AGENDA
CITY OF EL CENTRO
CITY COUNCIL
TUESDAY, JANUARY 6, 2026

City Hall | **Regular Meeting** | **3:30 PM**

CITY HALL
COUNCIL CHAMBERS
1275 MAIN STREET
EL CENTRO, CA 92243

The public may attend in person. Any member of the public attending in person and wishing to make a comment is asked to complete a speaker slip and follow the instructions below regarding "Notice to the Public". Any member of the public is invited to submit public comments in advance of the meeting to be answered at the meeting. Please email your questions to CityClerk@cityofelcentro.org or call 760-337-4515 by January 6, 2026.

COUNCIL MEMBERS, STAFF AND THE PUBLIC MAY ATTEND VIA ZOOM.

To participate and make a public comment in person, via Zoom or telephone, please raise your hand, speak up and introduce yourself.

Join Zoom Meeting:
https://us06web.zoom.us/j/4180375132?pwd=Rmo5UjZ1cWdyV1VoWUhSZWp6R0tVZz09&omn=89769999342

Optional dial-in number:
Meeting ID: 418 037 5132 Passcode: 5iHJYM

Public comments via Zoom are subject to the same time limits as those in person.

Mayor and Council Members may be reached at (760) 336-8989.

Mayor:	**Sonia Carter**	**City Manager: Robert Sawyer**
Mayor Pro-Tem:	**Marty Ellett**	**City Attorney: Elizabeth Martyn Evans**
Council Members:	**Sylvia Marroquin**	**City Clerk: Norma Wyles**
	Claudia Camarena	
	Michael Crankshaw	

3:30 PM CLOSED SESSION - CONFERENCE ROOM "A":

ROLL CALL:

CLOSED SESSION PUBLIC MEETING:
Any member of the public wishing to address the City Council on any matter appearing on this agenda is asked to complete a "Speaker Slip" and submit it to the City Clerk prior to the start of the meeting. No comments on non-agenda items will be heard at this special meeting.

CITY COUNCIL ADJOURNS INTO CLOSED SESSION:

CITY COUNCIL CLOSED SESSION:

CLOSED SESSION PURSUANT TO GOVT. CODE SECTION 54956.9(d)(1) -
City of El Centro v. Norvalk

CLOSED SESSION WITH REAL PROPERTY NEGOTIATORS
Property: El Centro Regional Medical Center — 1415 Ross Ave.
City Negotiators: Eric Newsom and Megan Rooney, Special Counsel
Under negotiation: Price and Terms

NOTICE TO THE PUBLIC

This is a public meeting. If there is an item on the agenda on which you wish to be heard, you are asked to complete a blue speaker slip and submit it to the City Clerk prior to the start of the meeting. **Persons wishing to address the Council are not required to identify themselves (Gov't Code § 54953.3); however, this information assists the Mayor by ensuring that all persons wishing to address the Council are recognized and also assists the City Clerk in preparing the City Council meeting minutes.** When the item is announced and your name is called by the Mayor, please step to the podium and state your name for the record. Unless the Mayor extends the time, there is a three (3) minute time limit for each public presentation. If you wish to address the Council concerning any other matter not appearing on the agenda, you may do so during the public comment portion of the agenda. **However, you may not show a visual presentation without review of that material. If you do so, you will be considered out of order.**

* Any information provided on the "Speaker Slip" is voluntary and will be public record

5:30 PM - OPEN SESSION

ALL TIMES ARE APPROXIMATE AND MAY VARY:

CALL TO ORDER:

ROLL CALL BY CITY CLERK:

INVOCATION:

PLEDGE OF ALLEGIANCE:

CITY ATTORNEY REPORT ON CLOSED SESSION:

(TIME MAY VARY) PUBLIC COMMENTS:
The City Council welcomes your input. At this time, members of the public may address the City Council on any matter not listed on the posted agenda. Pursuant to the Brown Act, no action will be taken on any issue brought forth under Public Comments. We ask that you please complete a "Speaker Slip" and submit it to the City Clerk prior to the start of the meeting. Although you are not required to identify yourself (Gov't Code §54953.3); this information on the "Speaker Slip" assists the Mayor that all persons wishing to address the Council are recognized and also assists the City Clerk in preparing the City Council meeting minutes. Unless the Mayor extends the time, there is a three (3) minute time limit for each public presentation. * Any information provided on the "Speaker Slip" is voluntary and will be public record.

