823 - PW- September fuel	06-06-7015	\$363.97
				912823 - PW- September fuel	01-90-7015	\$363.97
				912884 - FD- Monthly fuel expense	01-26-7015	\$1,204.97
				912825 - PD- Fuel Police Units	01-25-7015	\$1,508.89
				912823 - PW- September fuel	01-40-7015	\$485.28
				912823 - PW- September fuel	01-16-7015	\$155.49
6625	C	10/11/2024	473	Eric Joseph Trevino		\$271.00 O
				Invoice Nbr - Description	GL Account	Amount
				10/2/2024 - PD- Training for Trevino (Post Reim)	01-25-7004	\$271.00
6626	C	10/11/2024	636	Motorola Solutions, Inc		\$468.93 O
				Invoice Nbr - Description	GL Account	Amount
				8281975417 - PD- Maintenance	01-25-7606	\$468.93
6627	C	10/11/2024	724	Brenntag Pacific, Inc		\$1,927.43 O
				Invoice Nbr - Description	GL Account	Amount
				BPI462980 - WWTP - Chemicals	06-06-7060	\$1,927.43
6628	C	10/11/2024	743	AutoZone, Inc.		\$85.98 O
				Invoice Nbr - Description	GL Account	Amount
				02804214868 - FD- Fire Chief's command truck in need of new brakes	01-26-7606	\$85.98
6629	C	10/11/2024	1038	Special District Risk Management Authority		\$14,097.61 O
				Invoice Nbr - Description	GL Account	Amount
				H46474 - Health Benefits - October 2024	01-26-6900	\$3,766.71
				H46474 - Health Benefits - October 2024	01-16-6900	\$2,298.55
				H46474 - Health Benefits - October 2024	06-06-6900	\$1,969.25
				H46474 - Health Benefits - October 2024	01-40-6900	\$1,312.22
				H46474 - Health Benefits - October 2024	01-25-6900	\$3,766.71
				H46474 - Health Benefits - October 2024	01-90-6900	\$984.17
6630	C	10/11/2024	1039	Larry R. Bennett Insurance Agency		\$375.00 O
				Invoice Nbr - Description	GL Account	Amount

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Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
		50001609/10/7/2024	190 Ball Park	01-90-7013	\$295.20	
		50160541/10/7/2024	C/O Alexandria and W/S International	06-06-7013	\$12.34	
		50001635/10/7/2024	515 S Sorenson	01-50-7013	\$105.45	
		50001641/10/7/2024	125 N Park - CH/PD	01-80-7013	\$742.69	
		50001641/10/7/2024	125 N Park - CH/PD	01-26-7013	\$742.69	
		50001646/10/7/2024	102 E Main St	01-90-7013	\$12.96	
		50001651/10/7/2024	105 S Lake	01-90-7013	\$12.65	
		50001659/10/7/2024	210 N Railroad Pal BLDG	01-80-7013	\$224.21	
		50001605/10/7/2024	190 City Hall	01-80-7013	\$1,198.68	
		50001623/10/7/2024	Sorenson S/O Fern	01-90-7013	\$12.34	
		50471659/10/7/2024	140 W Main St	01-25-7013	\$660.74	
		50508779/10/7/2024	402 E California St	01-90-7013	\$144.49	
		50291961/10/7/2024	HWY 111 and Main St Clock	10-00-7013	\$177.21	
		50001664/10/7/2024	286 E Alexandria	01-80-7013	\$20.64	
		50892491/10/6/2024	Blair Rd International - Delta St	06-06-7013	\$880.31	
6651	C	10/25/2024	96	Golden State Water Company	\$1,181.56	O
		Invoice Nbr - Description		GL Account	Amount	
		51045100008/10/21/2024 - Mikesell Park - 102 E Main		01-90-7013	\$83.61	
		00934100009/10/21/2024 - Wellbeing Center - 101 N Lake		01-80-7013	\$143.66	
		109334100008/10/21/2024 - Flag Pole - 100 Park Irr		01-90-7013	\$51.15	
		50634100007/10/21/2024 - City Yard - 525 S Sorensen		01-50-7013	\$87.78	
		51934100002/10/21/2024 - 450 N Brown Ave (E California		01-90-7013	\$83.61	
		90696400002/10/21/2024 - Fire Dept. - 125 Park		01-26-7013	\$330.33	
		98028300006/10/21/2024 - Police Dept. - 140 W Main		01-25-7013	\$231.08	
		25634100009/10/21/2024 - Lift Station- 424 International		06-06-7013	\$170.34	
6652	C	10/25/2024	102	Parkhouse Tire, Inc.	\$3,390.64	O
		Invoice Nbr - Description		GL Account	Amount	
		3030084522 - Fire Dept. Engine 5211		01-26-7606	\$793.22	
		3030084548 - Fire Dept. Engine 5211		01-26-7606	\$2,597.42	
6653	C	10/25/2024	113	Waxie Sanitary Supply	\$142.27	O
		Invoice Nbr - Description		GL Account	Amount	
		82774489 - FD - Car wash soap		01-26-7013	\$142.27	
6654	C	10/25/2024	143	Zendejas Hardware	\$115.16	O
		Invoice Nbr - Description		GL Account	Amount	
		873124 - PW- Misc supplies		01-90-7015	\$81.84	
		K72780 - PW -Misc supplies		01-25-7017	\$26.87	
		873025 - Office Key for Natasha		01-80-7017	\$6.45	

Accounts Payable Check Register Report - US Bank Branch-158300185465

For The Date Range From 9/20/2024 To 10/31/2024

For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
				8230485612 - PD- Update Radios/ Software Encryption	01-25-7606 \$2,100.00	
6665	C	10/25/2024	645	Got Ice		\$3,074.65 O
		Invoice Nbr - Description		GL Account	Amount	
		7878 - FD - Dept Ice		01-26-7013	\$3,074.65	
6666	C	10/25/2024	652	County of San Diego, RCS		\$945.98 O
		Invoice Nbr - Description		GL Account	Amount	
		25CALIFDN03 - FD- Monthly Radio Service		01-26-7003	\$709.98	
		25CALIPDN03 - PD - Radio Network Service		01-25-7003	\$236.00	
6667	C	10/25/2024	724	Brenntag Pacific, Inc		\$6,362.73 O
		Invoice Nbr - Description		GL Account	Amount	
		BPI467146 - PW- Operational Chemicals		06-06-7060	\$6,362.73	
6668	C	10/25/2024	819	Conveyor Group		\$8,242.00 O
		Invoice Nbr - Description		GL Account	Amount	
		11185 - City Emails		01-17-7003	\$7,966.00	
		11308 - City Emails		01-17-7003	\$276.00	
6669	C	10/25/2024	894	Border Tactical		\$1,121.88 O
		Invoice Nbr - Description		GL Account	Amount	
		A211660 - PD- Cesena		01-25-7929	\$353.71	
		A211730 - Police Dept. Uniforms (Beltran)		01-25-7929	\$760.17	
		A211726 - Police Dept. Uniforms (Labor)		01-25-7929	\$8.00	
6670	C	10/25/2024	906	Sparkletts		\$309.70 O
		Invoice Nbr - Description		GL Account	Amount	
		9442563101024 - Fire Dept. Drinking water		01-26-7013	\$177.86	
		9575554100124 - PW - Drinking water		01-90-7013	\$55.40	
		9442717100124 - CH - Drinking water		01-80-7013	\$76.44	
6671	C	10/25/2024	958	Southwest Equipment and Supply, Inc.		\$30.02 O
		Invoice Nbr - Description		GL Account	Amount	
		41182 - FD - Replaced broken hose line on fire engine 2820		01-26-7606	\$10.02	
		41207 - PW- Truck flat		01-40-7606	\$20.00	
6672	C	10/25/2024	1020	AM Copiers, Inc		\$71.41 O
		Invoice Nbr - Description		GL Account	Amount	
		IN5954 - September 2024 Services		01-16-7001	\$71.41	
6673	C	10/25/2024	1080	County Motor Parts		\$183.87 O
		Invoice Nbr - Description		GL Account	Amount	
		540310 - WWTP -Equip. Maint.		06-06-7606	\$23.37	
		540315 - WWTP -Equip. Maint.		06-06-7606	\$46.74	
		540152 - WWTP -Equip. Maint.		06-06-7606	\$46.84	
		540420 - PW- Delta pump station oil spill		06-06-7017	\$66.92	
6674	C	10/25/2024	1118	Clearinghouse		\$279.80 O
		Invoice Nbr - Description		GL Account	Amount	

Accounts Payable Check Register Report - US Bank Branch-158300185465

For The Date Range From 9/20/2024 To 10/31/2024

For All Vendors And For Outstanding Checks - Computer Generated, Hand Written, eCheck

Check # / eCheck ID	Type	Date	Vendor	Name	Amount	Status
				INV00512667 - Delta St Repairs	06-06-7606	\$178.05
				INV00512874 - Delta St Repairs	06-06-7606	\$2,234.57
6698	C	10/28/2024	1038	Special District Risk Management Authority		\$14,097.61 O
				Invoice Nbr - Description	GL Account	Amount
				H46628 - Employee Insurance - November 2024	01-16-6900	\$2,298.55
				H46628 - Employee Insurance - November 2024	01-25-6900	\$3,766.71
				H46628 - Employee Insurance - November 2024	01-26-6900	\$3,766.71
				H46628 - Employee Insurance - November 2024	01-40-6900	\$1,312.22
				H46628 - Employee Insurance - November 2024	01-90-6900	\$984.17
				H46628 - Employee Insurance - November 2024	06-06-6900	\$1,969.25
6699	C	10/28/2024	1118	Clearinghouse		\$279.80 O
				Invoice Nbr - Description	GL Account	Amount
					01-00-2010	\$279.80
6700	C	10/28/2024	1155	VESTIS		\$44.49 O
				Invoice Nbr - Description	GL Account	Amount
				5220432492 - PW- Uniforms	01-40-7929	\$5.96
				5220432492 - PW- Uniforms	01-80-7929	\$2.69
				5220432492 - PW- Uniforms	01-90-7929	\$15.24
				5220432492 - PW- Uniforms	01-80-7106	\$16.13
				5220432492 - PW- Uniforms	06-06-7929	\$4.47
6701	C	10/28/2024	1266	Gilbert G. Otero		\$4,740.00 O
				Invoice Nbr - Description	GL Account	Amount
				2024-0 - Legal Services Rendered	01-03-7003	\$4,740.00
6702	C	10/28/2024	1293	California Consulting, Inc		\$1,725.00 O
				Invoice Nbr - Description	GL Account	Amount
				7235 - PW- Grant Writing Services	10-00-7003	\$225.00
				7234 - PW- Grant Services	10-00-7003	\$1,500.00
6703	C	10/28/2024	1301	Alejandro Estrada		\$2,640.00 O
				Invoice Nbr - Description	GL Account	Amount
				1495 - IT- Oct, Nov Services	01-17-7003	\$1,020.00
				1503 - IT- Oct, Nov Services	01-17-7003	\$1,620.00
6704	C	10/28/2024	1129	WEX Bank		\$470.00 O
				Invoice Nbr - Description	GL Account	Amount
				100278988 - FD- Chevron/Texaco Fuel Card	01-26-7015	\$470.00
					Cleared	\$0.00
					Outstanding	\$441,875.99
					Void	\$0.00



November 12, 2024

Environmental Protection Agency

Office of Grants and Department

Mail Code: 3901

1200 Pennsylvania Avenue, N.W.

Washington, D.C. 20460

Re: Letter of Support for the GREAT Gateway Project – EPA CCG Grant Application

Dear Environmental Protection Agency,

I am writing to express my strong support for the GREAT (Green Renewable Energy Advancing Together) Gateway Project in Niland, California, and to endorse its application for the EPA's Community Change Grant (CCG). This initiative is crucial for addressing infrastructure deficiencies and promoting sustainable economic development through renewable energy. Niland, an unincorporated community in northern Imperial Valley, faces significant challenges due to inadequate infrastructure and severe economic distress.

The GREAT Gateway project aims to:

1. **Improve Infrastructure:** Address critical infrastructure needs, including air quality monitoring, improved roads, sidewalks, and drainage.
2. **Promote Renewable Energy:** Establish a Lithium Valley Visitor Center that is powered by a solar microgrid and establishes educational opportunities for the community to learn about renewable energy, lithium, tribal and natural resources.
3. **Stimulate Economic Development:** Create jobs and attract investment to the region.
4. **Enhance Quality of Life:** Revitalize Niland by improving living conditions and access to essential services.

This project is a key component of a larger strategy to position Imperial Valley as a leader in the green energy sector. The potential positive impacts on the environment, economy, and quality of life for residents are immense.

Thank you for your consideration.

Sincerely,

Sylvia R. Chavez

Mayor



DISCUSSION / DIRECTION

#1

CALIPATRIA CITY COUNCIL AGENDA ITEM

Date Submitted: November 7, 2024

Submitted By: Edgar Self, Public Works Director

Council Meeting Date: November 12, 2024

Discussion / Action

Subject: Delta Pump Station BID for Wet Well Repairs

Background:

The City has been working with The Holt Group, Inc. to address the Delta Pump Station repairs. The bid documents have been prepared and require Council approval to post for BID. These repairs will help to bring the pump station back to a safe and operable condition.

Recommendation:

Staff recommends the City Council approve The Holt Group, Inc. to send the project out to bid.

Fiscal Impact:

Grant Funded



CALIPATRIA CITY COUNCIL AGENDA ITEM

Date Submitted: November 7, 2024
Submitted By: Edgar Self, Public Works Director
Council Meeting Date: November 12, 2024

Discussion / Action

Subject: Vehicle Surplus

Background:

City staff is requesting to surplus three (3) City vehicles that have passed their useful life and have since been replaced with used vehicles. Two vehicles are Public Works vehicles and one of the vehicles is from the Police Department. Requesting to surplus the following vehicles:

Public Works Vehicles:

2009 Chevy 1500 3CFK135X9G275644

2005 Chevy 1GNDS13S762138136

Police Vehicle:

1999 Ford Van 1FBSS31S2XHB55816

Upon approval, the surplus vehicles will be placed on GovDeals for public auction.

Recommendation:

Staff recommends the City Council approve the three (3) vehicles for surplus and posting for auction.

Fiscal Impact:

N/A





CALIPATRIA CITY COUNCIL AGENDA ITEM

Date Submitted: November 7, 2024

Submitted By: Laura Gutierrez, City Manager/CFO

Council Meeting Date: November 12, 2024

Discussion / Action

Subject: Contract Extension for The Holt Group, Inc.

Background:

On September 29, 2022, the City released and distributed a Request for Qualifications (RFQ) for City Engineering and Planning Services, with a submittal deadline of October 27, 2022. During this time, the City only received one (1) proposal. The proposal was from The Holt Group, Inc. On November 22, 2022, the City passed Resolution 22-47 awarding a two-year contract to The Holt Group, Inc. (contract set to expire on November 21, 2024). The RFQ terms included an option to extend the Agreement for two (2) additional one-year terms, on the same terms and conditions.

The City's Agreement with The Holt Group, Inc. includes design services, field surveying, preliminary engineering, engineering reports, bidding assistance, construction management and inspection services, planning services, grant acquisition services, and miscellaneous engineering and planning services.

If approved Legal Counsel to prepare the Agreement Extension.

Recommendation:

Staff recommends the City Council approval a two (2) year Agreement Extension and execution of agreement by the City Manager.

Fiscal Impact:

General Fund / Wastewater Fund / Grant Funding ~ cost to be determined by Project.

**AGREEMENT BETWEEN THE CITY OF CALIPATRIA
AND THE HOLT GROUP, INC. FOR
PROFESSIONAL CITY ENGINEERING AND CITY PLANNING SERVICES**

This agreement (herein after referred to as "**Agreement**") is entered into and effective as of the 22nd day of November 2022 by the **CITY OF CALIPATRIA, CALIFORNIA, a municipal corporation**, (hereinafter referred to as "**City**"), and **THE HOLT GROUP, INC.**, (hereinafter referred to as "**Consultant**").

RECITALS

WHEREAS, the City desires to enter into an Agreement that may include design services; field surveying; preliminary engineering; engineering reports; bidding assistance; construction management and inspection services; planning services; grant acquisition services; and miscellaneous engineering and planning services.

WEREAS, the City released and distributed a Request for Qualifications for City Engineering and Planning Services on September 29, 2022, with a submittal deadline of October 27, 2022, with the expressed intent to retain a California licensed Professional Engineer and qualified American Institute of Certified Planner to act in the official capacity of City Engineer and City Planner.

WEREAS, the City received one (1) RFQ and Cost Proposal dated October 27, 2022, from the Consultant.

WEREAS, the Calipatira City Council Passed, Approved and Adopted Resolution 22-47 at the regularly scheduled council meeting of November 22, 2022, authorizing the City Manager to execute the Professional Services Agreement with the Consultant for a period of two years (November 2022 to November 2024).

NOW, THEREFORE, the City and Consultant, hereby agree as follows:

ARTICLE I INTRODUCTION

- A. The work to be performed under this Agreement is described in the Request for Qualifications for City Engineering and City Planning Services prepared and distributed by the City on September 29th, 2022, attached hereto as Appendix I, and incorporated herein as reference. The approved Consultant City Engineering and Planning Services Proposal and Consultant Cost Proposal dated October 27, 2022, attached hereto as Appendix II, and incorporated herein by reference. If there are any conflicts between the prior noted documents (Appendix I or II) and this Agreement, this Agreement shall take precedence.
- B. The Consultant agrees to the fullest extent permitted by law to indemnify, protect and hold harmless the City, its representatives, officers, directors, designees, agents, employees, and successors from any and all claims, demands, costs, or liability arising from or connected with the services provided hereunder due to negligent acts, errors, or omissions of the Consultant and Consultant subconsultants. The Consultant will reimburse the City for any expenditure, including reasonable attorney fees, incurred in defending against claims ultimately determined to be due to negligent acts, errors, or omissions arising from Consultant activities.

- C. Representatives, officers, directors, designees, employees, and successors of the Consult, in the performance of this Agreement, shall act in an independent capacity and not as officers or employees or agents of the City.
- D. Without the written consent of the City, this Agreement is not assignable to another Consultant either in whole or in part.
- E. No alteration or variation of the terms of this Agreement shall be valid, unless made in writing and signed by the parties hereto; and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.
- F. The consideration to be paid to the Consultant as provided herein, shall be in compensation for all of Consultant expenses incurred in the performance hereof, including travel and per diem, unless otherwise expressly so provided.

ARTICLE II STATEMENT OF WORK

A. Consultant Services

The City hereby retains and engages the Consultant, and the Consultant accepts such engagement, to perform engineering and planning professional services in conformance with City ordinances, resolutions, minute orders, and other requirements. Engineering and planning professional services are also to be completed by Consultant in accordance with applicable state and federal codes and regulations. The Consultant shall complete engineering and planning professional services in conformance with the City Request for Qualifications for City Engineering and City Planning Services and approved Consultant City Engineering and Planning Proposal, and Consultant Cost Proposal as referenced in Article I, Subsection A.

B. Local Agency Obligations

All data applicable to the project and in possession of the City or another agency, or government that are to be made available to the Consultant will be made available to the Consultant as determined by the City Manager.

C. Conferences, Visits to Site, Inspection of Work

This agreement provides for as needed conferences, visits to the site, and inspection of the work by representatives of the State of California State Department of Transportation (Caltrans), the Federal Highway Administration (FHWA), United States Department of Agriculture (USDA), State of California Division of Aeronautics, North American development Bank (NADBank), State of California Clean Water State Revolving Fund (CWSRF), State of California Park and Recreation Department, and similar agencies. Costs incurred by Consultant for meetings, subsequent to the initial meeting, shall be included in the Consultant fee.

ARTICLE III CONSULTANT REPORTS OR MEETINGS

- A. Consultant shall submit progress reports on each specific project in accordance with the Project Task Order requirements. These reports shall be submitted at least once a month. The report should be sufficiently detailed for the City Manager or Project Coordinator to determine, if Consultant is performing to expectations, or is on schedule; to provide communication of interim findings, and to sufficiently address any difficulties or special problems encountered, so remedies can be developed.
- B. Consultant Project Manager shall meet with City Manager or City Project Coordinator, as needed, to discuss progress on the project(s).

