



City of Calipatria

125 North Park Ave.
Calipatria, CA 92233
P. (760) 348.4141
F. (760) 348.7035

MANDATORY PRE-BID CONFERENCE MEMORANDUM

PROJECT: City of Calipatria – South Brown Avenue Roadway and Pedestrian Facilities Improvement Project Between Main Street/SR 115 and Church Street - CML 5243(018) – **PROJECT I**

THG Project No. 142.322E

DATE: October 10, 2025

ORIGINATOR: Fumi Galvan, PE, Project Engineer

DISTRIBUTION: Laura Gutierrez, City Manager, City of Calipatria
Eddie Self, Public Works Director, City of Calipatria
Jane M. Hurtado, City Clerk, City of Calipatria
Natasha Saucedo, Administrative Assistant, City of Calipatria
James G. “Jack” Holt, P.E., Consulting City Engineer, The Holt Group
Rolando Sanchez, P.E., Design Engineer, The Holt Group
Christopherson Garcia, E.I.T., Assistant Project Engineer, The Holt Group, Inc.
George Galvan, Principal Planner, The Holt Group
All Plan Holders

A mandatory Pre-Bid Conference for the City of Calipatria – South Brown Avenue Roadway and Pedestrian Facilities Improvement Project Between Main Street/State Route 115 and Church Street was conducted at the City of Calipatria City Hall at 125 N. Park Avenue, Calipatria, California, 92233 at 10:00 a.m. on Friday, October 10, 2025. A Pre-Bid Conference Agenda was distributed to those attending the Pre-Bid Conference. An Attendance List was circulated to all those attending the Pre-Bid Conference. The Pre-Bid Conference Agenda and Attendance List are attached to this Pre-Bid Conference Memorandum.

The following items were discussed at the Pre-Bid Conference:

- A. Those present at the Pre-Bid Conference were self-introduced. The Holt Group stated that the Pre-Bid meeting is mandatory for all General Contractors.
- B. The project awarding method of two (2) bundled projects was reviewed. Two (2) bundled projects are:
 - a. Project I – City of Calipatria South Brown Avenue Roadway and Pedestrian Facilities Improvement Project Between Main Street/State Route 115 and Church Street

b. Project II – City of Calipatria Main Street Roadway Improvements
Between Lake Avenue and International Boulevard

The contract will be awarded to the lowest, responsive, responsible bidder of the Combined Total Bid of the two (2) bundled projects, Project I and Project II, as described within the Invitation for Proposals section of the Project Specifications as copied below:

Three (3) separate sealed envelopes must be submitted, labeled as follows:

1. Sealed Proposal for “PROJECT I – South Brown Avenue Roadway Improvements”
2. Sealed Proposal for “PROJECT II – Main Street Roadway Improvements”
3. Sealed Proposal for “Combined Total Bid Summary Form”

Each envelope must clearly display the bidder’s name, address, and a description of its contents as specified above.

- C. The project description and scope of work related to this project were reviewed.

The South Brown Avenue Improvement Project between Main Street and Church Street consists of the construction of a new concrete curb and gutter, cross-gutters, sidewalk, storm drainage system, and pavement improvements. The proposed roadway section will consist of 4 inches of hot mix asphalt (HMA) over 12 inches of Class 2 Base within the City of Calipatria Right-of-Way. The proposed roadway width will be 50 feet from face of curb to face of curb through the entire project site.

South Brown Avenue Improvement Between Main Street and Alamo Street:

The existing pavement width along South Brown Avenue is approximately 30 feet wide and 320 feet long between Main Street and Alamo Street. Concrete curb and gutter, storm drains/catch basins, and pipeline will be constructed to transmit the storm runoff to the existing storm drainage facility. Concrete sidewalk will be constructed along both sides of the roadway. ADA accessible curb ramps, cross-gutter, residential driveways, and alley entrances will also be constructed. A portion of the roadway improvements, including two (2) ADA-compliant curb returns, will be constructed at the south intersection of South Brown Avenue and Main Street within Caltrans Right-of-Way. The improvements within Caltrans Right-of-Way shall be completed in accordance with the Caltrans Encroachment Permit provisions.