REORGANIZATION OF THE CITY COUNCIL:

1. The City Clerk opens nominations for Mayor.

2. The elected Mayor assumes the chair and opens nominations for Mayor Pro-Tem.

CONSENT AGENDA (ITEMS 3-9):

3. Approval of City Council Minutes of December 16, 2025, and December 23, 2025.

4. 2nd Reading and Adoption of Ordinance No. 25-14, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EL CENTRO ADDING CHAPTER 16, ARTICLE I, SECTION 16-61 TO THE EL CENTRO CITY CODE PROVIDING FOR A SPECIAL EVENT BUSINESS LICENSE FOR CERTAIN VENDORS ASSOCIATED WITH EVENTS WITHIN THE CITY, waive reading and adopt by title only.

5. Adopt Resolution No. 26- , RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH ERICKSON-HALL CONSTRUCTION CO. FOR ON-CALL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES.

6. Adopt Resolution No. 26- , RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH SCHNEIDERCM FOR ON-CALL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES.

7. Adopt Resolution No. 26- , RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH DUDEK FOR ON-CALL CIVIL ENGINEERING- WATER AND WASTEWATER TREATMENT SERVICES.

8. Adopt Resolution No. 26- , RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH LEE AND RO, INC. FOR ON-CALL CIVIL ENGINEERING- WATER AND WASTEWATER TREATMENT SERVICES.

9. Adopt Resolution No. 26- , RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH THE HOLT GROUP, INC. FOR ON-CALL CIVIL ENGINEERING- WATER AND WASTEWATER TREATMENT SERVICES.

NEW BUSINESS:

10. Community Sponsorship - Soroptimist International of El Centro

    Presentation: Robert Sawyer, City Manager

    Recommendation:
    Discussion and any necessary action regarding the community sponsorship request from Soroptimist International of El Centro.

LEGISLATIVE ACTION:

INFORMATIONAL ITEMS:

TASK FORCE REPORTS AND MAYOR/CONFERENCE REPORTS - COUNCIL MEMBER

REPORTS:

CITY MANAGER REPORT:

ADJOURNMENT:

Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet will be available for public inspection at the Office of the City Clerk, 1275 Main Street, El Centro, California 92243, Monday-Friday during normal business hours.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, you should contact the office of the City Clerk at (760) 337-4515. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangement to assure accessibility to this meeting.

City Council of the City of El Centro
1275 W. Main Street
El Centro, CA 92243
SUBMITTED
ACTION ITEM (ID # 2025-440)

Item: 1.
Meeting: 1/6/2026 3:30 PM
Department: City Clerk
Category: Action Item
Prepared by: Norma Wyles, City Clerk
Department Head: Norma Wyles
DOC ID: 2025-440

The City Clerk opens nominations for Mayor.

CITY MANAGER'S RECOMMENDATION:
The City Clerk opens nominations for Mayor.

FISCAL IMPACT:

STRATEGIC PLANNING PROGRAM 2022-2027 RELATION:

DUE DILIGENCE CHECK FOR CONTRACTORS/CONSULTANTS: DID THE DEPARTMENT VERIFY CURRENT EL CENTRO BUSINESS LICENSE, CONTRACTOR'S LICENSE, REFERENCE CHECKS, INSURANCE, ETC.:

BACKGROUND:

DISCUSSION:

CONCLUSION:

ATTACHMENTS:
None

The elected Mayor assumes the chair and opens nominations for Mayor Pro-Tem.

CITY MANAGER'S RECOMMENDATION:

FISCAL IMPACT:

STRATEGIC PLANNING PROGRAM 2022-2027 RELATION:

DUE DILIGENCE CHECK FOR CONTRACTORS/CONSULTANTS: DID THE DEPARTMENT VERIFY CURRENT EL CENTRO BUSINESS LICENSE, CONTRACTOR'S LICENSE, REFERENCE CHECKS, INSURANCE, ETC.:

BACKGROUND:

DISCUSSION:

CONCLUSION:

ATTACHMENTS:
None

City Council of the City of El Centro
1275 W. Main Street
El Centro, CA 92243
SUBMITTED
ACTION ITEM (ID # 2025-438)

Item: 3.
Meeting: 1/6/2026 3:30 PM
Department: City Clerk
Category: Action Item
Prepared by: Norma Wyles, City Clerk
Department Head: Norma Wyles
DOC ID: 2025-438

Approval of City Council Minutes of December 16, 2025, and December 23, 2025.