ARTICLE IV PERFORMANCE PERIOD

- A. This Agreement shall go into effect upon receipt of a duly executed Agreement by the City Manager and Consultant. The Consultant shall commence work after notification to proceed by the City Manager. The term of the Agreement is two (2) years, commencing on November 22nd, 2022, and ending on November 22nd, 2024.
- B. The Consultant is advised that any recommendation for contract award is not binding on the City until the Agreement is duly executed by the City and the Consultant.
- C. The period of performance for each specific project shall be in accordance with the Task Order for that project. If work on a Task Order is in progress on the expiration date of this agreement, the terms of the agreement shall be extended by contract amendment.

ARTICLE V ALLOWABLE COSTS AND PAYMENTS

- A. The Consultant shall either be reimbursed for hours worked at the hourly rates specified in the approved Consultant Cost Proposal, affixed and made part of this Agreement as Appendix II; or the Consultant shall be reimbursed for a lump sum amount based on a Task Order that is mutually agreed upon by the City and Consultant. The specified hourly rates shall include direct salary costs, employee benefits, and overhead.
- B. In addition, the Consultant will be reimbursed for incurred (actual) direct costs other than salary costs that are in the cost proposal and identified in the cost proposal and in the executed Project Task Order.
- C. Reimbursement for transportation and subsistence costs shall not exceed the rates as specified in the approved Cost Proposal.
- D. Progress payments will be made monthly in arrears based on services provided and actual costs incurred.

- E. The Consultant shall not commence performance of work or services until this Agreement has been approved by the City, and notification to proceed has been issued by the City Manager. No payment will be made prior to approval or for any work performed prior to approval of this agreement.
- F. The Consultant will be reimbursed, as promptly as fiscal procedures will permit upon receipt by the City Manager of itemized invoices and not to exceed 30 days from receipt of itemized invoice(s). The Consultant shall submit invoices no later than 45 calendar days after the performance of work for which the Consultant is billing. Invoices shall detail the work performed on each milestone, on each project as applicable. Invoices shall follow the format required by the City. Invoices shall be remitted electronically to the City Manager and in hard copy format to the following address:

City of Calipatria
Attention: Romualdo Medina
125 North Park Avenue
Calipatria, CA 92233

ARTICLE VI TERMINATION

- A. The City reserves the right to terminate this Agreement with cause giving the Consultant thirty (30) calendar days written notice. The 30 days will commence from the receipt of written notice delivered via certified mail to the address listed in Article XXI.
- B. The City may terminate this Agreement with the Consultant should the Consultant fail to perform the covenants herein contained at the time and in the manner herein provided. In the event of such termination, the City may proceed with the work in any manner deemed necessary and appropriate. If the City terminates this Agreement with the Consultant, the City shall pay the Consultant the sum due under this Agreement prior to the Agreement termination date. The balance due to the Consultant under this Agreement shall be paid to the Consultant upon demand and within the terms established in Article V, Subsection F.

ARTICLE VII RETENTION OF RECORDS/AUDIT

For the purpose of determining compliance with Public Contract Code 10115, et seq. and Title 21, California Code of Regulations, Chapter 21, Section 2500 et seq., when applicable and other matters connected with the performance of the contract pursuant to Government Code 8546.7; Consultant, subconsultants, and the City shall maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of the Agreement, including but not limited to, the costs of administering the Agreement. All parties shall make such materials available at their respective offices at all reasonable times during the Agreement period and for three years from the date of final payment under the Agreement. The State of California, State Auditor, City, FHWA, Funding Agency or any duly

authorized representative of the Federal Government shall have access to any books, records, and documents of Consultant and its certified public accountants (CPA) work papers that are pertinent to the contract and indirect cost rates (ICR) for audit, examinations, excerpts, and transactions, and copies thereof shall be furnished if requested.

ARTICLE VIII CONFLICT OF INTEREST

- A. The Consultant shall disclose any financial, business, or other relationship with the City that may have an impact upon the outcome of this Agreement, or any ensuing City construction project. The Consultant shall also list current clients who may have a financial interest in the outcome of this agreement, or any ensuing City construction project, which will follow.
- B. The Consultant hereby certifies that it does not now have, nor shall it acquire any financial or business interest that would conflict with the performance of services under this agreement.
- C. The Consultant hereby certifies that neither representatives, agents or employees, nor any firm affiliated with the Consultant will bid on any construction contract, or on any contract to provide construction inspection for any construction project resulting from this Agreement. An affiliated firm is one, which is subject to the control of the same persons through joint-ownership, or otherwise.
- D. The Consultant hereby certifies that neither representatives, its employees, nor any firm affiliated with the Consultant providing services on this project prepared the Plans, Specifications, and Estimate for any construction project included within this Agreement. An affiliated firm is one, which is subject to the control of the same persons through joint-ownership, or otherwise.
- E. The Consultant further certifies that neither representatives, employees, nor any firm affiliated with the Consultant, will bid on any construction subcontracts included within the construction contract. Additionally, the Consultant certifies that no person working under this Agreement is also employed by the construction contractor for any project included within this agreement.

ARTICLE IX REBATES, KICKBACKS OR OTHER UNLAWFUL CONSIDERATION

The Consultant warrants that this Agreement was not obtained or secured through rebates kickbacks or other unlawful consideration, either promised or paid to any City representative, board, or employee. For breach or violation of this warranty, the City shall have the right in its discretion; to terminate the Agreement without liability; to pay only for the value of the work actually performed; or to deduct from the agreement price; or otherwise recover the full amount of such rebate, kickback or other unlawful consideration.

ARTICLE X PROHIBITION OF EXPENDING LOCAL AGENCY STATE OR FEDERAL FUNDS FOR LOBBYING

- A. The Consultant certifies to the best of his or her knowledge and belief that:
1. No state, federal or local agency appropriated funds have been paid, or will be paid by-or-on behalf of the Consultant to any person for influencing or attempting to influence an officer or employee of any state or federal agency; a Member of the State Legislature or United States Congress; an officer or employee of the Legislature or Congress; or any employee of a Member of the Legislature or Congress, in connection with the awarding of any state or federal contract; the making of any state or federal grant; the making of any state or federal loan; the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any state or federal contract, grant, loan, or cooperative agreement.
 2. If any funds other than federal appropriated funds have been paid, or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency; a Member of Congress; an officer or employee of Congress, or an employee of a Member of Congress; in connection with this federal contract, grant, loan, or cooperative agreement; the Consultant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- B. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.
- C. The Consultant also agrees by signing this document that he or she shall require that the language of this certification be included in all lower-tier subcontracts, which exceed \$100,000 and that all such sub recipients shall certify and disclose accordingly.

ARTICLE XI STATEMENT OF COMPLIANCE

- A. Consultant signature affixed herein, and dated, shall constitute a certification under penalty of perjury under the laws of the State of California that the Consultant has, unless exempt, complied with, the nondiscrimination program requirements of Government Code Section 12990 and Title 2, California Administrative Code, Section 8103.
- B. During the performance of this Agreement, the Consultant. and its subconsultants shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. The Consultant and subconsultants shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and

harassment. Consultant and subconsultants shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this agreement by reference and made a part hereof as if set forth in full. Consultant and its subconsultants shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement.

ARTICLE XII CHANGE IN TERMS

- A. This Agreement may be amended or modified only by mutual written agreement by the City and the Consultant.
- B. The Consultant shall only commence work covered by an amendment after the amendment is executed and notification to proceed has been provided by the City Manager.
- C. There shall be no change in Consultant Project Manager or members of the project team, as listed in the approved Cost Proposal, which is a part of this Agreement without prior written approval by the City Manager.

ARTICLE XIII INSPECTION OF WORK

The Consultant shall permit the City to review and inspect the project activities and files at all reasonable times during the performance period of this Agreement including review and inspection on a daily basis.

ARTICLE XIV SAFETY

- A. The Consultant shall comply with OSHA regulations applicable to the Consultant regarding necessary safety equipment or procedures. The Consultant shall comply with safety instructions issued by the City Safety Officer and other City representatives. The Consultant personnel shall wear hard hats and safety vests at all times while working on the construction project site.
- B. Pursuant to the authority contained in Section 591 of the Vehicle Code, the City has determined that such areas are within the limits of the project and are open to public traffic. The Consultant shall comply with all of the requirements set forth in Divisions 11, 12, 13, 14, and 15 of the Vehicle Code. The Consultant shall take all reasonably necessary precautions for safe operation of its vehicles and the protection of the traveling public from injury and damage from such vehicles.

- C. Any subcontract entered into as a result of this Agreement, shall contain all of the provisions of this Article.
- D. The Consultant must have a Division of Occupational Safety and Health (CAL-OSHA) permit(s), as outlined in California Labor Code Sections 6500 and 6705, prior to the initiation of any practices, work, method, operation, or process related to the construction or excavation of trenches which are five feet or deeper.

ARTICLE XV INSURANCE

- A. Prior to commencement of the work described herein, the Consultant shall furnish the City a Certificate of Insurance stating that there is general comprehensive liability insurance presently in effect for the Consultant with a combined single limit (CSL) of not less than one million dollars (\$1,000,000) per occurrence.
- B. The Certificate of Insurance will provide:
 - 1. That the insurer will not cancel the insured's coverage without 30 days prior written notice to the City.
 - 2. That the City, its officers, agents, employees, and servants are included as additional insureds, but only insofar as the operations under this contract are concerned.
 - 3. That the City will not be responsible for any premiums or assessments on the policy.
- C. The Consultant agrees that the bodily injury liability insurance herein provided for, shall be in effect at all times during the term of this agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, the Consultant agrees to provide at least thirty (30) days prior notice to said expiration date; and a new Certificate of Insurance evidencing insurance coverage as provided for herein, for not less than either the remainder of the term of the agreement, or for a period of not less than one (1) year. New Certificates of Insurance are subject to the approval of the City. In the event the Consultant fails to keep in effect at all times insurance coverage as herein provided, the City, in addition to any other remedies it may have, terminate this agreement upon occurrence of such event.

ARTICLE XVI OWNERSHIP OF DATA

- A. Upon completion of all work under this agreement, ownership and title to all reports, documents, plans, specifications, and estimates produce as part of this agreement will automatically be vested in the City; and no further agreement will be necessary to transfer ownership to the City. The Consultant shall furnish the City all necessary copies of data needed to complete the review and approval process.
- B. It is understood and agreed that all calculations, drawings and specifications, whether in hard copy or machine-readable form, are intended for one-time use in the construction of

the project for which this Agreement has been entered into. The Consultant is not liable for claims, liabilities, or losses arising out of, or connected with the modification, or misuse by the City of the machine-readable information and data provided by the Consultant under this contract; further, the Consultant is not liable for claims, liabilities, or losses arising out of, or connected with any use by the City of the project documentation on other projects for additions to this project, or for the completion of this project by others, except only such use as may be authorized in writing by the Consultant.

- C. Applicable patent rights provisions regarding rights to inventions shall be included in the contracts as appropriate (48 CFR 27, Subpart 27.3 - Patent Rights under Government Contracts for federal-aid contracts).
- D. The City may permit copyrighting reports or other agreement products. If copyrights are permitted; the agreement shall provide that the FHWA shall have the royalty-free nonexclusive and irrevocable right to reproduce, publish, or otherwise use; and to authorize others to use, the work for government purposes.

ARTICLE XVII CLAIMS FILED BY CITY'S CONSTRUCTION CONTRACTOR

- A. If claims are filed by the City construction contractor relating to work performed by the Consultant personnel, and additional information or assistance from Consultant personnel is required in order to evaluate or defend against such claims; the Consultant agrees to make its personnel available for consultation with the City's construction contract administration and legal staff and for testimony, if necessary, at depositions and at trial or arbitration proceedings.
- B. The Consultant personnel that the City considers essential to assist in defending against construction contractor claims will be made available on reasonable notice from the City. Consultation or testimony will be reimbursed at the same rates, including travel costs that are being paid for Consultant personnel services under this Agreement.
- C. Services of the Consultant personnel in connection with the City's construction contractor claims will be performed pursuant to a written contract amendment, if necessary, extending the termination date of this Agreement in order to resolve the construction claims.

ARTICLE XVIII CONFIDENTIALITY OF DATA

- A. All financial, statistical, personal, technical, or other data and information relative to the City's operations, which are designated confidential and made available to the Consultant in order to carry out this Agreement, shall be protected by the Consultant from unauthorized use and disclosure.

- B. Permission to disclose information on one occasion, or public hearing held by the City relating to the contract, shall not authorize the Consultant to further disclose such information, or disseminate the same on any other occasion.
- C. The Consultant shall not comment publicly to the press or any other media regarding the agreement or the City's actions on the same, except to City staff, Consultant personnel involved in the performance of this Agreement, at public hearings or in response to questions from a Legislative committee.
- D. The Consultant shall not issue any news release or public relations item of any nature, whatsoever, regarding work performed or to be performed under this Agreement without prior review and written consent of the contents thereof by the City.
- E. Any subcontract entered into as a result of this Agreement shall contain all of the provisions of this Article.
- F. All information related to the construction estimate is confidential and shall not be disclosed by the Consultant to any entity other than the City.

ARTICLE XIX NATIONAL LABOR RELATIONS BOARD CERTIFICATION

In accordance with Public Contract Code Section 10296, the Consultant hereby states under penalty of perjury that no more than one final unappealable finding of contempt of court by a federal court has been issued against the Consultant within the immediately preceding two-year period, because of the Consultant failure to comply with an order of a federal court that orders the Consultant to comply with an order of the National Labor Relations Board.

ARTICLE XX CHOICE OF LAW

The laws of the State of California shall govern this Agreement. This Agreement is made and entered into in the County of Imperial, California. Any action brought by either the City or Consultant with respect to this Agreement shall be brought in a court of competent jurisdiction within Imperial County.

ARTICLE XXI NOTIFICATION

All notices hereunder and communications regarding interpretation of the terms of this Agreement and changes thereto, shall be affected by the mailing thereof by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

To the City: City Manager
 City of Calipatria
 125 North Park Street
 Calipatria, CA 92233

To the Consultant: Secretary/CFO
The Holt Group, Inc.
1601 North Imperial Avenue
El Centro, California 92243

ARTICLE XXII CONTRACT

The two parties to this Agreement, who are the before named the Consultant and the before named City, hereby agree that this contract constitutes the entire Agreement which is made and concluded in duplicate between the two parties. Both of these parties for and in consideration of the payments to be made, conditions mentioned, and work to be performed; each agree to diligently perform in accordance with the terms and conditions of this Agreement as evidenced by the signatures below.

ARTICLE XXIII SIGNATURES

CITY OF CALIPATRIA

By:

Date:

11-22-22

A blue ink signature of Romualdo Medina, consisting of a large, stylized 'R' followed by a horizontal line.

Romualdo Medina
City Manager
City of Calipatria

THE HOLT GROUP, INC.

By:

Date:

11/22/2022

A blue ink signature of James G. 'Jack' Holt, consisting of a large, stylized 'J' followed by a horizontal line.

James G. "Jack" Holt, P.E.
Secretary/CFO
The Holt Group, Inc.

Agreement Attachments:

Attachment I: Request for Qualifications for City Planning and Engineering Services dated 09/29/2022

Attachment II: Holt Group City Engineering and Engineering Proposal dated 10/27/2022



**CITY OF CALIPATRIA
REQUEST FOR QUALIFICATIONS (RFQ)
FOR
CITY ENGINEERING
AND
CITY PLANNING SERVICES**

**JAVIER AMEZCUA, MAYOR
MARIA NAVA FROELICH, MAYOR PRO-TEM
HECTOR CERVANTES, COUNCIL
SILVIA R. CHAVEZ, COUNCIL
HOUSTON HISEL, COUNCIL**

ROMUALDO MEDINA, CITY MANAGER

**Release Date:
September 29, 2022**

Submission Deadline:

**October 27, 2022
2:00 PM (PST)**

**City Hall
City of Calipatria
Attention: Catherine Hoff
125 N. Park Avenue
Calipatria, CA 92233**

SECTION I – INVITATION FOR REQUEST FOR QUALIFICATIONS

CITY OF CALIPATRIA INVITATION FOR REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL CITY ENGINEERING AND CITY PLANNING SERVICES

PUBLIC NOTICE IS HEREBY GIVEN that sealed requests for qualifications for the work described in Section 4 entitled: **SCOPE OF WORK FOR CITY ENGINEERING AND CITY PLANNING SERVICES** will be received at the City of Calipatria, office of the City Clerk, 125 North Park Avenue, Calipatria, California 92233 until: **OCTOBER 27, 2022 AT 2:00 PM** prevailing local time at which time they will be publicly opened and read aloud in the Council Chambers at said address.

Submittals shall conform to the requirements of this Invitation for request for qualifications and other documents listed herein and any addenda thereto issued in advance of the proposal opening date.

Project Description: The City of Calipatria is seeking to contract with a qualified consultant to act in the capacity of City Engineer and Planner. Engineering functions will include, but not be limited to civil design services; preliminary engineering; engineering reports, bidding assistance; construction management and inspection services; plan review/checking services; field surveying services; and miscellaneous engineering services. Planning functions will include, but not be limited to permit review; land use planning services; grant acquisition, monitoring, and reporting services; environmental planning services; policy development/code/ordinance adoption services; provide recovery development impact fee assessment services; service area plan review and update services; and provide miscellaneous planning services.

Consultant License(s) and Qualifications: The consultant shall possess a valid and active Professional Engineer (P.E.) License issued by the California Department of Consumer Affairs Board for Professional Engineers, Land Surveyors, and Geologist. The consultant shall maintain one (1) Planning Professional that is certified with the American Institute of Certified Planners (AICP) to serve as City Planner.

Obtaining or Inspecting RFQ Documents: This Request for Qualifications and subsequent addenda may be examined at the City of Calipatria, City Hall, 125 N. Park Avenue, Calipatria, California 92233, Telephone (760) 348-4141. The Request for Qualifications will be posted on the City of Calipatria website at: <http://www.calipatria.com>. There will be no charge if consultants are willing to obtain electronic copies of the Request for Qualifications from the City website. Consultants requesting a hard copy of the Request for Qualifications and subsequent addenda will bear the cost of reproduction.

The Request for Qualifications requirements and the work to be performed are comprised of the following:

Section 1	Invitation for Request for Qualifications
Section 2	General Information
Section 3	Statement of Qualification Requirements
Section 4	Scope of Services
Section 5	RFQ Evaluation Criteria
Section 6	General Terms and Conditions

All questions regarding the Request for Qualifications for City Engineering and City Planning Services shall be submitted in writing to Catherine Hoff by, e-mail or mail correspondence to c_hoff@calipatria.com or 125 N. Park Avenue, Calipatria, CA 92233, prior to 2:00pm on October 20, 2022. Questions will be addressed by October 21, 2022 and will be posted as an addendum on the City website.

The City reserves the right to reject any or all proposal or any parts thereof and to waive any irregularities or informalities in any proposal to make a contract award in the best interest of the City.

Submittals may not be withdrawn for a period of ninety (90) calendar days after the date set for the opening of bids.

SECTION 2 – GENERAL INFORMATION

2.1 BACKGROUND AND INTRODUCTION

Incorporated in 1918, the City of Calipatria is located about 150 miles east of San Diego and 100 miles South of Palm Springs. The area is predominately agricultural and is surrounded by various recreational activity locations. Located about 40 miles from the City, the Glamis Dunes are home to many off-road enthusiasts. About 30 miles from the City, outdoor enthusiasts can enjoy rock collecting, deer hunting, and dove hunting in the Chocolate Mountain areas. The City of Calipatria is also a short hour's drive from the beautiful Colorado River. About 5 miles from the City lies the Salton Sea, an area of great interest and activity for fishermen, campers, tourists, and bird watchers. In addition to agriculture and eco-tourism, geothermal activity is a big boost to the local economy. Seven geothermal plants and three new mineral recovery plants are located within the vicinity of the City.

The City of Calipatria is soliciting Request for Qualifications for the purpose of selecting a planning and engineering firm consultant to perform a variety of professional City Planning and City Engineering services related to private development review and to support the functions and operations of the City's infrastructure system. Accessibility to and a timely response from these firms is essential to the position. The City Planner and City Engineer will work in coordination and partnership with the City Manager. The selected Consultant(s) shall be familiar with and shall follow relevant local, state, and federal regulations, including CEQA, NEPA, the City's General Plan and Ordinance.