South Brown Avenue Improvement Between Alamo Street and Bonita Place:

The existing pavement width along South Brown Avenue is approximately 28 feet wide and 500 feet long between Alamo Street and Bonita Place. There are existing concrete cross-gutter and spandrels at Bonita Place, which will be removed and disposed of as the existing flowline grades conflict with the proposed design grades. The existing storm drainage curb inlet located at the beginning of the curve at the southeast corner of the intersection of South Brown Avenue and Bonita Place will remain in place, continuously receiving runoff from the north and east. Concrete curb and gutter, storm drains/catch basins, and pipeline will be constructed to transmit storm runoff. Concrete sidewalk will be constructed along both sides of the roadway. ADA accessible curb ramps, cross-gutter, residential driveways, and alley entrances will also be constructed.

South Brown Avenue Improvement Between Bonita Place and Church Street:

The existing pavement width along South Brown Avenue varies from 40 feet to 25 feet and measures 500 feet long between Bonita Place and Church Street. There is an existing storm drainage facility fronting the agricultural packing/shipping business along the west side of South Brown Avenue. Concrete cross-gutter and ADA accessible curb ramps will be constructed at the intersection of South Brown Avenue and Church Street. The proposed roadway tapers down to the existing roadway section south of Church Street. Concrete curb and gutter and sidewalk will only be constructed along the east side of the roadway. Storm drains/catch basins and pipelines will be constructed to transmit storm runoff along both sides of the roadway. Concrete residential/commercial driveways and alley entrances will also be constructed.

- D. The access to Bidding Documents was reviewed.

All Plan Holders can access the current bid documents at the following website:

<https://www.calipatria.com/the-city/rfps-rfqs/>

Hard copies of bid documents can be obtained at the office of the Consulting City Engineer, The Holt Group, Inc., 1601 N. Imperial Ave., El Centro, CA 92243, Phone (760) 337-3883 upon payment of a non-refundable amount of

\$100.00 for each set (check or money order made payable to The Holt Group, Inc.).

E. Funding Agency's Requirements

This project is funded through the Congestion Mitigation and Air Quality (CMAQ) Improvement Program by the Federal Highway Administration, in partnership with the California Department of Transportation.

F. Labor compliance requirements for this Project were reviewed.

This project is subject to State of California Department of Industrial Relations Wage Determinations, all California Labor Codes (CLC's), and California Public Contract Codes that pertain to a Public Works Project.

G. The Schedule of Events for the project was reviewed.

1. Bid date: 2:00 PM on November 4, 2025
2. Notice to Proceed: December 5, 2025 (10 days to start)
3. Construction Commencement date: December 15, 2025
4. Construction Duration: 120 Calendar Days
5. Construction Completion date: April 13, 2026

H. Bidding requirements for this project were discussed.

1. Questions are to be forwarded to the Engineer in writing at least seven (7) days prior to the Bid Opening Date, by October 28, 2025. Questions received less than seven (7) days prior to the Bid Opening Date may not be answered.
2. Questions may be directed to the City Engineer by the following email: fgalvan@theholtgroup.net, or to The Holt Group, El Centro address listed on the Bid Advertisement.
3. Proposals are to be submitted to the City of Calipatria City Hall located at 125 North Park Avenue, Calipatria, CA 92233.

I. The Special Conditions section of the Specifications was reviewed as listed below:

1. Mobilization.

2. As-Built Drawings.
3. Submittals.
4. Geotechnical Testing Requirements – A list of the geotechnical testing and inspections required for the project was included in the Special Conditions and also within the applicable Technical Specifications.
5. Business License – The Contractor and Subcontractors are required to obtain a business license from the City of Calipatria at the City Hall.
6. Construction water can be provided by Golden State Water Company.
7. Staging Area can be provided by the City of Calipatria within their Public Yard.
8. Sweeping of Street Pavement and P.C.C. Infrastructure
9. Categorical Exemption/Categorical Exclusion Determination Form Conditions – No environmental mitigation required for the project other than dust control.
10. Construction Staking – to be provided by the Contractor.
11. Excavation, Removal, and Disposal of Native Material and Existing A.C. Pavement in Areas to Receive an A.C./ARHM Pavement or New P.C.C. Concrete Infrastructure: The Contractor is responsible for the removal and disposal of surplus native soil resulting from the construction of the project.
12. Caltrans Encroachment Permit: Caltrans issued an encroachment permit for the project on November 11, 2024. The permit has been extended to March 31, 2026.
13. Air Pollution Control District Requirements: The Contractor is responsible for meeting Air Pollution Control District requirements.
14. Restroom Facilities
15. Utilities pot-Hole
16. Adjustment of Existing Facilities Conflicting with New Roadway Improvements
17. Project Signs are to be provided and installed by the Contractor in accordance with the signage requirements as included in the Special Conditions.