CITY MANAGER'S RECOMMENDATION:
Approve the City Council meeting minutes of December 16, 2025, and December 23, 2025.

FISCAL IMPACT:

STRATEGIC PLANNING PROGRAM 2022-2027 RELATION:

DUE DILIGENCE CHECK FOR CONTRACTORS/CONSULTANTS: DID THE DEPARTMENT VERIFY CURRENT EL CENTRO BUSINESS LICENSE, CONTRACTOR'S LICENSE, REFERENCE CHECKS, INSURANCE, ETC.:

BACKGROUND:

DISCUSSION:

CONCLUSION:

ATTACHMENTS:
1. 12-16-2025 Regular CC Minutes
2. 12-23-2025 Special Meeting CC Minutes

REGULAR MEETING
EL CENTRO CITY COUNCIL
CITY HALL, COUNCIL CHAMBERS
1275 MAIN STREET, EL CENTRO, CA
TUESDAY, DECEMBER 16, 2025, 3:30 P.M.

The El Centro City Council met in a regular session on Tuesday, December 16, 2025 at 3:32 p.m. in Conference Room A, El Centro City Hall, 1275 W. Main Street, El Centro, California for the purpose of closed session.

PRESENT: Council: Crankshaw, Camarena, Carter, Ellett, Marroquin
City Clerk Wyles, City Manager Sawyer, City Attorney Martyn Evans

CLOSED SESSION PUBLIC COMMENT
None

CITY COUNCIL CLOSED SESSION
Moved by Ellett, second by Camarena, to adjourn into closed session for:

CLOSED SESSION PURSUANT TO GOVT. CODE SECTION 54956.9(d)(1) – Carter v. City of El Centro.

CLOSED SESSION PURSUANT TO GOVT. CODE SECTION 54956.9(b)(4) – Possible litigation by the City -3 cases.

Motion carried unanimously.

City Council recessed to 5:30 p.m.

OPEN SESSION
The El Centro City Council met in a regular session on Tuesday, December 16, 2025, at 5:46 p.m. in Council Chambers, El Centro City Hall, 1275 Main Street, El Centro, California.

PRESENT: Council: Crankshaw, Camarena, Carter, Ellett, Marroquin
City Clerk Wyles, City Manager Sawyer, City Attorney Martyn Evans

Invocation was given by Council Member Camarena and Pledge of Allegiance to the flag of the United States of America was led by Council Member Crankshaw.

CITY ATTORNEY REPORT ON CLOSED SESSION
No reportable action.

PUBLIC COMMENTS
Public comment was received from Peter Rodriguez and Bill Caldwell.

REORGANIZATION OF THE CITY COUNCIL:

1. **Item was postponed to a future meeting** - City Clerk opens nominations for Mayor.

2. **Item was postponed to a future meeting** - Elected Mayor assumes the chair and opens nominations for Mayor Pro-Tem.

PRESENTATIONS AND ANNOUNCEMENT BY THE MAYOR:

3. Certificates of Recognition – Central Union High School Football Team

CONSENT AGENDA (ITEMS 4-17)

Moved by Marroquin, second by Camarena, approving consent items # 4-17.

4. Approval of Warrant Registers for the month of November 2025.

5. Approval of Payroll Registers for the month of November 2025.

6. Approval of the Treasurer's Report for the month of November 2025.

7. Approval of City Council minutes of December 1, 2025, December 2, 2025 and December 8, 2025.

8. 2nd Reading and Adoption of **Ordinance No. 25-11**, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING THE ANNUAL RENEWAL OF ORDINANCE NO. 22-06 REGARDING THE CONTINUING USE OF ANNUAL MILITARY EQUIPMENT PURSUANT TO THE POLICY OF THE EL CENTRO POLICE DEPARTMENT, waived reading and adopted by title only.