The City Planner and City Engineer will provide a range of day-to-day professional services as required by the City Manager. It is anticipated that the base level of service will include a senior level engineer and planner. The Consultant City Planner and Consultant City Engineer will perform those activities outlined in the Scope of Services section of this RFQ. Services to be provided by the Consultant City Planner generally involves the implementation the City's General Plan and Zoning Code as it relates to private development projects and City initiated projects. Services to be provided by the Consultant City Engineer involves projects associated with private development projects, and public improvement projects for wastewater, streets, drainage, traffic engineering, airport, parks and other public facilities.

Qualified consultants awarded the position must have experience in providing services to California cities, counties, and other governmental agencies and must demonstrate experience with administering programs that comply with Federal and State regulations; including but not limited to: Federal Acquisition Regulations (FAR); Federal Highway Administration (FWA) requirements; California Public Contract Code; Caltrans Regulations; Community Development Block Grant (CDBG) funding requirements; California Department of Natural Resources funding guidelines, and State Revolving Funds. The firm must also be able to attend Planning Commission and City Council meetings as required.

The selected firm will be required to enter into a Professional Services Agreement. This Agreement shall become effective upon execution and shall continue in full force and effect beginning on the date that both parties have signed. The initial term of the agreement is three (3) years with an option to extend this Agreement for two (2) additional one-year terms, on the same terms and conditions.

2.2 PROCUREMENT SCHEDULE

2.2.1	RFQ published	September 29, 2022
2.2.2	RFQ request for clarification <small>(must be in writing)</small>	October 20, 2022
2.2.3	Final RFQ addenda published	October 21, 2022
2.2.4	RFQ submittal deadline	October 27, 2022
2.2.5	RFQ review	October 27, 2022
2.2.6	City Council Award Approval	November 9 , 2022
2.2.7	Commencement of contract on or before	November 23, 2022
2.2.8	Contract Term	36 months

SECTION 3 – REQUEST FOR QUALIFICATION REQUIREMENTS

3.1 MANDATORY REQUIREMENTS FOR ALL REQUEST FOR QUALIFICATIONS

- 3.1.1 Submittal must include one (1) original copy, four (4) copies, one (1) electronic portable document file (PDF) copy, and a sealed fee schedule. Only the contents enumerated in this RFQ will be considered in the evaluation process.
- 3.1.2 All submittals must demonstrate that the consultant is able to comply with the requirements of this RFQ, including but not limited to, entering into a Consultant Agreement. An example Consultant Agreement is affixed to this RFQ as **EXHIBIT A**.
- 3.1.3 All submittals must include the name(s), title(s) and resume(s) of the individual(s) who will be performing services under this Consultant Agreement and titles must correspond to the hourly fee schedule.
- 3.1.4 Submittal shall include at least three (3) current references listing the name, address, and contact information.
- 3.1.5 Submitted documents or any modification must bear the signature of the authorized agent that is able to authorize work on behalf of the Consultant.
- 3.1.6 Prior to the execution of the Consultant Agreement with the City, the successful Consultant must provide evidence of insurance coverages naming the City as a Certificate Holder. Policy limits must include work performed by the consultant and any sub-consultants contracted by the Consultant. Insurance limits are detailed in **EXHIBIT B**. The successful firm will be required to maintain the required coverages, at its sole cost and expense, throughout the entire term and any subsequent modification terms of the contract.
- 3.1.7 Submittals are due in a sealed envelope clearly marked "RFQ for City Engineering and Planning Services." It is the sole responsibility of the consultant to see that the proposal is received by the City of Calipatria on or before October 13, 2022, by 2:00pm. Any proposals received after the scheduled closing time for receipt of proposals will be returned to the consultant unopened. Proposals may not be submitted by facsimile, telegraph, electronic mail or any other means other than by personal delivery, United States Mail or other delivery services such as Federal Express or United Parcel Service. Proposals need to be submitted to:

Catherine Hoff
City Clerk
125 N. Park Ave
Calipatria, CA 9223

3.2 STATEMENT OF QUALIFICATIONS CONTENT

A. LETTER OF INTEREST

A Letter of Interest identifying the Consultant's name and proposed subcontractors or sub consultants that are integral to the proposed team, authorized agent, phone number and e-mail address, and signed by an officer of the Consultant that is authorized to enter a contract with the City.

B. TEAM DESCRIPTION

This section discusses the Consultant's proposed team. Include an organization chart showing proposed relationship among consultant team/staff as well as any other parties that may have significant role in the delivery of services to the City. Discuss staffing plan, the workload, both current and anticipated, for all key team members, and their capacity to perform the requested services. Discuss specific personnel who will be assigned to this Agreement. Employee titles must match the classifications in the hourly rate schedule.

C. QUALIFICATIONS AND PAST PERFORMANCE

Description of the Consultants and sub-consultants' qualifications and experience, mentioning specific, similar, or related work pertinent to various types of projects of the nature that would be expected when serving in the capacity of City Engineer and Planner and in relation to the tasks identified in the Scope of Work.

- i. State whether the firm is local, regional, national or international.
- ii. The Engineer must possess a valid Professional Engineer license and is required to maintain active registration with the California Board of Professional Engineers, Land Surveyors, and Geologist for the contract term.
- iii. The Planner must be certified with the American Institute of Certified Planners.
- iv. Identify the owner(s) of the firm and legal status (sole proprietor, corporation, etc.).
- v. Give the location of the office from which work is anticipated to be done and the number of employees of the company. Include an organizational chart.
- vi. Summarize specific experience and qualifications for similar and
- vii. related projects, both federally, state, and locally funded.
- viii. Provide a list and description of projects detailing experience with the tasks identified in the Scope of Work.
- ix. Provide a statement indicating the firms status to perform work and whether there are any current or past judgements against the consultant for failure to complete work.
- x. Provide a statement addressing any current or future Conflicts of Interest arising from this Agreement.

- xi. Provide a statement addressing the Consultant's non-discrimination policy.

The potential projects may vary in scope and size and may encompass any type of improvement. The project location, project limits, purpose, expected results, project deliverables, period of performance, and project schedule shall be coordinated with the City Manager.

D. UNDERSTANDING AND APPROACH

Provide a narrative that explains your approach to realizing the specifications stated in Section 4 of this RFQ. Include a description of the approach for the project, including, but not limited to:

- a. Overall approach and recommendation for delivering City Engineer and Planning services;
- b. Detailed scope of work that incorporates the guidance provided in this RFQ; and
- c. Schedule; Timeline.

E. FEE SCHEDULE AND COMPENSATION

Describe your proposed basis for determining the price of the requested consulting services for the term of the contract. Provide specific information on how the cost of a task would be determined either based on an hourly, time and material basis and/or not-to-exceed lump sum amount. Such hourly rates should be fully burdened or loaded, including full compensation for all overhead and profit. Provide a separate, sealed fee schedule ensuring the titles match the titles of key personnel identified in the Statement of Qualifications.

F. SCHEDULE

As agreed upon by the City of Calipatria and Consultant for each project. This Agreement shall become effective upon execution and shall continue in full force and effect beginning on the date that both parties have signed. The initial term of the agreement is three (3) years with an option to extend this Agreement for two (2) additional one-year terms, on the same terms and conditions.

G. DELIVERABLES

As agreed upon by the City of Calipatria and Consultant for each project.

H. TYPE OF BUSINESS CONCERN

Please indicate if your firm is a small business and/or a Women or Minority owned business. Small firms, minority owned firms, women-owned firms, service-disabled veteran firms and labor surplus area firms are encouraged to apply. Federal size standards will be used to define small firms.

I. FEDERAL REQUIREMENTS

This section discusses the Consultant's experience and knowledge with working on federally aided projects and the federal requirements, thereof. Include sufficient detail to demonstrate a clear understanding of the documentation work required using federal funds, including but not limited to

SECTION 4 – SCOPE OF WORK
FOR
CITY ENGINEERING AND CITY PLANNING SERVICES

SCOPE OF WORK

In response to the RFQ for City Engineering and City Planning Services, the Consultant agrees to provide services in accordance with the specifications set forth in this document. Issuance of this RFQ does not constitute a commitment by the City to award a contract. The City reserves the right to reject any or all proposals received in response to this RFQ, or to cancel this RFQ if it's in the best interest of the City to do so. The City, at its sole discretion, may contract with more than one consultant or expand or reduce services during the term of the Agreement, with written notice and mutually agreed upon by the Consultant and the City. Work performed beyond the Scope of Work must be mutually agreed upon by the Consultant and the City.

4.1 CITY ENGINEER SERVICES

A. Design, Field Surveying, Preliminary Engineering, and Miscellaneous Engineering Services

1. Prepare Project Study Reports (PSR's) and Preliminary Engineering Reports.
2. Consultant shall prepare all plans, specifications, cost estimates, and contract documents for public works projects involving water pipeline distribution improvements, sanitary sewer collection system improvements, stormwater pipeline and facility improvements, water treatment plant improvements, sanitary sewer plant improvements, park improvements, and other related miscellaneous engineering.
3. Prepare CEQA and NEPA environmental documentation as required.
4. Prepare right-of-way maps, legal descriptions, and certifications.
5. Prepare water distribution system Hydraulic Analysis.
6. Update City Standard Details and Specifications.
8. Review and revise the Fats, Oils, and Grease (FOG) Management and Control Program.

9. Review and revise the Sanitary Sewer Management Plan (SSMP).
10. Prepare and update the Wastewater Treatment Plant Operations Plan.
11. Other similar items.

B. Bidding Services

1. Assist the City with project bidding services, including advertising projects for bidding.
2. Maintain a current Plan Holder List.
3. Contact contractors, subcontractors, and material suppliers concerning projects.
4. Assist in distributing plans, specifications, bid forms, addendums, and RFI responses to plan holders.
5. Conduct Pre-Bid Conferences and prepare Pre-Bid Conference Memorandum.
6. Prepare project addendum(a).
7. Assist the City with bid opening of proposals.
8. Complete bid review and evaluation. Forward review and evaluation results to City Staff.
9. Assist in determination of award of contract to the lowest-responsible-responsive bidder. Prepare recommendation letter for award of contract for inclusion in the City Council Staff Report.
10. Other similar items.

C. Construction Management and Inspection

1. Perform field surveying and survey calculations to establish horizontal and vertical control and site topography.
2. Perform construction staking or monitor construction staking prior to the start of construction.

3. Check grades and alignments of pipeline(s) and other infrastructure during construction.
4. Complete inspection of water, sanitary sewer, and stormwater infrastructure.
5. Review compaction tests, soils tests, asphalt mix designs, aggregate base, and concrete compressive strength results completed by the geotechnical consultant.
6. Review contractor certified payrolls and labor compliance requirements.
7. Assist in processing contractor payment requests and change orders.
8. Review project submittal documents for equipment and material.
9. Respond to contractor Request for Information requests.
10. Complete as-built drawings at the completion of a project.
11. Coordinate with utility agencies during the construction period.
12. Coordinate and correspond with Environmental Protection Agency, State Water Board Division of Drinking Water, State Water Board Division of Water Quality, State Revolving Fund, Economic Development Administration, State Department of Housing and Community Development (HCD), Caltrans, Department of Housing and Urban Development (HUD), North America Development Bank, US Department of Agriculture, State Department of Fish and Game, State Department of Parks and Recreation, State Natural Resources Agency, Southern California Association of Governments, Imperial County Public Works, Imperial County Planning and Development Services, grant agencies, and other agencies, as required during the project construction.
13. Conduct Pre-Construction Conference Meetings.
14. Conduct periodic Construction Meetings.
15. Prepare and distribute correspondence regarding meetings and construction related matters.
16. Obtain photographs of the project.

17. Public Works Projects-Prevailing Wage and Labor Standards Compliance.
18. Complete and distribute Daily Inspection Reports.
19. Other similar items.

D. Meeting Attendance and Reports

1. Attend City Council meetings when an Engineering/Planning item(s) are included in the City Council Agenda, or as directed by the City Manager.
2. Submit written correspondence to City Staff and City Council during the design, bidding, and construction phases of a project.
3. Meet and correspond with the following agencies: Environmental Protection Agency, State Water Board Division of Drinking Water, State Water Board Division of Water Quality, State Revolving Fund, Economic Development Administration, State Department of Housing and Community Development (HCD), Caltrans, Department of Housing and Urban Development (HUD), North America Development Bank, US Department of Agriculture, State Department of Fish and Game, State Department of Parks and Recreation, State Natural Resources Agency, Southern California Association of Governments, Imperial County Public Works, Imperial County Planning and Development Services, grant agencies, and any other relevant agencies.
4. Other similar items.

E. Plan Review

1. Review improvement plans and record maps submitted by other firms for various projects within the City limits and within the City's Sphere of Influence. The approved plans shall be signed and stamped by Consultant.
2. Check plans for conformance with City design Standards, Specifications, and Ordinances. Forward redlined plans to design engineer for appropriate modifications.
3. Maintain at least one (1) set of approved plans for all City projects.

4. Review subdivision Tentative Maps. Prepare Tentative Map review comments. Forward Tentative Map review comments to the City for review prior to finalization.
5. Other similar items.

4.2 CITY PLANNER SERVICES

1. Assist with the preparation and processing of Annexations.
2. Review Developer's Environmental Impact Reports, Specific Plans, and Environmental documents.
3. Provide grant writing services.
4. Provide grant administration/monitoring services.
5. Provide Land Use Planning Services (General Plan Amendments/Zone Changes/Conditional Use Permits/Lot Line Adjustments/Lot Mergers).
6. Provide Environmental Planning Services (Exemptions, Negative Declarations, Mitigated Negative Declarations, Environmental Impact Reports).
7. Provide Cost Recovery Development Impact Fee services.
8. Provide Policy Development/Code/Ordinance Adoption services.
9. Provide Demographic/Statistical Analysis services.
10. Review and revise City Service Area Plan, at a minimum every 5 years, or as required by the 2000 Cortese, Knox, Hertzberg Act, and as authorized by the City.
11. Other miscellaneous planning services.

SECTION 5 – REQUEST FOR QUALIFICATIONS EVALUATION CRITERIA

The City of Calipatria will review the submittals based on the selection criteria listed below:

CONSULTANT/FIRM NAME:		
CRITERIA	MAX POINTS	RATING
Understanding of the work to be done.	35	
Familiarity with Local, State, and Federal Regulations.	15	
Quality of Staff to perform work.	25	
Experience with similar kinds of work.	20	
Presentation & Responsiveness to RFQ	5	

The Request for Qualification Evaluation Form is included in this RFQ as **EXHIBIT C**.

Additional questions may be asked of those submitting a proposal and formal interviews may be conducted as well. Proposers will be notified of any additional required information or interviews after written proposals have been evaluated.

The CITY reserves the right to reject any and all proposals submitted; to request clarification of services submitted; to request additional information; and to waive any irregularity in the proposal and review process, as long as CITY procedures remain consistent with procurement requirements. The CITY may select one consulting firm or a combination of consulting firms to provide the range of services requested. The CITY reserves the right to negotiate with one or more proposers to procure the best value for performance of this project.

SECTION 6 – GENERAL REQUEST FOR QUALIFICATION TERMS AND CONDITIONS

Please refer to the attached **EXHIBIT A, GOVERNING AGREEMENT**. EXHIBIT A is a sample agreement to be used as a template of the agreement by the selected party that will be expected to be signed. It is not the final agreement and there may be additional or different terms included in the final agreement.

6.1 INTERPRETATION OF CONTRACT

If any party contemplating submitting a proposal for the governing agreement or contract is in doubt as to the true meaning of any part of the contract, or finds discrepancies in, or omissions from the contract, such party may submit a written request for interpretation or correction thereof to the City Hall, City of Calipatria, located at 125 North Park Avenue, Calipatria, CA 92233. Any interpretations or correction of the contract will be made only by addendum on the City website. A requests for clarification need to be made and writing and submitted to the above referenced address by September 16, 2022. No oral interpretations of any provision in the contract will be made to any party.

6.2 PROHIBITION AS SUBCONSULTANTS UNDER COMPETITIVE SEALED PROPOSALS

No party submitting a proposal who is permitted to withdraw a proposal shall, for compensation, perform any subcontract or other service for the person or firm to whom the contract is awarded or otherwise benefit, directly or indirectly, from the performance of the project for which the withdrawn proposal was submitted.

6.3 MODIFICATIONS

- 6.3.1** Changes in or additions to the proposal form, recapitulations of the purpose of the proposal, alternative proposals, or any other modification of the proposal form which is not specifically called for in the contract may result in the CITY's rejection of the proposal as not being responsive to the request for proposal.

- 6.3.2** Any modification of a proposal submitted must be in writing and received by CITY prior to the closing time for proposals. Proposal modifications may not be submitted by facsimile, telegraph, electronic mail or any other means other than by personal delivery, United States Mail, or other delivery services such as Federal Express or United Parcel Service. Any proposal modification received after the scheduled closing time for receipt of proposals will be returned to the consultant unopened.

6.4 ERASURES

The proposal submitted must not contain any erasures, interlineations, or other corrections unless each such correction is suitably authenticated by putting in the margin immediately opposite the correction the surname or surnames of the person or persons signing the proposal.

6.5 WITHDRAWAL OF PROPOSALS

Any consultant may withdraw their proposal either personally or by written request at any time prior to the scheduled closing time for receipt of proposals. No proposal withdrawals will be accepted for ninety (90) days after October 13, 2022.

EXHIBIT A

AGREEMENT BETWEEN THE CITY OF CALIPATRIA AND (_____) FOR PROFESSIONAL CITY ENGINEERING AND CITY PLANNING SERVICES

THIS AGREEMENT, is entered into and effective as of the _____ day of _____, by **CITY OF CALIPATRIA, CALIFORNIA**, a municipal corporation, (hereinafter referred to as "City"), and _____, (hereinafter referred to as "**Consultant**").

WHEREAS, the City desires to enter into an Agreement that may include design services; field surveying; preliminary engineering; engineering reports; bidding assistance; construction management and inspection services; planning services; grant acquisition services; and miscellaneous engineering and planning services.

WHEREAS, the City desires to retain a California licensed Civil Engineer to act in the official capacity of City Engineer; and

WHEREAS, the City desires to retain a qualified AICP Planner to act in the official capacity of City Planner,

NOW, THEREFORE, the City and Consultant, hereby agree as follows:

1. That the above and foregoing is true and correct and agreed upon.
2. **DUTIES OF CONSULTANT.** Consultant shall provide the following services:
 - A. The performance of the services specified in detail in the contract documents, which are attached hereto and incorporated herein.
 - B. **Workmanship and Supervision.** In performing pursuant to this Agreement, Consultant shall provide the highest quality workmanship available. All work shall be performed by personnel directly employed and supervised by the Consultant. Consultant shall provide management and technical supervision as required to implement the work.
The Project Manager or designee shall make inspections to determine Consultant conformity with the specifications as denoted in this Agreement and the adequacy and acceptability of the work being performed.
 - C. **Equipment.** Consultant shall use and furnish, unless otherwise indicated herein, at his own expense, all labor, equipment and materials necessary for the satisfactory performance of the work set forth in this Agreement.
 - D. **Security.** Consultant shall comply with the City's regular security and safety regulations, specifically:
 - (a) The use, possession, sale or distribution of drugs or intoxicants by Consultant, Subconsultant, or any of their employees while on City premises or while actively representing or performing work for the City is prohibited. It shall be the responsibility of Consultant to prevent such activities and to remove any employee or subconsultant employee whose

ability to perform appears to be affected by the use of drugs or intoxicants. Failure of Consultant to comply with this provision may result in termination of this Agreement.

3. SCHEDULE OF PERFORMANCE. The services of the Consultant are to be completed according to the schedule set out in the contract documents. The Consultant will diligently proceed with the agreed SCOPE OF WORK and will provide such services in a timely manner in accordance with the respective contract documents.

4. TERM. This Agreement shall be made by and between the City and Consultant for a three (3) year term with the option to extend the term for two (2) additional one (1) year terms.