18. Notification and Traffic Control – Project-specific traffic control plans were prepared for the project. The traffic control devices and signs encroaching into the Caltrans Right-of-Way require a Caltrans Encroachment Permit. The City of Calipatria obtained an encroachment permit for this project from the Caltrans Permit Office. The Contractor is responsible for implementing the traffic control plans and notifying the affected residents and business owners.

19. City of Calipatria Standard Details and Specifications

20. Removal of Asbestos and Hazardous Substances

21. Project Meetings

22. Certificate of Compliance Verification

23. Implementation of WPCP and Erosion Control Plans - Water Pollution Control Program (WPCP) was prepared for the work proposed within the Caltrans Right-of-Way. The Contractor shall be responsible for implementing the WPCP and providing a Qualified SWPPP Developer and Practitioner for the project.

24. Subbase Preparation – Scarification, Moisture-Conditioning, and Recompaction

25. Surplus Native Material: The Contractor is responsible for the removal and disposal of surplus native soil resulting from the construction of the project.

26. Time and Material Allocation: \$50,000.00 has been allocated for Time and Material for the project.

J. Technical Specifications were briefly reviewed.

K. Engineer's Opinion of Probable Construction Cost Estimate

The Engineer's Opinion of Probable Construction Cost (EOOPC) for the project is \$1,671,000.00.

L. Informal Questions and Responses

Informal questions were discussed during the meeting. Attendees were reminded that all formal questions should be directed to the City of Calipatria/The Holt Group for official response.

1. The process for determining the lowest responsive and responsible bidder was reviewed. It was noted that this project is bundled with the Main Street Roadway Improvements Project (between Lake Avenue and

International Boulevard). A Combined Total Bid Summary Form will be issued via addendum.

2. Requirements from the Caltrans Resident Engineer regarding paving operations were reviewed. Clarification of the Quality Control Plan requirements will be provided via addendum.

A site review/walk-through was offered to the attendees. There were no interested parties to participate in a walk-through.

The Pre-Bid Conference was completed at 11:00 A.M.

Attachments: Pre-Bid Conference Agenda
Pre-Bid Conference Attendance List



City of Calipatria

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PROJECT I

**City of Calipatria
South Brown Avenue Roadway and Pedestrian Facilities Improvement Project
Between Main Street/SR 115 and Church Street
CML 5243 (018)**

AGENDA FOR PRE-BID CONFERENCE (MANDATORY)

FRIDAY, OCTOBER 10, 2025, AT 10:00 AM

A. Introduction

Introduction of those present at the Pre-Bid Conference and circulation of the Attendance List for each Project – Project I and Project II.

B. Review of the Award Method of the Two (2) Bundled Projects

C. Review of the Project Description and Scope of Work

The South Brown Avenue Improvement Project between Main Street and Church Street consists of the construction of a new concrete curb and gutter, cross-gutters, sidewalk, storm drainage system, and pavement improvements. The proposed roadway section will consist of 4 inches of hot mix asphalt (HMA) over 12 inches of Class 2 Base within the City of Calipatria Right-of-Way. The proposed roadway width will be 50 feet from face of curb to face of curb through the entire project site.

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D. Access to Bidding Documents

All Plan Holders can access the current bid documents at the following link:

[142.322_South Brown Avenue Bid Docs](#)

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E. Funding Agency's Requirements

Funding Agency: Federal Highway Administration (FHWA) through Caltrans

Grant Type: Congestion Mitigation and Air Quality (CMAQ) Program

Requirements: Caltrans LAPM Forms, DBE Goal (16%), UEI Registration, etc.

Guidance and Resources: <https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-assistance-procedures-manual-lapm>

F. Labor Compliance Requirements

This project is subject to the wage determinations issued by the California Department of Industrial Relations, as well as all applicable provisions of the California Labor Code (CLC) governing Public Works projects. Additionally, the project must comply with the Federal Davis-Bacon Act wage guidelines and associated monitoring requirements.

