

**City of Calipatria**

**Request for Proposals for**

**Grant Administration and Project Management Services**

**for the**

**Delta Street Pump Station Rehabilitation Project**

**August 13, 2025**

Funding Provided by:

**Southern California Association of Governments (SCAG)**  
**Through the**  
**California Department of Housing and Community Development (HCD)**

**Edgar Self, Public Works Director**  
**City of Calipatria**  
**125 Park Avenue**  
**Calipatria, California 92233**

**I. PROCUREMENT STATEMENT**

**CITY OF CALIPATRIA**  
**REQUEST FOR PROPOSALS**  
**for**  
**Grant Administration and Project Management**  
**Services for the Delta Street Pump Station**  
**Funded by the Southern California Association of**  
**Governments (SCAG)**

NOTICE IS HEREBY GIVEN that the City of Calipatria (hereinafter referred to as the "City"), acting by and through its City Council, is requesting PROPOSALS from qualified consulting professionals to provide **Grant Administration and Project Management Services** for the above-listed project.

Funding for this project is provided by a grant from the Southern California Association of Governments (SCAG) through the California Department of Housing and Community Development (HCD).

**SUMISSION DEADLINE:** Receipt up to, ***but no later than 4:00 p.m., Tuesday, September 2, 2025.***

To be considered for negotiation and award of a contract, two (2) paper copies and one (1) electronic copy (CD or USB Drive) of proposals must be received by the date and time specified above in a sealed package at:

Calipatria City Hall  
125 North Park Avenue  
Calipatria, California 92233  
Attention: Ms. Jane Hurtado, City Clerk

Any agreement entered pursuant to this notice shall adhere to provisions of the State Labor Code of the State of California. Affirmative action to ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, sex, or religion will also be required.

Questions can be directed to the person listed below. Copies of the Request for Proposals can be obtained on the **calipatria.com** website or at the address listed below:

Ms. Laura Gutierrez  
City Manager/Project Administrator  
125 North Park Avenue  
Calipatria, California 92233  
Phone: (760) 348-4141

## **II. SCHEDULE OF EVENTS**

The Schedule of Events for the Environmental Consultant services procurement is as follows:

Issue Request for Proposals	August 13, 2025
Proposal Due	September 2, 2025
Proposal Evaluation	September 3, 2025
City Awards Contract for Professional Services	September 9, 2025

Proposals will be evaluated by a committee. It is the City's intention to select the Consultant whose fee, qualifications and understanding of the project are deemed most advantageous to the City in accordance with this Request for Proposals. The Selection Committee's recommendation will be forwarded to the Calipatria City Council for final determination.

The City reserves the right to reject any or all Proposals, or to waive any irregularities or informalities in any proposals or in the proposal and selection process.

## **III. PROJECT DESCRIPTION**

The City of Calipatria intends to rehabilitate/improve the Delta Street Pump Station to address existing deterioration issues to promote residential development with the Eastside Specific Plan Area. Improvements include the installation of an updated electrical control system, new blower system to remove corrosive gases, upgrading centrifugal pumps, and rehabilitating the wet-well concrete and steel support members. Design of Improvement Plans were completed in September 2024 and are ready to proceed with construction. The project will be completed in one phase and will be completed within 300 calendar days following the issuance of a Notice to Proceed, prior to June 30, 2026, deadline. This work scope will enhance the longevity of equipment and ensure public safety and boost needed infill housing development by increasing the capacity of households that sewage infrastructure can accommodate and serve. This will also advance resiliency within the community, as it will have been determined what is needed to reduce damage and invest accordingly to satisfy the needs of our current residents while simultaneously preparing to be better equipped to serve the needs of our future residents.

## **IV. SCOPE OF WORK**

**Task A: Project Admin**

- Deliverables: Monthly Reporting/Invoicing

**Task B: Project Management**

- Deliverables: Grantee feedback and approval of consultant deliverables & participation in events & meetings
- Deliverables: Construction Invoices, Progress Reports, Schedule

**Task 1.0 Project Management & Coordination****Task 1.1: Project Kick Off Meeting**

- Task 1.1 Deliverables:
  - 1.1.1 Project kick off meeting agenda
  - 1.1.2 Project kick off meeting notes and list of attendees
  - 1.1.3 Project kick off presentation and any handouts or any other relevant materials

**Task 1.2 Project Management Plan & Schedule**

- Task 1.2 Deliverables:
  - 1.2.1 Project Management Plan (PMP)
  - 1.2.2 Project Schedule

**Task 1.3: Project Management Meetings**

- Task 1.3 Deliverables:
  - 1.3.1 Meeting agendas for monthly PMT meetings
  - 1.3.2 Meeting notes with list of attendees
  - 1.3.3 Meeting materials, including presentations or any handouts