4. COMPENSATION. The City hereby agrees to pay the Consultant for professional services rendered based on the hourly compensation schedule detailed in EXHIBIT X. When compensation is based on an hour rate, the yearly hourly rates will be applied. Preliminary engineering, design engineering, bidding services, and construction management and inspection services shall be lump sum fixed fee and based upon a percentage of the total project cost or based on a hourly rate basis. Planning services shall be lump sum fixed fee or based on an hour rate basis. The fees for projects and planning services shall be negotiated between the City and the Consultant prior to the Consultant commencing work.

5. METHOD OF PAYMENT.

The Consultant shall invoice the City monthly for services performed the previous month. The City shall remit payment to the Consultant no later than thirty (30) days after the receipt of the invoice. Progress payments shall be made under this Agreement for partially completed work. Invoices shall be remitted to the City at the following address:

City of Calipatria
Attention: Romualdo Medina, City Manager
125 N. Park
Calipatria, CA 92233

Additional Services: Payments for any services requested by the City that are not included in the Consultant Agreement identified in the contract documents shall be paid on a reimbursable basis in accordance with the Consultant's Standard Fee Schedule attached. These costs will be invoiced and will be paid by the City within thirty (30) days.

6. INDEPENDENT CONSULTANT. It is understood and agreed that Consultant, in the performance of the work and services agreed to be performed by Consultant, shall act as and be an independent Consultant and not an agent or employee of the City, and as an independent Consultant, shall obtain no rights to retirement benefits or other benefits which accrue to City's employees, and Consultant hereby expressly waives any claim it may have to any such rights.

7. COMPLIANCE WITH LAWS. Consultant shall comply with all applicable laws, ordinances, codes and regulations of the federal, state and local governments.

8. INDEMNIFICATION. To the full extent permitted by law, Consultant shall defend, indemnify and hold harmless City, its employees, agents and officials, from any liability, claims, suits, actions, arbitration proceedings, administrative proceedings, regulatory proceedings, losses, expenses or costs of any kind, whether actual, alleged or threatened, actual attorney fees incurred

by City, court costs, interest, defense costs including expert witness fees and any other costs or expenses of any kind whatsoever incurred in relation to, as a consequence of or arising out of or in any way attributable in whole or in part to the performance of this agreement. All obligations under this provision are to be paid by Consultant as the City incurs them. Without affecting the rights of City under any provision of this agreement or this section, Consultant shall not be required to indemnify and hold harmless City as set forth above for liability attributable to the sole fault of City, provided such sole fault is determined by agreement between the parties or the findings of a court of competent jurisdiction. This exception will apply only in instance where the City is shown to have been solely at fault and not in instances where Consultant is solely or partially at fault or in instances where City's fault accounts for a percentage of the liability involved. In those instances, the obligation of Consultant will be all-inclusive and City will be indemnified for all liability incurred, even though a percentage of the liability is attributable to conduct of the City.

Consultant acknowledges that its obligation pursuant to this section extends to liability attributable to City, if that liability is less than the sole fault of City.

Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this section from each and every Subconsultant, sub-tier Consultant or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this agreement. In the event Consultant fails to obtain such indemnity obligations from others as required here, Consultant agrees to be fully responsible according to the terms of this section. Failure of City to monitor compliance with these requirements imposes no additional obligations on City and will in no way act as a waiver of any rights hereunder. This obligation to indemnify and defend City as set forth herein is binding on the successors, assigns, or heirs of Consultant and shall survive the termination of this agreement or this section.

10. CONFLICT OF INTEREST.

- a) A Consultant shall avoid all conflict of interest or appearance of conflict of interest in performance of this Agreement. Consultant shall file a disclosure statement, if required by the City of Calipatria, which shall be filed within thirty (30) days from the effective date of this Agreement or such resolution, as applicable. No member, or employee of the City, during their tenure, or for one (1) year thereafter, shall have any interest, direct or indirect, in this Agreement or the proceeds thereof and Consultant agrees not to allow, permit, grant, transfer or otherwise do anything, which will result in such member, officer, or employee of the City from having such interest.

11. ASSIGNABILITY. Consultant shall not assign or transfer any interest in this Agreement nor the performance of any of Consultant obligations hereunder, without the prior written consent of City, and any attempt by Consultant to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

12. GOVERNING LAW. The City and Consultant agree that the law governing this Agreement shall be that of the State of California. Any suit brought by either party against the other arising out of the performance of this Agreement shall be filed and maintained in the Municipal or Superior Court of the County of Imperial.

13. MODIFICATION OF AGREEMENT. This Agreement may be modified only by a written amendment signed by both parties hereto.

14. ENTIRE AGREEMENT. This Agreement represents the entire understanding of the parties as to these matters, contained herein. No prior oral or written understanding shall be of any force or effect with respect to these matters covered hereunder.

15. NON-DISCRIMINATION. Consultant shall comply with the provisions of Presidential Executive Order No. 11246 of September 24, 1965, and all other orders, regulations and laws governing non-discrimination in employment, including in particular, Section 122 (a) of the State and Local Fiscal Assistance Act of 1972.

16. FORCE MAJEURE. Neither party shall be considered in default in the performance of its obligations hereunder to the extent that performance of such obligations is delayed, hindered or prevented by any cause, which is beyond the reasonable control of such party (hereinafter called "Forced Majeure"). Force Majeure includes but is not limited to any of the following, if reasonably beyond the control of the party claiming Force Majeure: delays caused by the other Party, war (declared or undeclared), blockades, hostilities, riots, strikes, lockouts or other labor disturbances, epidemics, fires, storms, delays or interruptions in transportation, or any laws, regulations or ordinances of any government, governmental agency or court having or claiming to have jurisdiction over any part of this Agreement, or any other cause (whether or not of kinds specifically mentioned herein). Notwithstanding anything in this Agreement, Force Majeure does not include Consultant failure to obtain necessary permits, licenses, exceptions, or other authorization required to perform this Agreement.

17. TERMINATION.

- a) The City and Consultant shall have the right to terminate this Agreement, without cause, by giving not less than thirty (30) days written notice of termination.
- b) If Consultant fails to perform any of its material obligations under this Agreement, in addition to all other remedies provided by law, agency may terminate this agreement immediately upon written notice. In the event of termination, Consultant shall deliver to the City copies of all work papers, schedules, reports and other work performed by Consultant and upon receipt thereof, Consultant shall be paid in full for services performed and reimbursable expenses incurred to the date of termination.

CONSULTANT:

CITY: Romauldo Medina, City Manager
City of Calipatria
125 N. Park Avenue
Calipatria, CA 92233

18. TERM. This Agreement shall be for the period of two (2) years, commencing on and ending on unless otherwise terminated or extended, as provided herein. This Agreement may be extended for three (3) additional one (1) year periods upon mutual agreement between CONSULTANT and the City of Calipatria.

19. PRICE ADJUSTMENT The City will review fully documented requests for price adjustments after any contract has been in effect for two (2) years. Any price adjustment will only be made at

the time of contract extension and will be a factor in the extension review process. The City will determine whether the requested price adjustment or an alternate option, is in the best interest of the City. Any price adjustment will be effective upon the effective date of the contract extension.

20. CONFIDENTIAL INFORMATION. All data, documents, discussions or other information developed or received by or for Consultant in performance of this Agreement are confidential and not to be disclosed to any person except as authorized by the City Manager or his designee, or as required by law.

21. OWNERSHIP OF MATERIALS. All reports, documents or other materials developed or received by Consultant or any other person engaged directly by Consultant to perform the services required hereunder shall be and remain the property of the City without restriction or limitation upon their use.

22. AUDIT BOOKS AND RECORDS. Consultant shall make available to the City, it's authorized agents, officers and employees, for examination any and all ledgers and books of account, invoices, vouchers, cancelled checks and other records or documents evidencing or related to the expenditures and disbursements charged to the City, and shall furnish to the City, it's authorized agents and employees, such other evidence or information as the City may require with respect to any such expense or disbursement charged by Consultant.

23. NOTICES. All notices shall be personally served or mailed, postage prepaid, to the following addresses, or to such other address as may be designated by written notice by the parties:

Consultant

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date first above written.

CITY OF CALIPATRIA
125 N. Park Avenue
Calipatria, CA 92233
(760) 348-4141

BY:

Romauldo Medina, City Manager

ATTEST:

Catherine Hoff, City Clerk

NAME:

TITLE:

APPROVED AS TO FORM:

BY:

William Smerdon, City Attorney

EXHIBIT B

Insurance Requirements

Prior to the beginning of and throughout the duration of the work, Consultant will maintain insurance in conformance with the requirements set forth below. Consultant will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth here, it will be amended to do so. Consultant acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to City in excess of the limits and coverage required in this agreement and which is applicable to a given loss, will be available to the City.

Consultant shall provide the following types and amounts of insurance:

- a) **Commercial General Liability Insurance** using Insurance Services Office "Commercial General Liability" policy form CG 00 01 or the exact equivalent. Defense costs must be paid in addition to limits. There shall be no cross liability exclusion for claims or suits by one insured against another. Limits shall be no less than one million dollars (\$1,000,000) per occurrence for all covered losses and no less than two million dollars (\$2,000,000) general aggregate. Consultant's policy shall contain no endorsements limiting coverage beyond the basic policy coverage grant for any of the following:
 - Pollution liability
 - Contractual liabilityCoverage shall be applicable to the City for injury to employees of Consultants, subconsultants or other involved in the project. Policy shall be endorsed to provide a separate limit applicable to this project.
- b) **Workers Compensation** on a state-approved policy form provided statutory benefits as required by law with employer's liability limits no less than one million dollars (\$1,000,000) per accident for all covered losses.
- c) **Business Auto Coverage** on ISO Business Auto Coverage form CA 00 01 06 92 including symbol 1 (Any Auto) or the exact equivalent. Limits shall be no less than one million dollar (\$1,000,000) per accident, combined single limit. If Consultant owns no vehicles, this requirement may be satisfied by a non-owned auto endorsement to the general liability policy described above. If Consultant or Consultant's employees will use personal autos in any way on this project, Contract shall provide evidence of personal auto liability coverage for each such person.
- d) **Excess or Umbrella Liability Insurance** (Over Primary) if used to meet limit requirements, shall provide coverage at least as broad as specified for the underlying coverages. Any such coverage provided under an umbrella liability policy shall include a drop-down provision providing primary coverage above a maximum twenty-five thousand dollars (\$25,000) self-insured retention for liability not covered by primary but covered by the umbrella. Coverage shall be provided on a "pay on behalf" basis, with defense costs payable in addition to policy limits. There shall be no cross-liability exclusion precluding coverage for claims or suits by one insured against another. Coverage shall be applicable to City for injury to employees of Consultant, subconsultants or others involved in the Work. The scope of coverage provided is subject to approval of City following receipt of proof of insurance as required herein. Limits are subject to review but in no event less than two million dollars (\$2,000,000) per occurrence and aggregate.

EXHIBIT C

**CITY OF CALIPATRIA
REQUEST FOR QUALIFICATION EVALUATION FORM
CITY PLANNING AND CITY ENGINEERING SERVICES**

CONSULTANT/FIRM NAME:		
CRITERIA	MAX POINTS	RATING
Understanding of the work to be done.	35	
Familiarity with Local, State, and Federal Regulations.	15	
Quality of Staff to perform work.	25	
Experience with similar kinds of work.	20	
Presentation & Responsiveness to RFQ	5	
Total	100	

EVALUATOR

PRINT NAME: _____

SIGNATURE: _____

DATE: _____



CITY OF CALIPATRIA
RFQ FOR CITY ENGINEERING AND PLANNING SERVICES

Submitted to: Romualdo Medina, City Manager

Date: 10/27/2022



The Holt Group, Inc.

Engineering and Planning Services

1601 North Imperial Avenue, El Centro, CA 92243 • P: 760.337.3883 F: 760.337.5997

201 E. Hobsonway, Blythe, CA 92225 • P: 760.922.4658 F: 760.922.4660

36951 Cook Street, Ste. 103, Palm Desert, CA 92211 • P: 760.328.5280 F: 760.328.5281

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I. EXECUTIVE SUMMARY

A. LETTER OF INTEREST

See previous page.

1. FIRM HISTORY

Since our firm's inception in 1984, The Holt Group, Inc. has grown into a multi-disciplined firm offering a complete range of Professional Engineering, Surveying, Planning, Construction Management and Inspection, and Grant Administration for municipal and governmental agencies and private clients in the residential, commercial, and industrial sectors. The Holt Group, Inc. maintains an office in El Centro, Blythe, and Palm Desert, California. For over 38 years, The Holt Group, Inc. has served several local municipal clients, including the cities of Calipatria, El Centro, Calexico, Calipatria, Imperial, Brawley, Holtville, Westmorland and Blythe, in addition to numerous varied private-sector clients. The Holt Group has been engaged by the County of Imperial and Imperial Irrigation District for the last several years for on-call engineering services. We currently serve as Consultant City Engineer and Planner for the cities of Calipatria and Holtville, as well as for the Heber Public Utility District.

Civil Engineering, Environmental Engineering, Surveying, Construction Management, and Planning Services have been a central focus of The Holt Group, Inc. The Holt Group, Inc. has completed numerous public works projects including, preparing preliminary and final engineering design work for the Calipatria Wastewater Aerated Pond Wastewater Treatment Plant, Niland Wastewater Treatment Plant, preliminary engineering and design services for the Salton Community Services District Sanitary Sewer Force Main Replacement, engineering and design services for the City of Holtville Wastewater Treatment Plant, engineering and design services for the City of El Centro Wastewater Treatment Plant Improvements, water pipeline improvements, sewer pipeline improvements, stormwater pipeline improvements, sanitary sewer pump station improvements, stormwater pump station improvements, park improvements, water treatment plant improvement/expansion projects, wastewater treatment plant expansion/improvement projects, street rehabilitation improvements, street maintenance improvements, new street improvements, sidewalks improvements and similar projects. Engineering design for municipal projects completed by The Holt Group, Inc. includes the preparation of improvement plans (including traffic control plans, utility plans, grading and erosion plans, striping plans, and various types of plans dependent on the specific requirements of the project), specifications, and contract documents. Our firm provides complete preliminary engineering, design engineering, bidding, construction management and resident engineering and inspection services. Our firm has also prepared applicable calculations, hydrology studies, Storm Water Pollution Prevention Plans (SWPPP), Storm Water Best Management Practices (BMP's), feasibility studies, preliminary engineering reports and various other reports or calculations. The Holt Group, Inc. has also completed various types of survey documents and design and construction surveying for a variety of projects. Our team has provided

Our firm prides itself in protecting the interests of our municipal clients through meticulous engineering and design services. We believe that a high quality and complete set of plans and specifications minimizes unknown factors for the contractor during the bidding processes, thereby resulting in lower initial bids and minimal change orders during the construction processes. Considerable cost savings are thereby realized by our municipal and governmental clients.

As City and District Engineers for Southern California Communities during the last 38 years, The Holt Group, Inc. has completed the full range of preliminary and final design work. The Holt Group, Inc. Staff is experienced with regards wastewater treatment and water treatment plant design and permitting requirements.



The Holt Group, Inc. has successfully applied for and administered grant applications totaling hundreds of millions of dollars over the past four decades. Recent examples include \$3.9 million dollars for the Calipatria East Side Stormwater Improvement Project; \$1.1 million dollars for the City of Calipatria North Brown Avenue Improvement Project; \$1.8 million dollars for the City of Calipatria South Brown Rehabilitation Project; \$1.2 million dollars for the Holtville Alamo River Trestle Bridge Project; \$1.1 million dollars for the Holtville 9th Street CMAQ and STBG Project; and \$3.7 million dollars for the Heber Children's Park and Correll Park Improvement Project. For projects funded by grants from State and Federal agencies, The Holt Group, Inc. has offered comprehensive services from preliminary engineering reports, initial grant application, grant administration, design and bidding of the project, construction management, resident engineering and inspection, and labor standards compliance. We have provided these types of grant related services locally for the Cities of El Centro, Calipatria, Westmorland, Brawley, Holtville, Heber Public Utility District, and the Niland County Sanitation District. Our firm is familiar with State Revolving Funds, USDA, and NADBank funding requirements for infrastructure improvement projects.

2. PROJECT UNDERSTANDING TO SERVE AS CITY ENGINEER AND PLANNER

The Holt Group, Inc. proposes to provide Engineering and Planning Services for the City of Calipatria. Nestled amid lush – green agriculture fields and the Coyote Mountains, a mountain range spanning between San Diego and Imperial Counties, the City of Calipatria offers stunning panoramic views of the Desert Southwest. Incorporated in 1918, the City of Calipatria is situated in the northern portion of Imperial County, approximately 150 miles east of San Diego, 100 miles south of Palm Springs and 38 miles north of the US/Mexico border. Served by Highway 111, which intersects the City and is the main north/south arterial, connecting the City to the US/Mexico border, and the major metropolitan areas of Los Angeles via the Highway 111 to I-10 interchange in Palm Springs. The City can also be accessed by another major highway, via Highway 115 from the east.

Calipatria has a unique geographic position within proximity of the Salton Sea and abundant geothermal resources. As the only consulting firm in the Imperial Valley who provides engineering and city planning services, The Holt Group, Inc. team of well qualified registered professional engineers and certified city planner will work closely with City Staff to guide the City's development in a sustainable manner evaluating and implementing strategies to ensure that sufficient and adequate infrastructure is available to meet growth demands. The City Engineer will provide guidance, and when, applicable deliver design and planning services for water, wastewater, sanitary sewer collection system improvements, stormwater pipeline and facility improvements, water treatment plant improvements, park improvements, and any other miscellaneous engineering services. The City Planner will work in a coordinated effort with the City Engineer, City Manager, and the City Council to pursue and secure funding opportunities to meet infrastructure needs. The City Engineer will work to ensure that capital and infrastructure improvement projects are constructed to City Standard Specifications that meet State, Local, and Federal requirements. Strategies will include the review and update of infrastructure capacity reports; designing water, wastewater, sanitary sewer collection system improvements, stormwater pipeline and facility improvements, and park improvements. Planning services will include processing annexations, reviewing developer's Environmental Impact Reports, Specific Plans, and Environmental documents, provide grant writing services and land use planning services, policy development, code development and ordinance adoption services.

The Holt Group, Inc. will also comply with the most current State and Federal Laws including, but not limited to, Federal Acquisition Regulations (FAR), Federal Highway Administration (FHWA), California Public Contract Code, Caltrans Regulations, Community Development Block Grant funding requirements, California Department of Natural Resources funding guidelines, and State Revolving Funds; as well as any applicable Imperial County Code of Ordinances, and relevant California and federal environmental laws.

The Holt Group, Inc. will coordinate with the City of Calipatria throughout the term of the consulting agreement. Upon approval of the final submittal, The Holt Group, Inc. will deliver signed and stamped design plans and provide



electronic copies of any planning documents or reports, as well as maintain a record of the documents in The Holt Group, Inc. archive.

The offer presented within this proposal is valid for a period of ninety (90) days from the date referenced in the Letter of Interest.

3. QUALIFIED CONSULTING FIRM

The Holt Group, Inc. can comply with the requirements set forth in this RFQ and will enter a mutually agreed upon Consultant Agreement.

4. PRIMARY INDIVIDUAL AUTHORIZED TO RESPOND TO THIS REQUEST FOR PROPOSAL

Firm Name	The Holt Group, Inc.
Representative	James G. "Jack Holt, P.E.
Title	Secretary/Chief Financial Officer
Address	1601 N. Imperial Ave., El Centro, CA 92243
Tel	760.337.3883
Fax	760.337.5997
E-Mail	jack@theholtgroup.net

5. OFFICE LOCATIONS, NUMBER OF EMPLOYEES, AND HOURS OF OPERATION

Service Location:

The Holt Group, Inc. 1601 N. Imperial Ave. El Centro, CA 92243 Tel: (760) 337-3883 Employees: 20	The Holt Group, Inc. 201 East Hobsonway Blythe, CA 92225 Tel: (760) 922-4658 Employees: 6	The Holt Group, Inc. 36951 Cook Street Palm Desert, CA 92211 Tel: (760) 427-8533 Employees: 2
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Note: The Holt Group, Inc. proposes to complete services requested by the City of Calipatria from The Holt Group El Centro Office. The Holt Group, Inc. also maintains an office in Blythe and Palm Desert, California. Employees from the Blythe and Palm Desert Offices are available to perform services for the City, if so required, for labor intensive projects and/or projects running concurrently. Resumes of additional staff will be provided to the City for review and approval prior to work performed by employees from these offices.