G. Review of the Schedule of Events & time duration of the project:

1. Bid date: 2:00 PM on November 4, 2025
2. Notice to Proceed: December 5, 2025 (10 days to start)
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4. Construction Duration: 120 Calendar Days
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H. Bidding

1. Questions are to be forwarded to the Engineer in writing at least seven (7) days prior to the Bid Opening Date, by October 28, 2025. Questions received less than seven (7) days prior to the Bid Opening Date may not be answered.
2. Questions may be directed to the City Engineer by the following email: fgalvan@theholtgroup.net, or to The Holt Group, El Centro address listed on the Bid Advertisement.
3. Proposals are to be submitted to the City of Calipatria City Hall located at 125 North Park Avenue, Calipatria, CA 92233.

I. Special Conditions

1. Mobilization
2. As-Built Drawings
3. Submittals

4. Street Geotechnical Testing Requirements - The Contractor is responsible for providing geotechnical (special inspection) services.
5. Business License: Contractor and Subcontractors are required to obtain a business license at the City Hall.
6. Construction Water – Golden State Water Company
7. Staging Area
8. Sweeping of Street Pavement and P.C.C. Infrastructure
9. Categorical Exemption/Categorical Exclusion Determination Form Conditions – No environmental mitigation required for the project other than dust control.
10. Construction Staking
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21. Project Meetings
22. Certificate of Compliance Verification

23.Implementation of WPCP and Erosion Control Plans

24.Subbase Preparation – Scarification, Moisture-Conditioning, and
Recompaction

25.Surplus Native Material: The Contractor is responsible for the removal
and disposal of surplus native soil resulting from the construction of the
project.

26.Time and Material Allocation: \$50,000.00 has been allocated for Time
and Material for the project.

J. Technical Specifications

K. Engineer's Opinion of Probable Construction Cost Estimate

\$1,671,000.00

L. Questions and Discussion



City of Calipatria

125 North Park Ave.
Calipatria, CA 92233
P. (760) 348.4141
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FRIDAY, OCTOBER 10, 2025, AT 10:00 AM

MANDATORY PRE-BID CONFERENCE ATTENDANCE RECORD FOR:

PROJECT I

CITY OF CALIPATRIA SOUTH BROWN AVENUE ROADWAY AND PEDESTRIAN FACILITIES IMPROVEMENT PROJCT BETWEEN MAIN STREET/SR 115 AND CHURCH STREET

**THG PROJECT NO. 142.322
CML 5243(018)**

NO.	NAME	COMPANY, AGENCY OR UTILITY	
1.	Clarissa Salazar	Pave Engineering Inc	Phone: 760 425 0001 Email: Pa Paveengineering@outlook.com
2.	Karen Blue	Masters Construction	Phone: (760) 344-7400 Email: kblue@calgrade.com
3.	DENNIS MILLER	DSM Inc	Phone: dsmillerinc1@gmail.com Email: 760 457-5700
4.	Ron Swardfeg	Radco Inc	Phone: 760-455-6587 Email: R@radcoinc.net
5.	George Taylor	Pyramis Const	Phone: 760-640-0762 Email: GEORGET@pyramis.com

MANDATORY PRE-BID CONFERENCE ATTENDANCE RECORD

FRIDAY, OCTOBER 10, 2025, AT 10:00 A.M.

PROJECT: CITY OF CALIPATRIA - SOUTH BROWN AVENUE IMPROVEMENT PROJECT

NO.	NAME	COMPANY, AGENCY OR UTILITY	
6.	Rio Cabrera	LC Paving	Phone: (760) 752-1743
			Email: rio@LCpaving.com
7.	Fumi Galvan	The Holt Group	Phone: (760) 337-3883
			Email: fumi@theholtgroup.net
8.	Rolando Sanchez	The Holt Group	Phone: (760) 337-3883
			Email: rsanchez@theholtgroup.net
9.	Christopherson Garcia	The Holt Group	Phone: (760) 337-3883
			Email: cgarcia@theholtgroup.net
10.			Phone:
			Email:
11.			Phone:
			Email:
12.			Phone:
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13.			Phone:
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14.			Phone:
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15.			Phone:
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MANDATORY PRE-BID CONFERENCE ATTENDANCE RECORD
 FRIDAY, OCTOBER 10, 2025, AT 10:00 A.M.
 PROJECT: CITY OF CALIPATRIA – SOUTH BROWN AVENUE IMPROVEMENT PROJECT

NO.	NAME	COMPANY, AGENCY OR UTILITY	
16.			Phone:
			Email:
17.			Phone:
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18.			Phone:
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19.			Phone:
			Email:
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