**Task 1.4: Monthly Invoicing and Reporting**

- Task 1.4 Deliverable
  - 1.4.1 Monthly invoices
  - 1.4.2 Progress reports

**Task 1.5 Project Close-Out Files**

- Task 1.5 Deliverables:
  - 1.5.1 Project close-out files with accompanying Excel file

**Task 1.6 REAP Metrics Data Collection and Reporting**

- Task 1.6 Deliverables:
  - 1.6.1 REAP metrics data collection and reporting

**Task 2.0 Public Outreach****Task 2.1: Outreach & Engagement Plan**

- Task 2.1 deliverables
  - 2.1.1 Public Outreach Plan with dates, topics, and target audiences

**Task 2.2 Outreach Events & Summary**

- Task 2.2 Deliverables
  - 2.2.1 Outreach Materials (flyers, one-sheets, posters, and presentations)
  - 2.2.2 Outreach Summary Memo and incorporation of feedback into final plan

**V. PROPOSAL CONTENT & INFORMATION**

Proposal should be typed, organized and concise, yet comprehensive.

1. General Requirements

1. Project Cover Sheet.
2. Table of Contents.
3. Provide a cover letter.
4. State the interpretation of the Consultant Services to be performed. The Consultant is to demonstrate an understanding of the Scope of Work and Agency requirements regarding this project.
5. Provide the name(s) of the primary and/or alternate individuals authorized to respond to this RFP. Include titles, addresses, license numbers, e-mail and phone number.
6. The Consultant is representing itself as a qualified professional in providing the consulting services described. The Consultant is to offer recommendations and comments with respect to services to be performed. It is expected that the Consultant will have some applicable experience on similar projects that will be delineated in the respondent proposals.
1. 7. List any sub-consultants participating in the project. Describe the services to be performed by the sub-consultants. Identify the qualifications and resumes of all sub-consultants that will be utilized.

## 2. Cost & Fees

1. Provide a clear breakdown of costs by task including designated staff, hourly rate envelope. Costs should be organized for full-time hourly rates. Such hourly rates should be fully burdened or loaded, including full compensation for all employee taxes, overhead and profit. Billing rates shall include provision for normal office costs, including but not limited to office rental, utilities, and insurance. Telephone, copies, reproduction and transportation are regarded as additional expenses. The consultant shall list a lump sum value for these additional expenses on the fee schedule spreadsheet. A "Not to Exceed" fee breakdown by task of the project based on billable hours is required. Also, detail what hourly rates for overtime will be used as needed.
2. Submit itemized hourly fee schedule for additional services beyond the Scope of Work.
3. Costs and Fees must be provided within a separate sealed envelope within the submittal of the proposal.

## VI. EVALUATION OF PROPOSALS

The Proposals will be evaluated according to the following criteria and point system.

### PROPOSAL EVALUATION CRITERIA

1. Understanding of the Work to be Completed	25 points
2. Experience with Similar Kinds of Work	25 points
3. Familiarity with Local, State and Federal Procedures	20 points
4. Consultant Fee	20 points
5. Demonstrated Technical Ability	10 points
Maximum Total Points	100 points

A Committee will review and evaluate the proposals. It is the City's intention to select the Consultant whose fee, qualifications and understanding of the project are deemed most advantageous to the City in accordance with this Request for Proposals. The Selection Committee's recommendation will be forwarded to the Calipatria City Council for final determination submitted in any proposals or in the proposal and selection process. The City also reserves the right to request additional information for clarification. The City Council reserves the right to select any consultant the City deems qualified regardless of the Evaluation Committee's recommendation.

Submit two (2) copies in Portable Document Format (PDF) and one (1) electronic PDF copy on a clearly labeled CD or USB Flash Drive.

Clarification desired by a proposer shall be requested in writing or by emailing a minimum of 72 hours prior to the RFP submission date. Oral explanation or instructions shall not be considered binding on behalf of the City. Forward questions to the City of Calipatria at the following address:

Ms. Laura Gutierrez  
City Manager/Project Administrator  
125 North Park Avenue  
Calipatria, California 92233  
Phone: (760) 348-4141  
Email: [l\\_gutierrez@calipatria.com](mailto:l_gutierrez@calipatria.com)

Any modifications to this solicitation will be issued by the City Project Administrator as a written addendum.

Any sub-consultant participating in this project is to be listed within the contents of this consultant's response to this proposal. Sub-consultants shall not be allowed to be engaged by the primary contractor after the proposals are submitted to the City of Calipatria.

***This RFP does not commit the City of Calipatria to award a contract or pay any costs associated with preparation of a Proposal. The City reserves the right to cancel, in part or in its entirety, this solicitation should this be in the best interest of the City to do so.***