6. OWNERSHIP

The Holt Group, Inc. is an S Corporation registered in the State of California. The owners of The Holt Group, Inc. are listed below:

James G. "Jack" Holt, P.E.
Secretary/Chief Financial Officer
The Holt Group, Inc.
Corporate Headquarters
1601 N. Imperial Avenue
El Centro, CA 92243

Robert K. Holt, P.E.
President
The Holt Group, Inc.
201 East Hobsonway
Blythe, California 92225



Tel: (760) 337-3883
Cell: (760) 234-7560

Tel: (760) 922-4658
Cell: (760) 427-7092

7. CONFLICT OF INTEREST

The Holt Group, Inc. hereby declares that neither the Corporation nor its employees have a conflict of interest in the form of other projects or commitments which might impair or undermine the our ability to complete the services offered within this request for qualifications document. The Holt Group nor its employees are engaged in other businesses, personal relationships or affiliations with the City of Calipatria staff, City Council, or any other City affiliate which pose a conflict with regard to completing the services offered within this request for qualification.

8. INSURANCE REQUIREMENTS

The Holt Group, Inc., maintains comprehensive insurance for Commercial General Liability, Commercial Auto Liability, Workman's Compensation, and Errors and Omissions.

The Holt Group, Inc., will provide proof of insurance naming the City of Calipatria as a certificate holder prior to commencing work on specific projects. THG will increase insurance coverage and amounts as required by the Professional Services Agreement.

Current insurance limits are as follows:

Type of Insurance	Limits Per Occurrence
Commercial & General Liability – General Aggregate	\$2,000,000
Automobile Liability	\$1,000,000
Worker's Compensation	\$1,000,000
Professional Liability – Errors & Omissions	\$5,000,000

9. FINANCIAL AND OPERATIONAL STATUS OF THE FIRM

The Holt Group, Inc., is good financial standing and has no outstanding liens or overdue accounts payable. Corporate taxes and payroll taxes are current and paid. The firm has sufficient funds to ensure its continued operation.

10. RECENT OR PENDING LITIGATION

The Holt Group, Inc., does not have any recent or pending litigation involvement as of the submission date of this for qualification document.



11. PROFESSIONAL REFERENCES

John Gay

Director of Public Works
County of Imperial
155 South 11th Street
El Centro, CA 92233
Tel: (442) 265-1818

Nicholas Wells

City Manager
City of Holtville
121 West Fifth Street
Holtville, CA 92250
Tel: (760) 356-2912

Laura Fischer

District Manager
Heber Public Utilities District
1078 Dogwood Road
Heber, CA 92249
Tel (760) 482-2440

Abraham Campos

City Engineer/Public Works Director
City of El Centro
1275 Main Street
El Centro, CA 92243
Tel: (760) 337-5182

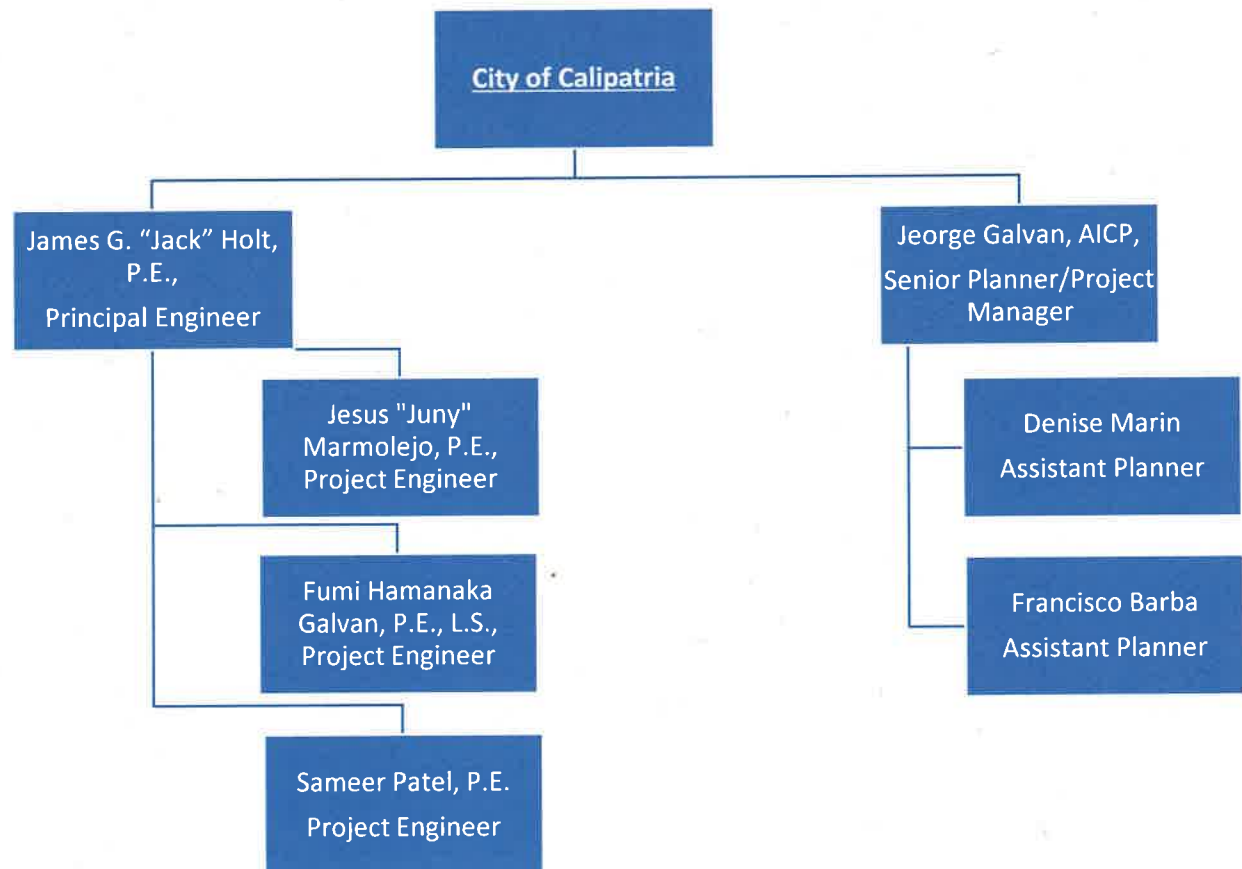


II. QUALIFICATIONS AND EXPERIENCE

B. PROJECT TEAM

It is anticipated that the project team to be assigned to meet the obligations set forth in this request for qualifications will consist of: (1) Principal Engineer/Project Manager, (3) Project Engineers/Project Managers, (1) Senior Planner/Project Manager.

Design, field surveying, preliminary engineering, and miscellaneous engineering tasks will be directly overseen by James G. "Jack" Holt, P.E.; Construction Management and Inspection Services will be directly led by Jesus "Juny" Marmolejo, P.E.; Fumi Hamanaka Galvan, P.E., P.L.S. will conduct plan review tasks; and George Galvan, AICP will directly supervise and guide all planning related projects. In addition to the Principal and Project Engineers, The Holt Group Inc., counts with 13 engineering support staff members and 3 planning staff members. The Holt Group Inc. has sufficient staffing capacity to meet the City's current and future engineering and planning needs.



1. KEY PERSONNEL AND RESUMES

The Holt Group, Inc.'s team of diversified, highly qualified professionals possesses the necessary technical skills, experience, motivation, and oral and verbal communication skills to provide the City of Calipatria with responsive, high-quality engineering and planning services in the role as **City Engineer and Planner**. The following is a brief overview of the key personnel that will be providing these services to the City of Calipatria:

James G. "Jack" Holt, P.E., Principal Engineer

Mr. Holt is a Registered Civil Engineer in the State of California with forty-five years of municipal engineering experience. Mr. Holt has extensive experience in both municipal and private projects and has worked on street improvement projects, water system and sewer system expansion/improvement projects, water, sewer and stormwater pipeline projects and park improvement projects for the Cities of Westmorland, Calipatria, Brawley, Holtville, Calexico, El Centro, Imperial and Seeley County Water District, Heber Public Utility District, Niland County Sanitation District and County of Imperial. Mr. Holt will be the primary Holt Group contact person for the County of Imperial. His resume is enclosed herein.

Jesus "Juny" Marmolejo, P.E., Project Engineer

Mr. Marmolejo possesses over twenty years of experience working as a Design Engineer, Resident Engineer and Project Engineer. Mr. Marmolejo has completed project design, bidding, Resident Engineering and Plan Checking for Street, Water Pipeline, Sewer Pipeline, Wastewater Treatment Plant Expansions/Improvements, Water Treatment Plant Expansions/Improvements, Sanitary Sewer Pump Stations, Domestic Water Booster Pump Stations, and similar projects. Mr. Marmolejo has completed various preliminary engineering reports, project calculations and other focused studies and reports for various civil engineering projects. A full description of Mr. Marmolejo's experience and capabilities is contained within the engineering resumes.

Fumi Hamanaka Galvan, P.E., Project Engineer

Ms. Galvan has been with The Holt Group, Inc. for over twenty-one years. Since joining The Holt Group, Ms. Galvan has completed the engineering design and plan checking of numerous residential and commercial subdivisions, roadway projects, and sewer, water and stormwater facility improvement projects. Ms. Galvan has completed SWPPP's, hydrology studies, DBE calculations, traffic control plans and various other studies, reports and plans for various civil engineering projects. Ms. Galvan is familiar with Local Assistance Procedures Manual requirements for Caltrans related projects. Ms. Galvan will be the project manager for various City of Calipatria projects, if selected.

Sameer Patel, P.E., Project Engineer

Mr. Patel possesses over fifteen years of experience working as a Design and Resident Engineer for The Holt Group, Inc. Mr. Patel has completed the project design, bidding and Resident Engineering for Street, Water and Sewer Pipelines, Water Treatment Plant Improvements/Expansions, Wastewater Treatment Plant Improvements/Expansions, and similar projects. Mr. Patel is available to assist with design, report and study preparation, Resident Engineering, and Inspection Services for a variety of projects.



George Galvan, AICP, Senior Planner/Senior Project Manager

Mr. Galvan has over 24 years' experience in various aspects of Urban Planning. Serving as the Planning and Community Development Director for the City of Imperial from 2007-2017, he was responsible for managing one of the fastest growing cities in California. This included planning for the development of roadways, installation of water, sewer, and drainage infrastructure, and expansion of the water and wastewater treatment plants to ensure that the increased demand was adequately met. In more recent times, Mr. Galvan was responsible for updating the 5th and 6th Cycle Housing Elements for the cities of Calipatria and Holtville. Mr. Galvan serves as the liaison for the cities of Calipatria and Holtville and the community of Heber with the Imperial County Transportation Commission (ICTC) to ensure that regional transportation dollars are properly allocated to these communities. Mr. Galvan also provides technical planning guidance to ensure residential and commercial development projects comply with applicable local regulations and that they are compatible with the surrounding neighborhoods. Mr. Galvan will be responsible for working with the City to develop the overall goal and objective of the planning services, as well as identify project issues, requirements, budgets, milestones, and deadlines.

Francisco Barba, Associate Planner/ Assistant Project Manager

Mr. Barba has conducted various analyses and authored zoning and land use documents. He most recently completed a Housing Element that was certified by the California Department of Housing and Community Development. He has completed Conditional Use Permits for both Donut Avenue Restaurants in Calipatria, Melon Apartments in Holtville, and other similar projects. He has prepared grant applications for storm water, park, and road improvements. His resume is enclosed herein.

Denise Marin, Associate Planner/ Assistant Project Manager

Ms. Marin assisted with the 2018 Service Area Plan Update for the City of Calexico. She has extensive experience in collecting, organizing, and analyzing data. She most recently completed the 6th Cycle Housing Element for the City of Calipatria that was certified by the California Department of Housing and Community Development. She has applied for grants securing funding for storm water, park and road improvement projects. She has conducted facilities and services needs assessments. She has completed Conditional Use Permits for Pine Crossing Apartments, Sunset Rose Senior Apartments, and other similar land use entitlement projects. Her resume is enclosed herein.



James G. "Jack" Holt, P.E.**The Holt Group, Inc.****PRINCIPAL ENGINEER/QAQC****EDUCATION**

BS, Civil Engineering, 1977 University of Michigan,
Ann Arbor, Michigan

REGISTRATIONS

Registered Civil Engineer,
R.C.E. # 31773, California

Registered Civil Engineer,
R.C.E. # 25315, Arizona

California QSP & QSD SWPPP Certification
20198

PROFESSIONAL ORGANIZATIONS

American Society of Civil Engineers

Water Pollution Control Federation

American Water Works Association

American Concrete Institute

PROFESSIONAL PRACTICE**THE HOLT GROUP, INC.**

El Centro, California
1983 – present

MAINIERO, SMITH & ASSOCIATES

Palm Springs, California
1979 – 1983

PERLA STOUT ASSOCIATES, INC.

Traverse City, Michigan
1977 – 1979

JOHN C. LINTON & ASSOCIATES

Traverse City, Michigan
1974 – 1977

GENERAL QUALIFICATIONS

Mr. James G. Holt possesses over forty-five years of engineering, surveying, mapping and construction management experience. Mr. Holt currently manages The Holt Group El Centro Office. Mr. Holt's responsibilities include the daily administration of the offices and engineering projects in conjunction with senior principals of the staff. He has been responsible for the design, administration and construction management of various municipal civil engineering projects in California and Arizona since 1979 including water and wastewater treatment plant expansions, wastewater pump stations, domestic booster pump stations, water and wastewater pipeline projects and numerous street and roadway improvement projects for the Cities of Brawley, Blythe, Calipatria, Calexico, Westmorland, El Centro, Imperial and Holtville, the Heber Public Utility District, the Niland Sanitary District, the Jacumba Community Services District, the Cibola Mutual Water District and the Town of Quartzsite.

Mr. Holt has completed comprehensive street reports identifying the type of street improvements and associated cost for each street section comprising the roadway system for the Cities of Holtville, Calipatria, and Westmorland. Mr. Holt has completed the design, bidding and construction management/resident engineering services for over sixty (60) street improvement projects during the last thirty-eight (38) years in the Imperial Valley. Mr. Holt is familiar with Street maintenance improvements (SAMI's, crack sealing, slurry seal coats), and street rehabilitation (cold recycling, A.C. pulverizing, glass grid, petromats, lime treated base, cement treated base, A.C. overlays and ARAM overlays). Mr. Holt has completed the design and construction management of numerous wastewater pump stations, stormwater pump stations, wastewater treatment plants and water treatment plants projects. Mr. Holt completed the design of the Niland and Seeley townsites street maintenance design in 2013, Winterhaven street maintenance design in 2014, Ocotillo street maintenance design in 2014, Desert Shores street maintenance Design in 2015, and is currently completing the design of Bombay Beach Rehabilitation Project. The street maintenance designs were completed for the County of Imperial and included between 5 to 8 miles of roadway improvements within the communities. Mr. Jack Holt also recently completed the design of the City of Calipatria Street Maintenance Improvement Project – FY 2021/2022. Mr. Holt has recently completed the design of the County of Imperial Salton City Community Services District Forcemain Replacement Project. Mr. Holt is currently designing the Niland Wastewater Treatment Plant, Evaporation Pond and Collection System Improvements Project, the City of Calipatria Delta Street Improvements Project between Industrial and Brown Avenues, and the County of Imperial Seeley Fire Station and Colling Center Project.

RELEVANT EXPERIENCE

Client: City of Calipatria

Project: Bond Financed Street Rehabilitation Project

Location: Calipatria, California

Date Completed: Design completed in February 2020

Project Cost: \$1,100,000



The City of Calipatria Bond Financed Street Rehabilitation Project was directed at the rehabilitation of nine (9) street sections within the City of Calipatria. The total length of the street sections to be improved was 4,818 lineal feet, slightly less than 1 mile. The street sections were in extremely poor condition and required pavement removal and replacement or skin patches with conventional pavement followed by SAMI's and Asphalt Rubber Hot Mix overlays. Several streets had surface storm water problems and required the removal and replacement of pcc curb and gutter or installation of new pcc curb and gutter along the street sections. The total Engineers Estimate for this project was \$1,274,781.

The Holt Group completed the initial survey work to obtain the required information to prepare the base sheets for the project design. Stationing and benchmarks were established along each street section and vertical grades were obtained to start the design. The Holt Group completed the design of the improvement plans, contract documents, bid forms, specifications, Engineers Opinion of Probable Quantity and Engineers Opinion of Probable Cost for each street section.

Due to the compressed time frame to design the project Mr. Holt completed the plan check review of the plans designed by Project Design Engineers Fumi Galvan and Rolando Sanchez. Mr. Holt also reviewed the specifications and prepared the bid forms. Mr. Holt completed the Engineers Opinion of Probable Quantity and Cost.

Client: Riverside County Regional Park and Open Space District

Project: Mayflower Park Sanitary Sewer Project

Location: Riverside County, California – 6 miles northeast of Blythe, CA

Date Completed: 2020

Project Cost: \$800,000

The Holt Group completed the design of the Mayflower Park Sanitary Sewer Project. The project involved replacing the septic tank and drain field wastewater system to accept wastewater from 152 RV units within Mayflower Park. The septic tank and drain field was replaced with 1,668 lineal foot 8 inch diameter sanitary sewer pipeline, a wastewater pump station and a 3,049 lineal foot 4 inch force main. The 4 inch diameter force main extended from the Mayflower Park Sanitary Sewer Pump station to an existing City of Blythe wastewater force main. The existing City of Blythe wastewater force main extends to the Blythe Wastewater Treatment Plant.

The project included completing initial survey work to complete a site plan for the project area. The improvement plans were prepared including an overall site plan, plan and profile sheets for the sanitary sewer force main, plan and profile sheets for the sanitary sewer collection pipeline system and site plan and section sheets for the wastewater pump station. The design also included locating and illustrating existing utilities within the park along the alignment of the gravity sanitary sewer pipeline, coordinating the electrical work with the electrical subconsultant, calculating the wastewater design flows and sizing the wastewater pumps and obtaining an easement for the installation of the wastewater forcemain. The project design also included the preparation of the



special conditions and technical conditions of the specifications, bid forms and the engineer's opinion of probable quantity and cost.

Client: City of Calexico

Project: Water Master Plan

Location: Calexico, California

Date Completed: September 2018

Project Cost: N/A

Mr. Holt was project engineer responsible for the completion the City of Calexico Water Master Plan in September 2018. The Water Master Plan reviewed the City of Calexico Water Distribution Pipeline System and Water Treatment Plant. The existing water distribution system map was reviewed and updated to accurately reflect the correct pipeline diameter sizes, valve locations and fire hydrant locations. An updated City of Calexico existing water distribution map was prepared in both electronic and hard copy forms. Meter readings of businesses and residences were used to simulate flow demands along the distribution system pipeline sections. The Water Treatment Plant flow data was obtained. The updated existing water distribution system map pipeline segment data and pipeline flow information were input into hydraulic network analysis software. The flow capabilities of the existing pipeline network were analyzed. Pipeline segments with deficient flows were identified. In addition, pipeline sections which had a history of rupturing were identified during the preparation of the Water Master Plan. The hydraulically deficient pipeline sections and aged pipeline sections which often fail were recommended for replacement. An Engineers Opinion of Probable Cost for the replacement of the pipeline sections was prepared and included in the Water Master Plan.

The water distribution system near term (within the next 10 years) projected water demands and long term development projected water demands were input into the water distribution system software. Recommended water pipeline replacements and additions to satisfy the near term and long term water demands were included within the Master Plan. The Engineers Opinion of Probable Cost for the near term and long term water demand pipeline improvements was included within the Water Master Plan.

The Water Master Plan also included a limited review of the Water Treatment Plant Facility. The existing and projected water treatment plant flow demands were included in the Master Plan. A brief review of the major water treatment plant units was conducted. A cost projection for the improvement of the Water Treatment Plant was included in the Water Master Plan. It was recommended a more thorough Water Treatment Plant Preliminary Engineering Report be prepared to evaluate the Water Treatment Plant in greater detail.

Client: County of Imperial - ICWED

Project: Niland Public Safety Facility

Location: Niland, California

Date Completed: Design completed in August 2019

Project Cost: \$5,500,000

Mr. Holt was the Project Engineer responsible for the preliminary design and final design oversight for the Niland Public Safety Facility project. The Holt Group completed the preliminary and final project Civil designs along with the Architectural subconsultant design services provided by Holt Architects. The Imperial County Community and Economic Development Department (ICCED) obtained a 5 million dollar CDBG Grant to construct the project. The project consisted of demolishing the existing Niland Fire Department Building at 8071 Luxor Avenue in Niland, California and constructing a new 7,500 square foot Fire/Police Substation/Cooling Center Facility at the same site.

The Holt Group designed the civil on-site and off-site improvement plans including roadway improvements along Luxor Avenue and Third Street, site fencing, a new masonry solids waste enclosure, new masonry wall along the south project boundary, an offsite alley improvement extending from the southerly property boundary to Fourth Street and parking lot plans. The improvement plans also included the sanitary sewer service pipeline design, domestic and fire water pipeline designs and utility coordination. The Holt Group completed the submission and coordination of the Imperial Irrigation District Electrical Customer Service Proposal (CSP) for the demolition and installation of electrical power service lines. The approved IID CSP was approved during the design period. The Holt also completed the initial coordination of the gas pipeline disconnection and new gas pipeline service with Southern California Gas Company. The Holt Group also completed offsite water improvement plans in conformance with Golden State Water Company Guidelines and assisted with the coordination of Golden State applications and fee payments. The Holt Group completed the ADA design of sidewalks and ramps for the path of travel along the exterior of the Niland Public Safety Facility. The Holt Group completed the Bid Forms, Special Conditions and Civil Technical Conditions. The Holt Group completed an Engineers Opinion of Probable Quantity and Cost for the Project. The Holt Group also attended numerous meetings during the project design period with the County of Imperial to streamline the project design plans and specifications and maintain the project costs to a minimum.

Jesus "Juny" Marmolejo, P.E.

The Holt Group, Inc.



PROJECT ENGINEER

EDUCATION

B.S., Civil Engineering, June 2000

California State University at
Long Beach
Long Beach, California

REGISTRATIONS

Registered Professional
Engineer (P.E.)
Certificate No. C80410

PROFESSIONAL PRACTICE**THE HOLT GROUP, INC.**

El Centro, California
August 2002 – Present

KPFF CONSULTING ENGINEERS

Long Beach, California
June 2001 - August 2002

GRANITE CONSTRUCTION

El Centro, California
June 1998 – August 1998

GENERAL QUALIFICATIONS

During Mr. Marmolejo's tenure at The Holt Group, he has prepared and managed multiple engineering studies, prepared improvement plans, prepared specifications, and contract documents, and has provided construction management services for various types and magnitudes of civil infrastructure including water and wastewater treatment plants, pump stations, retention basins, water distribution, sewer and stormwater collections systems, and street infrastructure.

Mr. Marmolejo has extensive knowledge and command of various civil engineering activities which include Preliminary Engineering Reports, Improvement Plans, Contract Documents, Specifications, Storm Water Pollution Prevention Plans, Quantity Estimates and Cost Estimates, Environmental Reports, Engineering Calculations, Surveying, Construction Inspection and Observation, and Meeting and Coordination between Clients and Contractors.

Mr. Marmolejo has coordinated for various projects with various public agencies including the County of Imperial, Imperial Irrigation District (water and power departments), AT&T, Charter Communications, The Gas Company, Caltrans, SWRCB's Regional Water Quality Control Board, SWRCB's Division of Drinking Water, County of Imperial Division of Environmental Health, and various City agencies.

Mr. Marmolejo is The Holt Group's Construction Manager who oversees construction related projects. Construction Management responsibilities managed by Mr. Marmolejo include the administration of pre-construction conferences and progress meetings, observation and inspection of construction activities, preparation of daily construction activity logs, materials and equipment inventory, submittal review of equipment and material, review and response to RFI's, review and processing of change orders, review and processing of contractor's payment requests, preparation of as-built drawings, building and agency permit processing and coordination, commissioning and start-up of facilities, close-out of project and archiving, coordination of project survey requirements, structural review, labor compliance and monitoring services (as required).

RELEVANT EXPERIENCE

City of Calipatria - N. Brown Avenue Roadway and Pedestrian Improvements Project between Alamo and Delta Streets

Mr. Marmolejo completed the project management services and daily inspections for the project. The project improvements consisted of the demolition and removal of existing A.C. pavement and underlying base material to accommodate the new roadway section, grinding of existing A.C. pavement at a depth of 3-inches, demolition and removal of existing concrete infrastructure and underlying material, installation of class II base within the new roadway section, installation of new A.C. pavement along the roadway section, installation of new curb and gutter, installation of new cross-gutters, installation of new sidewalk, installation of signage and striping, and adjustment of water valves and sanitary sewer manholes to finished grade. The project improvements also required the installation of a stormwater pipeline and catch basins, relocation of existing power poles, and the relocation of an existing gas pipeline. Traffic control monitoring was required along every section of roadway that received improvements. Coordination with utility purveyors was required throughout the project as this project had many utility conflicts. Mr. Marmolejo monitored the constructions schedule, completed



submittal reviews, respond to project RFI's, reviewed payment and change order request, completed daily construction inspections and coordinated with the Contractor and geotechnical entities.

City of Holtville – National Pollutant Discharge Elimination System (NPDES) Permit for Wastewater Treatment Plant

Mr. Marmolejo prepared and submitted the forms, documents, spreadsheets, and schematics required for renewal of the City's wastewater treatment plant's NPDES permit. Mr. Marmolejo coordinated with wastewater treatment plant operators and City staff to attain wastewater treatment records as required to tabulate and submit to the SWRCB's Regional Board. Mr. Marmolejo coordinated with Regional Water Quality Control Board regarding the submittal and update of the Permit.

City of Calexico – Operations Plan for the Water Treatment Plant

Mr. Marmolejo prepared an updated Operations Plan for the City of Calexico's Water Treatment Plant. Mr. Marmolejo coordinated with City Staff, WTP Operators, City's SCADA consultant and previous Contractors to attain information of various equipment, specific processes trends, controls, and alarms of the WTP facility. Mr. Marmolejo interfaced with City Staff and City Operators to attain protocols for action plans (i.e. emergency action plan, boil water order), safety guidelines, and operation and maintenance guidelines. Mr. Marmolejo interfaced with SWRCB Division of Drinking Water in regard to requirements of the Operations Plan requirements and submittals for review and comment (i.e., trends and alarms).

City of Holtville – Improvements for the Water Treatment Plant

Mr. Marmolejo was the Project Design Engineer for improvements to the City of Holtville's Water Treatment Plant. The Design Services included the preparation of Plan Sheets, Technical Specifications, Special Condition Specifications, Bid Forms, and Contract Documents. The scope of work for design included the following improvements: retrofitting an existing CT water tank with baffles and recoating of the interior floor, shell and roof; retrofit an existing potable water storage tank with a TTHM Reduction System and Cathodic Protection System; Replacement of a back-up Electrical Power Generator and Automatic Transfer Switch; Construction of a Shade Structure over and open Clarifier / Filter Treatment Structure; Replacement of a PLC and SCADA system for the water treatment plant; Re-route of existing WTP Process Piping; and Process' Controls improvements for chemical dosing system. Mr. Marmolejo was responsible to coordinate and attain approval of the design with City Operators and SWRCB Division of Drinking Water. Mr. Marmolejo interfaced with SWRCB Division of Financial Assistance and City Staff in regard to preparation and submittal of design documentation to finalize funding for the \$3.4 million dollar construction cost improvements.



Fumi Hamanaka Galvan, P.E., P.L.S.**The Holt Group, Inc.****EDUCATION**

B.S., Civil Engineering, 2000
Oregon Institute of Technology
Klamath Falls, Oregon

B.S., Civil Engineering, 2002
Muroran Institute of Technology
Hokkaido, Japan

REGISTRATIONS

Registered Civil Engineer,
R.C.E. # 68390, California

Professional Land Surveyor,
P.L.S. # 8990, California

California QSP and QSD Certification #
20331

PROFESSIONAL PRACTICE**THE HOLT GROUP, INC.**

El Centro, California
2000 - Present

GENERAL QUALIFICATIONS

Ms. Galvan has over twenty years of experience in the civil engineering field which includes providing field surveying, design, plan checking, record research, construction management and project management services. Since joining The Holt Group, Ms. Galvan has completed the preparation of hydrology and hydraulic analyses, stormwater pollution and prevention plans, traffic control plans, engineer's quantity, and cost estimates, preparing and processing of bidding/contract documents of numerous residential and commercial subdivisions, roadway projects, and wastewater, water, and stormwater facility improvement projects. Ms. Galvan has also completed a variety of work tasks including supervising the junior engineering staff, project management, preparing bidding documents and specifications, communicating with stakeholders for the project specific compliance requirements, obtaining permits, and reviewing the final plans and design documents for quality assurance.

Ms. Galvan excels in preparing Traffic Control Plans, SWPPP's, Erosion Control Plans and in Plan Checking. Ms. Galvan has prepared the Traffic Control Plans for the City of Holtville Carrot Festival and Veterans Parade and for the Heber Fall Festival. These traffic control plans required coordination through the County of Imperial Public Works Department and Caltrans. The Local Assistance Procedures Manual (LAPM) Guidelines and the various procedures required to process Federal and State funded transportation projects. Ms. Galvan's knowledge of LAPM guidelines allows for the design, bidding and construction of Federal and State Funded Transportation Projects to be completed more expeditiously and in less time.

RELEVANT EXPERIENCECity of Calipatria – Date Street Roadway and Pedestrian Improvement Between Highway 111 and Railroad Avenue Project

This project included infrastructure improvements to sidewalks, curb and gutter, driveways, curb returns, cross gutter, and the installation/repair of A.C. pavement along Date Street between Highway 111 and Railroad Avenue in the City of Calipatria. Ms. Galvan was responsible for conducting QC/QA and the completion of the improvement plans and other design documents prepared for the project. Ms. Galvan also prepared Project Specifications and Bidding Documents as well as coordinating with local utility purveyors and governmental agencies, coordination with Caltrans, participation throughout the bidding process including the processing of the contract documents. This project was funded by federal-aid transportation funds (STPCML) and continuous coordination with the Caltrans District Local Assistance Engineer was required in order to process and provide required documentation to the funding agency in a timely manner. Ms. Galvan has been involved in numerous federal-aid transportation funded projects for the City of Calipatria and other municipalities in Imperial County for over 15 years.

City of Holtville – Orchard Road Improvements from Alamo River to 4th Street Project

This project included roadway and storm drainage facility improvements along with curb and gutter and sidewalk installation along Orchard Road between the north end of the Alamo River Bridge and 4th Street. Orchard Road is the main corridor to the City of



Holtville for the northbound traffic off I-8. Although the limit of construction was entirely within the City of Holtville Right-of-Way, traffic control had to be established within the County of Imperial Right-of-Way to detour the traffic during the construction phase. Ms. Galvan was also responsible for conducting QC/QA and the completion of the improvement plans and other design documents including Project Specifications and Bidding Documents, participating throughout the bidding process including the processing of the contract documents. Ms. Galvan coordinated with local utility purveyors, Resident Engineer and the Contractor during the construction phase responding to Request for Information (RFI) to resolve the issues in a timely manner to keep moving forward with the project. Ms. Galvan prepared traffic control plan and coordinated with the County of Imperial Public Works Department assisting the City of Holtville obtain an encroachment permit for the traffic control devices to be installed for the project. Ms. Galvan closely coordinated with the Caltrans District Local Assistance Engineer in order to process and provide required documentation as the project was funded by federal-aid transportation funds (STPL).

City of El Centro – South Imperial Avenue Water Pipeline Replacement

The Holt Group, Inc. has been involved with various aspects of the development and construction of I-8 and South Imperial Avenue On/Off Ramp Bridge and associated improvements/adjustments as a consulting engineer for the City of El Centro since 2015. The Holt Group, Inc. is also currently engaged a design contract for the South Imperial Avenue Roadway Extension Improvements separated into three (3) separate projects to extend the roadway southerly from the I-8 On/Off Ramp Bridge. As a part of Caltrans constructing the I-8/South Imperial Avenue Bridge, the existing steel water pipeline crossing I-8 had to be replaced with new fusible PVC pipeline for this project. Replacement of the existing open channel drainage ditch with new storm drainage pipeline was also completed. Ms. Galvan was involved with conducting QC/QA of the design phase and the completion of the improvements and other design documents including the preparation of Specifications, quantity and cost estimates and continuous coordination with the Caltrans Design Engineers, Right-of-Way liaison, Surveyor, Caltrans Resident Engineer, utility agencies including Imperial Irrigation District Water and Power Divisions, Contractor, and the City of El Centro representatives during design, bidding and construction phases of the project. Ms. Galvan tackled and overcame the issues as they came up, coordinated with the stakeholders, design team and construction management team to complete the project per the stakeholders' requirements.



Sameer Patel P.E.**The Holt Group, Inc.****EDUCATION**

B.S., Civil Engineering, 1991
University of Pune at
Pune, India

M.S., Civil Engineering, May 2007
Wayne State University at Detroit,
Michigan

CERTIFICATIONS

Registered Civil Engineer,
R.C.E. # 81443, California

PROFESSIONAL PRACTICE

THE HOLT GROUP, INC.
El Centro, California
August 2007 - Present

SUGAM CONSTRUCTION, LTD
India
August 1991 – May 2003

GENERAL QUALIFICATIONS

Mr. Sameer Patel obtained a Bachelor of Engineering degree in Civil Engineering from the University of Pune in India and a Master of Science Degree in Civil Engineering from Wayne State University. Mr. Patel has over thirty years of experience in the civil engineering and construction management field. Mr. Patel has performed duties including surveying, design and construction management services for various infrastructure improvement projects. Mr. Patel has assisted with the preparation of various SWPPP documents, grading plans, civil engineering analyses, specifications and improvement plans.

Mr. Patel's construction management experience while at The Holt Group includes: preparation of bidding/contract documents; and completion of standard Resident Engineering functions including preparing daily project reports, submittal review, obtaining daily project photographs, responding to contractor RFI's, reviewing/approving contractor payment requests, verifying elevations and grades, completing daily inspection work, reviewing/responding to change order requests, participating in project status meetings, and similar related activities.

RELEVANT EXPERIENCE**City of Calexico – Cesar Chavez Boulevard Improvements Project**

Mr. Patel completed the resident engineering services and daily inspections for the project. The project improvements consisted of excavation, placement and compaction of fill materials, asphalt paving over base, concrete infrastructure construction including sidewalk, curb and gutter and ADA compliance curb returns, utility relocation, street light installation, construction of median K-rails, retaining wall and block wall, traffic signal modification, installation of traffic signal, mast arms, foundations and signage and striping. Mr. Patel monitored the construction schedule, completed daily inspections and prepared daily inspection reports, chaired weekly project meetings, coordinated with the Contractor and geotechnical entities, monitored traffic control activities amongst other items, completed submittal reviews, reviewed Payment Requests and Change Order Requests as submitted by the Contractor, completed As-Built Plans and other project completion related documents amongst other items.

County of Imperial – Administration Center Parking Lot Improvements

Mr. Patel completed the resident engineering services and daily inspections for the project. The project improvements consisted of the demolition of the existing parking lots improvements for the County Administrative Center and the demolition of the roadway improvements for abandoned section of 9th Street between Broadway Avenue and Main Street. The project required the relocation of an existing power poles and power lines, construction of new sidewalk infrastructure, construction of new landscaping and applicable islands, construction of multiple curb returns and access ramps, installation of parking lot lighting, construction of new parking lot AC Pavement and completion of striping, construction of new trash enclosures, installation of new ribbon gutter and curb and gutter, installation of fiber optic conduits, box and riser, installation of driveway entrances and a new earthquake monitoring station. Mr. Patel monitored the construction schedule, completed daily inspections and prepared daily



inspection reports, chaired weekly project meetings, coordinated with the Contractor and geotechnical entities and monitored traffic control activities amongst other items.

City of Holtville – Grape Avenue Improvement Project

Mr. Patel completed the resident engineering services and daily inspections for the project. The project consisted but was not limited to the construction demolition of the existing roadway section, widening of the roadway section, installation of new roadway infrastructure including Class II Base and Asphalt Concrete, installation of sidewalk, curb and gutter, curb returns, driveways and cross gutters and utility relocation. Mr. Patel monitored the construction schedule, completed daily inspections and prepared daily inspection reports, chaired weekly project meetings, coordinated with the Contractor and geotechnical entities and monitored traffic control activities amongst other items.

City of Holtville – 5th Street/Highway 115 Improvement Project

Mr. Patel completed the resident engineering services and daily inspections for the project. The project consisted but was not limited to the widening of the roadway section, installation of new roadway infrastructure including Class II Base and Asphalt Concrete, installation of sidewalk, curb and gutter, curb returns, cross gutters and utility relocation within Caltrans Right of Way. Mr. Patel monitored the construction schedule, completed daily inspections and prepared daily inspection reports, chaired weekly project meetings, coordinated with the Contractor and geotechnical entities and monitored traffic control activities in Caltrans Right of Way amongst other items.

City of Calipatria – Bonita Place, International Boulevard and Imperial Avenue Improvement Project

Mr. Patel completed the resident engineering services and daily inspections for the project. The project consisted but was not limited to roadway improvements including the installation of new roadway infrastructure including Class II Base and Asphalt Concrete, installation of sidewalk, curb and gutter, driveways, curb returns, cross gutters and utility pipelines. The project also required power pole relocation and coordination with the IID. Mr. Patel monitored the construction schedule, completed daily inspections and prepared daily inspection reports, chaired weekly project meetings, coordinated with the Contractor and geotechnical entities and coordinated with property owners amongst other items.

Project: City of Imperial – N Street Improvement Project

Mr. Patel completed the resident engineering and construction management services for the project. The project consisted but was not limited to the construction demolition of the existing roadway sections along N Street between Barioni Boulevard and 2nd Street, installation of new roadway infrastructure including Class II Base and Asphalt Concrete, installation of sidewalk, curb and gutter, driveways, catch basins, ADA compliant curb returns and cross gutters and utility relocation. Mr. Patel monitored the constructions schedule, coordinated with the City, Contractor and Geotechnical Entities, reviewed payment and change order request, monitored traffic control activities, completed daily construction inspections, chaired weekly project meetings and prepared applicable agenda's and memoranda.



George Galvan, AICP

The Holt Group, Inc.

PRINCIPAL PLANNER

EDUCATION

B.S., Urban and Regional Planning,
1996

California State Polytechnic
University, Pomona

CERTIFICATION

America Institute of Certified
Planners

PROFESSIONAL PRACTICE

THE HOLT GROUP, INC.

El Centro, California

July 2017 – Present

December 1997 – June 2007

CITY OF IMPERIAL

Imperial, California

July 2007 – July 2017

CITY OF SAN DIMAS

San Dimas, California

September 1994 – November
1997

GENERAL QUALIFICATIONS

George Galvan has over 25 years of experience in various facets of land use planning, urban design, community development, and economic development. He recently returned to THG after working for the City of Imperial as their Community Development Director for a period of ten (10) years. During his tenure with the City of Imperial, he was responsible for developing and implementing the City's Capital Improvement Program which outlined improvements to the water treatment plant and distribution system, wastewater treatment plant and collection system, roadway widening and extension projects, and other infrastructure improvement projects. He also oversaw the rapid growth of the city and was responsible for transforming and beautifying Downtown Imperial, various park facilities, and the City Library Expansion project.

Mr. Galvan currently serves as the Consultant City Planner for the City of Calipatria, City of Holtville, and Heber Public Utility District where he is responsible for ensuring that all development projects comply with the City's Zoning Code, General Plan, and other related community plans. He works closely with City Staff and developers to ensure that projects are viable and processed in a timely manner. Recent projects include assisting the City of Calipatria obtain a \$7,000,000 grant to build a new park and community center; multiple grants for the community of Heber to construct a new park at Correll Park, install a splashpad at Children's Park, construct and equip the Heber Community Center, install landscaping throughout the community; and obtain funding to construct the Holtville Alamo River Wetlands project to provide new open space and aid in cleaning up the pollution on the Alamo River, and improve the Holtville Trestle Bridge Project to extend the Alamo River Trail system.

RELEVANT EXPERIENCE

Housing Elements, General Plans, and Specific Plans

- City of Holtville Housing Element Update
- City of Calipatria Housing Element Update
- City of Imperial Land Use and Transportation Elements Update
- Victoria Ranch Specific Plan
- Rancho Imperial Specific Plan
- Barioni Lakes Specific Plan
- City of Calexico Service Area Plan
- Heber Public Utility Service Area Plan
- Seeley Community Water District Service Area Plan

CEQA/NEPA Environmental Compliance

- Niland Wastewater Treatment Plant Mitigated Negative Declaration
- La Brucherie Avenue Road Widening Mitigated Negative Declaration
- Melon Residential Development Mitigated Negative Declaration
- NEPA compliance documentation for various FHWA-funded projects including North Brown Avenue Improvement Project, West Date Street Sidewalk Improvement Project, Orchard Road Pavement Rehabilitation Project, and 9th Street Sidewalk Improvement Project.



Grant Application and Grant Management

- Urban Flood Protection Grant – Calipatria Eastside Stormwater Improvement Project (\$3.9 million)
- California Recreational Trails and Greenway Grant Program – Holtville Alamo River Trestle Bridge Trail (\$1.3 million)
- LEAP Grant Application for the Cities of Holtville and Calipatria
- Statewide Park Program (SPP) Round 3 – Heber Children’s Park (\$700,000)
- Statewide Park Program (SPP) Round 4 – Heber Correll Park (\$1,579,566)
- US Department of Agriculture (USDA) Community Facilities Grant Program – Heber Community Center
- CMAQ, STBG, and other roadway grants
 - Calipatria North Brown Avenue
 - Calipatria South Brown Avenue
 - Calipatria Main Street
 - Calipatria Date Street
 - Holtville 9th Street
 - Holtville Orchard Road
 - Holtville Cedar Avenue

Denise Marin

The Holt Group, Inc.



ASSISTANT PLANNER

EDUCATION

San Diego State University
San Diego, California
B.A., Social Science, 2018

PROFESSIONAL PRACTICE**THE HOLT GROUP, INC.**

El Centro, California
2017 -Present

GENERAL QUALIFICATIONS

Ms. Marin is currently an Assistant Planner for THG Planning Department. She is responsible for various planning projects which include compliance for City regulations for development projects. Ms. Marin has assisted the Planning Department with environmental compliance reports and various other planning projects which include the preparation and submittal of Housing Element Updates, Service Area Plans for various municipalities.

RELEVANT EXPERIENCE**Project: City of Calexico – Service Area Plan Update 2018**

Ms. Marin assisted with the update of the Calexico Service Area Plan by gathering demographics and conducting extensive research to familiarize with the unique needs of the community.

Project: City of Calipatria - Housing Element 6th Cycle Update

Ms. Marin was the project lead in preparing Calipatria's 2021-2029 Housing Element. Goals and policies in the Housing Element were developed to address the identified housing needs and issues determined under the overall assessment of the City's demographic composition. Housing programs were defined in the Housing Element with specific actions the City will undertake to implement the specific goals. Each program was then assigned qualitative and quantitative objectives. Ms. Marin, along with the rest of THG team, conducted community outreach and public workshops as required by State Law and to ensure that the needs of the under-represented were being met.

Planning Entitlement Projects:

- Gila Cellular Tower Conditional Use Permit, Calipatria, CA
- Donut Avenue #1 Conditional Use Permit, Calipatria, CA
- Sun Community Bank, Holtville, CA
- Fern Crossing Apartments, Holtville, CA
- Sunset Rose Apartments, Holtville, CA



Francisco Barba**The Holt Group, Inc.**

ASSISTANT PLANNER

EDUCATION

San Diego State University
San Diego, California
B.A., Public Administration, 2019

PROFESSIONAL PRACTICE**THE HOLT GROUP, INC.**

Jan 2020 – Present

City of Calexico

City Manager's Office– Intern

Aug 2019 – Dec 2019

GENERAL QUALIFICATIONS

Mr. Barba is currently an Assistant Planner for THG Planning Department. Mr. Barba was responsible for the processing of numerous Building Permits, Architectural Plans, Sign Permits, Business License, and other planning duties as directed. Mr. Barba has assisted the Planning Department with environmental compliance reports and various other planning projects. He has assisted in the creation of various staff reports for both the Cities of Holtville and Calipatria.

RELEVANT EXPERIENCE**Project: Heber Public Utilities District – Urban Flood Protection Grant Program Application**

Mr. Barba assisted with the Urban Flood Protection Program Grant Application by conducting extensive research on the community's parks & flood prevention facilities while gathering materials relating to population needs as it relates to the area.

Project: City of Holtville - Urban Flood Protection Grant Program Application

Mr. Barba has assisted with the preparation of the Urban Flood Protection Grant Program by assisting with the research and preparation of the grant application.

Project: Grant Applications

Mr. Barba was also responsible for the preparation and submission of various grant applications for projects ranging from paving improvements to park development. Site plans were prepared for the grant applications, as well as the preparation of cost estimate budgets, demonstration of need, conducting public outreach, and preparation of project description. Applications prepared by Mr. Barba include:

- Amistad Park Development Project
- Correll Park Improvement Project
- Correll Subdivision Improvements (Urban Flood Protection Grant Program)
- City of Holtville Local Early Action Planning (LEAP) Grant
- Heber Public Utility District Urban Greening
- Estancia Park Landscaping
- Tito Huerta Park Landscaping
- Children Park Landscaping
- Water and Wastewater Treatment Plant Landscaping
- Heber Recreation Center Improvements

Planning Entitlement Projects:

- Donut Avenue #2 Conditional Use Permit, Calipatria, CA
- Pine Crossing Apartments, Holtville, CA
- Las Palmitas Restaurant, Holtville, CA
- Mejorado Restaurant, Holtville, CA
- Holtville Downtown Code Text Amendment



C. QUALIFICATIONS AND PAST PERFORMANCE PROJECTS

The Holt Group, Inc. has extensive experience providing engineering and planning services for municipal and government agencies. Our technical expertise coupled with the historical knowledge of the region, allows us to seamlessly integrate existing infrastructure and land use concerns into engineering design and planning documents that help guide local jurisdictions in achieving sustainable, long-term growth. Our licensed Professional Engineers have been providing design engineering services for water pipeline distribution improvements, stormwater pipeline facility improvements, water treatment plant improvements, sanitary sewer plant improvements, park improvement and various technical capacity reports including Hydraulic Analysis, Service Area Plans, Fats, Oils, and Grease Control Programs and reports for submittal to the Water Boards of California. Additionally, our American Institute of Certified Planner has guided the development and implementation of various technical and planning documents including General Plans inclusive of its seven elements, Specific Plans, Zoning and Code Ordinance adoption and revision, and land use planning services.



Client: City of Calipatria
Project Name: Delta Street Improvement Project
Year: 2022
Project Team: James Holt and Juny Marmolejo
Project Budget: \$241,195

Description: The Holt Group Team provided the Design, Bidding, and Construction Management and Inspection Services for the Delta Street Improvement Project between Industrial and Brown Avenues. The project consisted of the demolition and removal of the existing roadway section which was comprised of A.C. pavement remnants and native material for a depth of 12-inches. The roadway excavation for a depth of 12 inches allowed for a new roadway section consisting of 3 inches of Asphalt Rubber Hot Mix (ARHM) pavement over 9 inches of class 2 base to be constructed. The project also consisted of the replacement of a section of curb and gutter for a length of 50 feet and two (2) residential driveways along the north side of the roadway section. Treated 2" x 6" boards were designed and constructed on both edges of the new street section to allow curb and gutter and sidewalk to be constructed on both sides of the street section in the future. The roadway was design and constructed with a "crown" at the center of the roadway to allow for a 2% minimum cross-slope to eliminate stormwater pooling along the new roadway section.

The Holt Group completed the design documents including the Plans, Specifications, Bid Documents, Legal Advertisement, Specification Boiler Plate and Engineering Quantity and Cost Estimates. The Holt Group completed the project bidding including preparing the City Council Staff Report, preparing the Council Resolutions for the advertisement and award of contract, chairing the Pre-Bid Conference, preparing the Pre-Bid Conference Memorandum, issuing addenda, responding to questions with RFI's, assisting the City Clerk with the opening of Proposals at the bid opening, reviewing the project bid documents and recommending the award of contract to the City Staff and Council after the completion of the bid review.



Client: City of Calipatria
Project Name: STBG Grant – Main Street Roadway Improvement Project
Year: 2022
Project Team: Jeorge Galvan, Denise Marin, Fumi Hamanaka Galvan
Project Budget: \$795,150.00

Description: The Holt Group Project Team prepared and submitted an awarded grant application to rehabilitate a segment of Main Street. The Holt Group then performed the Construction Management and Inspection of the road work improvement which included the following scope of work: rehabilitation of the street section on Main Street, a classified Major Collector roadway, between Lake Avenue and International Boulevard. The project consisted of saw cutting the failed A.C. pavement areas after the cold planing of 2 ½ inches of A.C. pavement. Conventional A.C. pavement was placed within the pavement failure areas from the underlying class 2 base to the level of the cold planed surface. A 1 inch leveling course of conventional A.C. pavement was placed over the cold planed and pavement failure areas. A Class I pavement grid was placed over the 1 inch leveling course to inhibit reflective cracking. It is recommended a 1 ½ inch. The project improvements created safer circulation conditions and improved the community aesthetics.



Client: City of Calipatria

Project Name: Street Maintenance Improvement Project – FY 2021/2022

Year: 2021

Project Team: James Holt, Juny Marmolejo, and Todd Richardson

Project Budget: \$683,013

Description: The Holt Group Team provided the Design, Bidding, and Construction Management and Inspection Services for the Street Maintenance Improvement Project – FY 2021/2022. As part of the design services for this project, the Holt Group obtained crack lengths for various street sections for the placement of crack sealant, square footage for various sections to be slurry coated and fog seal coated, prepared quantity and cost estimates for the project, prepared striping plans for the street maintenance sections as needed and prepared the improvement plans and specifications. As part of the bidding services for the project, the Holt Group prepared the legal advertisement, conducted the pre-bid conference and prepared the pre-bid conference memorandum, corresponded with contractors during the bidding phase and prepared all contract documents with regards to the award of contract. As part of the construction management services for the project, the Holt Group Staff monitored construction activities on a daily basis including the preparation of daily construction inspection reports, submittal reviews, RFI reviews and responses, reviews of payment and change order requests, material monitoring, monitoring of the project schedule, completion of labor compliance services, monitoring of traffic control and completion of project close out activities.



Client: City of Calipatria

Project Name: Bond Financed Street Rehabilitation Project

Year: 2020

Project Team: James Holt, Fumi Galvan, Juny Marmolejo, and Rolando Sanchez

Project Budget: \$1,146,000

Description: The City of Calipatria has instituted a pro-active street program to frequently assess its' entire street system (approximately every two years) with the 117 different street sections comprising the 14.5 mile street system categorized as maintenance or rehabilitation sections. The City of Calipatria has directed most of its' available street funding to maintenance sections. Currently 77 percent of the City Street system is comprised of street maintenance sections in moderate to good condition. The City of Calipatria - Bond Financed Street Rehabilitation Project completed in 2020 departed from the street maintenance emphasis and was directed at Street Rehabilitation Sections which were in a poor and deteriorate condition. A total of 10 Street Sections within the City of Calipatria measuring over 1 mile in length were improved by this project. The project was funded by issuing Bonds against a portion of the City of Calipatria LTA funding. The total project cost was \$1,146,000. The project consisted of A.C. skin patching existing A.C. pavement, installation of ARAM over existing A.C. pavement skin patching to impede reflective cracking, installation of Asphalt Rubber Hot Mix pavement overlays and concrete infrastructure improvements (curb and gutter, cross-gutters and driveways) where required to eliminate areas of pooling stormwater along the streets and in front of residences. Several of the improved street segments had deteriorated to a "dirt road" status. The



concrete infrastructure improvements were sparingly included in the street improvement project scope of work to maintain the overall project cost within the available budget and to maximize the amount of roadway improvements which could be improved. The Holt Group completed a full scope of Engineering Services for this project including the design, bidding and construction management and inspection services. The Holt Group completed the design documents including the Plans, Specifications, Bid Documents, Legal Advertisement, Specification Boiler Plate and Engineering Quantity and Cost Estimates. The Holt Group completed the project bidding including preparing the City Council Staff Report, preparing the Council Resolutions for the advertisement and award of contract, chairing the Pre-Bid Conference, preparing the Pre-Bid Conference Memorandum, issuing addenda, responding to questions with RFI's, assisting the City Clerk with the opening of Proposals at the bid opening, reviewing the project bid documents and recommending the award of contract to the City Staff and Council after the completion of the bid review.



Client: City of Calipatria

Project Name: Urban Flood Protection Grant

Year: January 2020

Project Team: George Galvan, Denise Marin, and Fumi Hamanaka Galvan

Project Budget: \$3,931,601.00

Description: The Holt Group prepared and submitted an awarded grant application to the California Natural Resources Agency that would address the poor conditions and lack of curb and gutter which inhibit stormwater surface flow, thus, leading to significant flooding during major storm events in the northeastern portion of the City Limits. The project incorporated key components to assist in protecting the community from future flooding and protect water quality and quantity discharged into the waterways. Underground stormwater pipelines were designed and constructed along Alamo and Bonita Street to convey stormwater to a bioretention basin at Hernandez Park. Bioswales were constructed along Industrial Avenue to carry stormwater from surrounding streets to the bioretention basin.



Client: City of Calipatria

Project Name: North Brown Avenue Roadway and Pedestrian Improvements

Project between Alamo and Delta Streets

Year: 2020

Project Team: Juny Marmolejo and Jacob Standage

Description: The Holt Group Project Team provided construction management for the demolition and removal of existing A.C. pavement and underlying base material to accommodate the new roadway section, grinding of existing A.C. pavement at a depth of 3-inches, demolition and removal of existing concrete infrastructure and underlying material, installation of class II base within the new roadway section, installation of new A.C. pavement along the roadway section, installation of new curb and gutter, installation of new cross-gutters, installation of new sidewalk, installation of signage and striping, and adjustment of water valves and sanitary sewer manholes to finished grade. The project improvements also required the installation of a stormwater pipeline and catch basins, relocation of existing power poles, and the relocation of an existing gas pipeline. Comprehensive construction management services were provided which included the following: administration of the pre-construction meeting and preparing associated pre-construction conference agenda and memoranda; progress meeting coordination with the Contractor, City of Calipatria Representatives, Geotechnical Consultants and Utility Purveyors; monitoring of safety conditions at the project site; conflict resolution; monitoring of construction activities on a daily basis (including the preparation of daily construction activity reports); submittal reviews; RFI reviews and responses; reviews of payment

and change order requests; monitoring of the project schedule; completion of labor compliance services; monitoring of traffic control requirements; completion of project close out activities; and completion of project as built plans.

All construction management services were conducted in accordance with Caltrans Local Assistance Procedures Manual (LAPM) requirements.

Client: City of Calipatria

Project Name: 6th Cycle Housing Element Update and Eastside Specific Plan

Year: 2021 to Present

Project Team: George Galvan, Denise Marin, Francisco Barba, and Cynthia Mancha

Project Budget: \$180,000.00

Description: The Holt Group, Inc. successfully completed the City of Calipatria's 6th Cycle Housing Element which allowed the City to access CDBG funding for the Hernandez Park Landscape Irrigation Project. The Housing Element update involved the review and analysis of the City's current housing programs and their effectiveness in meeting the regional housing needs allocation. A housing conditions survey was completed as part of the update process. Numerous community workshops and public workshops were conducted to solicit input from organizations and other stakeholders. The Holt Group, Inc. is currently in the process of completing the Eastside Specific Plan to further the goals of the Housing Element. Community workshops were also held for this project. Innovative planning solutions are being established to allow for greater flexibility in developing residential and non-residential uses in the area.

Additional Past Local and Regional Experience is as follows:

Engineering Design Services:

- County of Imperial- Seeley Coolin and Fire Station (2021)
- City of Brawley- Re-design of Decorative Lighting Project (2019)
- City of Calipatria- Phase I Street Maintenance Project (2018)
- City of Calipatria – Phase II Street Maintenance Project (2018)
- Imperial County- Heber Townsite Road Maintenance and Pavement Rehabilitation (2018)
- Imperial County- Desert Shores Roadway Improvement Plans (2018)
- Heber Public Utility District- Jiggs Johnson Park Solar Lights Project (2018)
- Heber Public Utility District- Sewer Lift Stations and Manhole Rehabilitation Project (2018)
- City of Brawley- New Bus Shelter Construction Project (2017-2018)
- City of Holtville- City-Wide Street Pavement Rehabilitation Project (2017-2018)
- City of Calipatria- Cliff Hatfield Memorial Airport Runway Maintenance Project (2016)
- City of Brawley- Water and Sewer Pipeline Replacement Project (2016)
- City of Calipatria-R.O.P.S. Park and Landscaping Improvement Project (2015)
- City of Holtville- Phase II 5th St/HWY 115 & Grape Avenue Street Improvement Project (2016)
- City of Holtville- Walnut Avenue Improvement Project (2016)
- City of Calipatria- South Railroad Improvement Project (2016)



Engineering Plan Check Services:

- County of Imperial – various miscellaneous development plans (ongoing)
- City of Holtville- New Construction of Dollar General Retail Store (2018)
- City of Brawley- New Construction of Pilot Center Convenience Store and Fuel Station (2018)
- Heber Public Utility District- Heber Elementary School District Water and Sewer Plans (2018)
- Heber Public Utility District- FDS Main and Heffernan Avenue Water and Sewer Plans (2018)
- Imperial County- All American Grain On-Site Improvement Plans (2018)
- City of Calipatria- New Circle K Convenience Store and Fuel Station (2017-2018)
- City of Calipatria- Brown Avenue Pavement Rehabilitation Improvement Plans (2017-2018)
- Imperial County- Magma Power Company Grading Plans (2017)
- City of Holtville- 9th Street Phase III Improvement Plans (2017)
- City of Holtville- 6th Street Rehabilitation Improvement Plans (2017)
- City of Calipatria- New Construction of Dollar General Retail Store (2016)
- City of Holtville- New Construction of Auto Zone Retail Store (2015)

Resident Engineering and Construction Management:

- Imperial Irrigation District- various lateral lining projects (2020-2021)
- Imperial County- Wilkenson Road Repair (2018)
- City of Holtville-9th Street Phase III Improvements (2017/2018)
- City of Holtville-6th Street Pavement Rehabilitation Project (2017/2018)
- City of Calipatria- South International Boulevard Sidewalk Improvement Project (2017)
- City of Calipatria-Cliff Hatfield Memorial Airport Runway Maintenance Project (2017)
- Imperial County-Gateway of the Americas Sewer Lift Station (2017)

Engineering Reports and Master Plans:

- City of Calexico Water Master Plan (2018)
- City of Calexico Initial Assessment Sewer Lift Station Number 9 and 11 (2018)
- Seeley County Water District Water Treatment Plant Preliminary Engineering Report (2017)
- Niland Sanitary Sewer District Preliminary Engineering Report (2016)
- City of El Centro Extension of Imperial Avenue from I-8 to McCabe Road Preliminary Engineering Report (2016)

Lot Line Adjustments and Lot Mergers:

- Sun Community Federal Credit Union Lot Merger (2020)
- City of Holtville- Dollar General Lot Line Adjustment (2018)



- City of Calipatria- Nido Development Lot Merger (2018)
- City of Calipatria- Circle K Development Lot Merger (2018)
- City of Holtville- AMG Development Lot Merger (2018)
- Niland Sanitary District Legal Description for Land Purchase from IID (2016)

Site Plan Reviews:

- City of Calipatria- New Circle K Site Plan Review (2018)
- City of Holtville- New Torres Mixed Use Complex Site Plan Review (2018)
- City of Holtville- Donut Avenue Expansion Site Plan Review (2018)
- City of Holtville- Fern Crossing Mixed Use Commercial and Residential Development (2018)
- City of Holtville- Dollar General Design Review and Site Plan Review (2018)
- City of Imperial- Rogers & Rogers Dodge Repair Facility (2017)
- City of Imperial- IID Fleet Repair Facility (2017)
- City of Imperial-S&L Construction Building (2017)

Zone Changes and General Plan Amendments:

- City of Calipatria- Double Eagle Scale General Plan Amendment (2020)
- City of Holtville- Zoning Code Text Amendments Regulating the Use of Cargo Containers (2018)
- City of Holtville- Beltran Zone Change from Commercial to Residential (2018)
- City of Holtville- Housing Element Compliance Zoning Code Text Amendments (2018)
- City of Imperial Zoning Code Text Amendment for Movie Theatre Parking Requirements (2016)

Conditional Use Permits and Variances:

- City of Holtville – Mini Storage Conditional Use Permit (2021)
- City of Calipatria- Circle K Conditional Use Permit & Variance (2017/2018)
- City of Imperial- Ritter Construction Yard Conditional Use Permit (2017)
- City of Imperial- Rogers & Rogers KIA Side Yard Setback Variance (2016)
- City of Imperial- Estrada Towing Conditional Use permit (2016)
- City of Imperial- Tucker RV Parking and Storage Conditional Use Permit (2016)
- City of Imperial- B&L Towing and Automotive Repair Conditional Use Permit (2016)
- City of Imperial- The Coffee Shop Drive-Through Conditional Use Permit (2016)

Environmental Compliance:

- City of Holtville- Alamo River Wetlands CEQA Mitigated Negative Declaration (2018)
- City of Holtville-Melon LLC Initial Study (2018)
- City of Imperial-Justo Felix Trucking CEQA Negative Declaration (2016)

Master Plans and Service Area Plans:

- City of Calexico- Service Area Plan Update (2018)
- City of Calipatria- Service Area Plan Update (2017)
- Heber Public Utilities District Service Area Plan Update (2017)
- Seeley County Water District Service Area Plan Update (2017)

III. ANALYSIS OF EFFORT/METHODOLOGY

D. PROJECT UNDERSTANDING AND APPROACH

1. Design, Field Surveying, Preliminary Engineering, and Miscellaneous Engineering Services

Engineering Design Services - Conceptual schematic plans will be prepared to provide the City with an opportunity to review and alter the proposed schematic plans and scope of work during the initial design stages. Plan and Profile sheets shall be prepared at an appropriate horizontal and vertical scale. Existing Utility Plans shall be obtained. All identifiable utilities within the project area will be illustrated on the improvement plans. Subsequent reviews will be conducted at the 80%, and 100% levels. Engineer's Opinion of Probable Cost and Engineer's Opinion of Probable Quantity are prepared at the 80% level affording an opportunity for minor design adjustments to accommodate budget. Final specifications will address all matters including, but not limited to, special and technical conditions. Special conditions will include items such as permits, surveys, utility coordination, traffic control, SWPPP, Best Management Practices, geotechnical testing, construction survey requirements and environmental mitigation. Contract documents include the legal advertisement instruction to bidders section, proposal forms, contract documents and general conditions.

Field Surveying - The Holt Group, Inc. will complete surveying services as required. Services include right-of-way research and acquisition, easement research and acquisition, preparation of legal descriptions and plats, preparation of Records of Survey and preparation of Grant Deeds and right of entry forms. Survey services also include establishing the boundaries of the projects, obtaining field information for the preparation of maps and improvement plans and obtaining vertical elevations for maps and improvement plans. Horizontal control and vertical benchmarks for projects will be established. Construction surveying including establishment of offset stakes with cuts and fills to infrastructure design grade, boundary staking, grid staking and similar construction staking services will be provided as required.

Preliminary Engineering - The licensed Professional Engineers will prepare any needed preliminary engineering work for any public works projects, including roadways, stormwater systems, wastewater systems, raw water irrigation systems, domestic water system and any other public improvements. The reports will include alternatives to be considered and provide a recommendation on the preferred project alternative. The preliminary engineering reports will be comprehensive and include an engineer's opinion of probable costs, project schedule and list any permits that the project would require.

Miscellaneous Engineering – At the City Manager's request, the Holt Group, Inc. can provide miscellaneous engineering services, including but not limited to, as-built plans for existing commercial and residential developments, research existing



utilities, preparation of cost and quantity estimates for proposed infrastructure improvement projects, and miscellaneous plans and or exhibits.

2. Bidding Services

The Holt Group Inc. will prepare all documents necessary for the bidding of capital projects and assist in the coordination and processing of contract documents. The Holt Group will rely on the latest edition of the Engineers Joint Contract Documents Committee contract documents unless alternative directive is received from the City. Bidding Services will include, but not be limited to, the following: 1) Preparation of the schedule of events 2) Preparation of the Bid Advertisement 3) Placement of the Bid Advertisement in a newspaper of large circulation and at plan rooms 4) Plan & Specification Distribution 5) Contacting local contractors, subcontractors and material suppliers regarding the project 6) Pre-Bid Conference, agenda and attendance list preparation 7) Chairing pre-bid conference 8) Preparation and Distribution of Pre-Bid Conference memorandum 9) Preparation of Addenda 10) Preparation and Distribution of RFI responses 11) Preparation of Bid Tabulation Form 12) Assisting city staff with Bid Opening 13) Review of Proposal Forms 14) Recommendation of Award of Contract 15) Assistance with preparation of city council staff report 16) Processing of Contract Documents.

3. Construction Management & Inspection

The Holt Group, Inc. can provide construction management, administration and support services on a full service or reduced service level as required by the City. Construction services will be performed in conformance with LAPM standards, as required. Construction management, administration and support services include pre-construction conference services including preparation of the pre-construction conference agenda, attendance list, chairing the pre-construction conference meeting and preparing and distributing the pre-construction conference memorandum. Construction Management services can include full or part time inspections, monitoring of delivery of construction materials and the quantities of construction materials delivered, coordination or insuring required geotechnical testing is completed, verifying infrastructure is installed in accordance to the design elevations and grades, monitoring that specialty inspections for electrical, structural, plumbing, mechanical and architectural items are completed, preparation of daily inspection report forms, completion of weekly or monthly project report forms, as required, responding to request for information forms (RFI's) from the contractor, reviewing and offering recommendations regarding contractors request for change orders, coordination of field meetings including the preparation of an agenda and meeting memorandum, review of contractors monthly payment request forms and similar construction management and administrative support services. Labor compliance services shall be completed through a sub-consultant. Other services including the monitoring of the project schedule, final project review, preparation of a project completion list, "punch list", preparation of As-Built Drawings and assistance with filing the Notice of Completion. Construction Management, Administration and Support Services includes maintenance of project files and assisting with audits.

4. Meeting Attendance and Reports

The Holt Group, Inc. will meet with project required agencies, assign a staff member to attend City Council Meetings when agendas include engineering and or planning matters, and correspond with all project required agencies.



5. Plan Review

The licensed Professional Engineer staff will review improvement plans including existing site plans, demolition site plans, site improvement plans, plan and profile sheets, detail sheets, section sheets, traffic control plans, erosion control plans, utility plans and similar improvement plans. Plan Checks will be in conformance with the City of Calipatria's development standards, the American Disabilities Act and regulations of the oversight agencies. Findings will be presented in an itemized letter and "redlined" plans to be forwarded to the applicant, design engineer and City Manager.

6. City Planning Services

Land Use Planning Services - The planning staff will review proposed site development plans and final improvement plans for compliance with the adopted Zoning Ordinance and General Plan. The planning staff will coordinate civil/grading plan review with the engineering staff for a comprehensive response to the client. All City applicant communication shall be via a formal letter and will be copied to the City Manager. The Holt Group, Inc will attend necessary meetings and prepare necessary documentation and noticing, including staff reports, maps, sketches, outlines, and presentations, public advertisements etc. for any project as warranted. Assist with annexation, processing of Conditional Use Permits, Lot Line Adjustments/Mergers, and General Plan Amendments.

Grant Management & Administration – The planning staff will work in partnership with the City Manager to identify grant funding opportunities that will promote the necessary development of key infrastructure needs identified in technical studies and reports. Grant management will include the completion and submittal of grant applications and the subsequent project management and reporting.

Environmental Work - For any project subject to CEQA, an initial study and assessment will be drafted and coordinated with the City and any other oversight agencies for review and comment. If specialized environmental studies are required for large scale projects, The Holt Group, Inc will coordinate work with sub-consultants in a manner consistent with the approved schedule. All work will be prepared in accordance with all local, state and federal policies and consistent with adopted guidelines. For Federally funded projects or projects that have federal oversight agencies, NEPA compliance will be met.

E. FEE SCHEDULE AND COMPENSATION

The Holt Group, Inc. will be reimbursed for professional services rendered based on the annual hourly compensation schedule, enclosed in a sealed envelope, and attached to this Statement of Qualifications as Appendix 1. The hourly compensation schedule will be reviewed and approved by the City Manager on an annual basis. When compensation is based on an hourly rate, the yearly hourly rates will be applied as detailed in The Holt Group, Inc Hourly Rate Sheet. Preliminary engineering, design engineering, bidding services, and construction management and inspection services shall be lump sum fixed fee and based upon a percentage of the total project cost or based on an hourly rate basis. Planning services shall be lump sum fixed fee or based on hourly



rate basis. The fees for projects and services shall be approved by the City of Calipatria prior to the Holt Group, Inc. commencing work.

F. PROJECT SCHEDULE

Project schedules will be developed per occurrence and will be mutually agreed upon by The City of Calipatria and The Holt Group, Inc. prior to commencement of work.

G. PROJECT DELIVERABLES

As agreed, upon by the City of Calipatria and The Holt Group, Inc for each project.

All project files are the property of the City of Calipatria. The Holt Group, Inc. shall maintain all records pertaining to projects in its archive files for a minimum time of ten (10) years.

H. TYPE OF BUSINESS CONCERN

The Holt Group, Inc. is a S Corporation and does not meet the criteria for small disadvantaged or minority owned business. The Holt Group, Inc. abides by all DBE requirements when projects have DBE metrics.

I. FEDERAL REQUIREMENT

Holt Group, Inc. staff participates annually in the Federal Aid Series Training offered by the Cooperative Training Assistance Program which is offered in partnership with Sacramento State's College of Continuing Education. The training equips The Holt Group, Inc. staff with the most current federal rules and regulations to effectively manage federally funded projects.

IV. ASSUMPTIONS AND EXCLUSIONS

1. Geotechnical Testing
2. Materials Testing
3. Any other Scope of Work Items not specifically addressed in this proposal.



THE HOLT GROUP, INC.
Hourly Rate Schedule
Effective: October 27, 2022

PLANNING	
Senior Planner (AICP)/Senior Project Manager	\$140.00/Hour
Associate Planner	\$100.00/Hour
Assistant Planner	\$80.00/Hour
Planning Clerk	\$60.00/Hour
Grant Manager	\$130.00/Hour
Planning Designer/AutoCAD Technician	\$75.00/Hour
ENGINEERING	
Principal Engineer P.E./L.S.	\$150.00/Hour
Project Engineer P.E./L.S.	\$140.00/Hour
Associate Project Engineer	\$125.00/Hour
Assistant Project Engineer	\$125.00/Hour
Project Manager	\$125.00/Hour
Civil Designer III	\$105.00/Hour
Civil Designer II	\$100.00/Hour
Civil Designer I	\$90.00/Hour
Senior Plan Checker	\$140.00/Hour
Plan Checker	\$120.00/Hour
Resident Engineer	\$130.00/Hour
Assistant Resident Engineer	\$110.00/Hour
Designer III	\$90.00/Hour
Designer II	\$80.00/Hour
Designer I	\$75.00/Hour
SPECIALIZED SUBCONSULTANT SERVICES	
Sub-Contracted Services such as Labor Compliance Services, Environmental Studies, Archeological Reports, Etc	At Cost
SURVEYING STAFF	
Survey Project Manager	\$150.00/Hour
2 Man Survey Crew with GPS (Overtime)	\$340.00/Hour
2 Man Survey Crew with GPS	\$270.00/Hour
1 Man Survey Crew with GPS	\$160.00/Hour
Survey Travel Time	Crew Rate x 50%
NOTES:	
1. The minimum time charged for survey project is 1/2 day (4 hours at the crew rates plus travel time).	
2. Crew charges include standard surveying equipment.	
Rental of any special equipment will be charged at cost plus 15%.	
ADMINISTRATIVE SUPPORT SERVICES	
Senior Administrator	\$85.00/Hour
Word Processor	\$65.00/Hour
Office Technician/Courier	\$50.00/Hour
REIMBURSABLE EXPENSES	
Photocopies (each)	\$0.10
Plots (per square foot in color)	\$1.70
Plots (per square foot in black & white)	\$0.85
Computer Plotter	\$19.00/Hour
Postage	Cost + 15%
Vehicle Mileage	\$0.59
Reproduction, Special Photography, Printing, etc. performed by Subcontractor, Aerial Photogrammetry, Delivery Service,	Cost + 15%
Hotel/Motel Per Diem Expenses	At Cost

**SUCCESSOR AGENCY TO THE
CALIPATRIA REDEVELOPMENT AGENCY
STAFF REPORT**

TO: Honorable Chairman and Board Members

FROM: Laura Gutierrez, City Manager/Executive Director

DATE: November 20, 2024

SUBJECT: Approval of Recognized Obligation Payment Schedule 25-26 A and B

RECOMMENDATION:

It is recommended that the Board of Directors adopt the attached resolution approving the Recognized Obligation Payment Schedule (“ROPS”) 25-26 A and B of the Successor Agency to the Calipatria Redevelopment Agency (“Successor Agency”) for the period of July 2025 through June 2026.

BACKGROUND:

Pursuant to Health and Safety Code (“HSC”) § 34172 (a) (1), the Calipatria Redevelopment Agency was dissolved on February 1, 2012. Consistent with the provisions of the HSC, the City Council of the City of Calipatria previously elected to serve in the capacity of the Successor Agency. Per HSC § 34179, the Successor Agency previously established the Calipatria Oversight Board to assist in the wind-down of the former redevelopment agency through June 30, 2018, at which time it was dissolved by operation of law. Consistent with HSC § 34179 (j), on July 1, 2018 the Imperial Countywide Oversight Board (the “CWOB”) was established to assist in winding-down the dissolved redevelopment agencies within the County of Imperial.

Per HSC § 34177 (o) (1), the Successor Agency is required to prepare a ROPS before each twelve-month fiscal year period. Pursuant to HSC § 34180 (g), CWOB approval is required for the establishment of each ROPS. Pursuant to HSC § 34177 (o) (1), a CWOB-approved ROPS 25-26 A and B for the period of July 2025 through June 2026 must be submitted to the State Department of Finance (the “DOF”) and to the County Auditor-Controller (the “CAC”) not later than February 1, 2025 (the “Submission Deadline”). The CWOB will consider approval of ROPS 25-26 A and B during January 2025. The Successor Agency’s approval of the establishment of ROPS 25-26 A and B will ensure that ROPS 25-26 A and B is filed by the Submission Deadline.

FISCAL IMPACT:

Pursuant to HSC § 34177, the Successor Agency is legally required to continue to make payments due for enforceable obligations. The Successor Agency’s and the CWOB’s approval of the ROPS 25-26 A and B will ensure that the Successor Agency has the authority to continue to pay its enforceable obligations. ROPS 25-26 A and B will be submitted to DOF and the CAC by the Submission Deadline.

Attachment: Resolution

RESOLUTION NO. 2024-__-SA

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE SUCCESSOR AGENCY TO THE CALIPATRIA REDEVELOPMENT AGENCY APPROVING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE 25-26 A & B FOR THE PERIOD OF JULY 2025 THROUGH JUNE 2026 AND APPROVING CERTAIN RELATED ACTIONS

WHEREAS, pursuant to Health and Safety Code (the “HSC”) § 34172 (a) (1), the City of Calipatria Redevelopment Agency was dissolved on February 1, 2012; and

WHEREAS, consistent with the provisions of the HSC, the City Council of the City of Calipatria previously elected to serve in the capacity of the Successor Agency of the Calipatria Redevelopment Agency (the “Successor Agency”); and

WHEREAS, pursuant to HSC § 34179, the Successor Agency previously established the Calipatria Oversight Board to assist in the wind-down of the former redevelopment agency through June 30, 2018, at which time it was dissolved by operation of law; and

WHEREAS, consistent with HSC § 34179 (j), on July 1, 2018 the Imperial Countywide Oversight Board (the “CWOB”) was established to assist in winding-down the dissolved redevelopment agencies within the County of Imperial; and

WHEREAS, per HSC § 34177 (o) (1), the Successor Agency is required to prepare a Recognized Obligation Payment Schedule (the “ROPS”) before each twelve-month fiscal year period; and

WHEREAS, pursuant to HSC § 34180 (g), CWOB approval is required for the establishment of each ROPS; and

WHEREAS, pursuant to HSC § 34177 (o) (1), a CWOB-approved ROPS 25-26 A and B for the period of July 2025 through June 2026 must be submitted to the State Department of Finance and to the County Auditor-Controller not later than February 1, 2025 (the “Submission Deadline”); and

WHEREAS, pursuant to HSC § 34177, the Successor Agency is legally required to continue to make payments due for enforceable obligations; and

WHEREAS, the approval of the establishment of ROPS 25-26 A and B will ensure that the Successor Agency has the authority to continue to pay its enforceable obligations; and

WHEREAS, it is proposed that the Successor Agency approve the establishment of the Successor Agency’s ROPS 25-26 A and B, which is attached hereto as Exhibit “A”; and

WHEREAS, the CWOB will consider approval of ROPS 25-26 A and B during January 2025; and

WHEREAS, once approved by the CWOB, ROPS 25-26 A and B will be filed be submitted to the State Department of Finance and to the County Auditor-Controller by the Submission Deadline; and

WHEREAS, all the prerequisites with respect to the approval of this Resolution have been met.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Successor Agency to the Calipatria Redevelopment Agency, as follows:

- Section 1.** The foregoing recitals are true and correct and are a substantive part of this Resolution.
- Section 2.** The Successor Agency's ROPS 25-26 A and B, which is attached hereto as Exhibit "A", is approved, inclusive of each enforceable obligation.
- Section 3.** The amount requested for enforceable obligation No. 11, the Successor Agency's Administrative Cost Allocation, is consistent with the provisions of HSC § 34171 (b) and is thus considered fair and reasonable.
- Section 4.** The City Manager, in her capacity as the Executive Director of the Successor Agency, or designee, is authorized to: i) post that ROPS 25-26 A and B on the City's website, ii) transmit the ROPS 25-26 A and B to the State Department of Finance, the State Controller's Office and the County Auditor-Controller for their review within the timeframe and in the manner prescribed by the HSC; and iii) make ministerial revisions to ROPS 25-26 A and B, which may include, but are not limited to restating the information included within ROPS 25-26 A and B in any format that may be requested by the State Department of Finance, take such other actions and execute such other documents as are necessary to effectuate the intent of this Resolution, and to implement ROPS 25-26 A and B on behalf of the Successor Agency, including authorizing and causing such payments.
- Section 5.** This Resolution shall take effect upon the date of its adoption.

PASSED, APPROVED AND ADOPTED this 20th day of November 2024.

Syliva R. Chavez, Chair

ATTEST

Catherine J. Hoff, Secretary for the
Successor Agency

CERTIFICATION:

I, Catherine J. Hoff, Secretary for the Successor Agency to the Calipatria Redevelopment Agency, do hereby certify that the foregoing Resolution No. 2024-__-SA was duly adopted by the Board of Directors for the Successor Agency to the Calipatria Redevelopment Agency, at a meeting thereof held on the 20th day of November 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Catherine J. Hoff, Secretary for the
Successor Agency

EXHIBIT “A”

**SUCCESSOR AGENCY TO THE
CALIPATRIA REDEVELOPMENT AGENCY
RECOGNIZED OBLIGATION PAYMENT SCHEDULE 25-26 A and B
(JULY 2025 THROUGH JUNE 2026)**

(See Attachment)