9. 2nd Reading and Adoption of **Ordinance No. 25-12**, AN ORDINANCE FOR THE CITY OF EL CENTRO AMENDING CHAPTER 24 AND CHAPTER 29 OF THE EL CENTRO MUNICIPAL CODE REGARDING SINGLE FAMILY RESIDENTIAL DEVELOPMENT STANDARDS, waived reading and adopted by title only.

10. 2nd Reading and Adoption of **Ordinance No. 25-13**, AN ORDINANCE FOR THE CITY OF EL CENTRO, CALIFORNIA DEFINING AND RESTRICTING THE USE OF PUBLIC STREETS MEDIANS, waived reading and adopted by title only.

11. Adoption of **Resolution No. 25-85**, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH DYNAMIC CONSULTING ENGINEERS, INC. FOR ON-CALL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES.

12. Adoption of **Resolution No. 25-86**, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO CONDITIONALLY ACCEPTING OF OFF-SITE IMPROVEMENTS FOR LOTUS RANCH SUBDIVISION – UNIT B1 & B2.

13. Approval of Plan & Specifications for Imperial Avenue Traffic Signal Synchronization – CML-5169 (058).

14. Adoption of **Resolution No. 25-87**, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A CONSULTING AGREEMENT WITH HARRIS AND ASSOCIATES FOR THE NOISE, OPEN SPACE/RECREATION, AND SAFETY ELEMENT UPDATES.

15. Adoption of **Resolution No. 25-88**, RESOLUTION OF THE COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH NICKLAUS ENGINEERING, INC. FOR ON-CALL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES.

16. Adoption of **Resolution No. 25-89**, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH THE HOLT GROUP, INC. FOR ON-CALL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES.

17. Adoption of Resolution No. 25-90, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH NV5, INC., FOR ON-CALL CIVIL ENGINEERING WATER AND WASTEWATER TREATMENT SERVICES.

AYES: Crankshaw, Camarena, Carter, Ellett, Marroquin
NOES: None
ABSENT: None
ABSTAINED: None

PUBLIC HEARING

18. This was the scheduled date and time for a public hearing to consider the decision of the Planning Commission denying Zoning Variance No. 25-01 for a six-foot wall at the northwest corner of 2779 W. Main Street. Presentation by Angel Hernandez, Community Development Director.

    Mayor Carter opened the public hearing and invited anyone wishing to speak to come forward. Comments regarding this item were received by Raul Zamora, Erin Zamora, and Jason Jackson, the applicant. Abraham Campos, City Engineer/Public Works Director, spoke on the item and confirmed that they are no visibility or any other issues and commented that the property is consistent with other properties.

    Mayor Pro-Tem Ellett asked several questions regarding this property and Mr. Hernandez responded to all questions.

    Council member Crankshaw asked why a request for a variance was needed and Mr. Hernandez confirmed that it was necessary for this property.

    Council member Camarena asked regarding the first driveway and asked for a clarification how the applicant entered his home. Mr. Hernandez confirmed that the applicant has a driveway through Santa Rosa but uses the easement area as a driveway.

    Council members had several questions regarding the variance in question and explanations were given by Mr. Hernandez.

    Mayor Carter closed the public hearing and returned the item to the City Council for comments.

Council members had several questions regarding the variance in question and explanations were given by Mr. Hernandez.

Moved by Ellett, second by Crankshaw, approval of **Resolution No. 25-91**, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO REVERSING PLANNING COMMISSION RESOLUTION NO. 25-16 FOR ZONING VARIANCE NO. 25-01 AND APPROVING THE VARIANCE.

AYES: Crankshaw, Carter, Ellett
NOES: Camarena, Marroquin
ABSENT: None
ABSTAINED: None

NEW BUSINESS

19. Presentation by Joseph Bernal, Fire Chief, funding authorization for fire engine purchase.

Motion by Camarena, second by Marroquin, approval of Measure P funding for $1,400,000, for the purchase and outfitting of a replacement Type 1 fire engine. This amount includes the purchase of the apparatus and all associated equipment, hose, tools, and communications components necessary to place the engine into frontline services.

AYES: Crankshaw, Camarena, Carter, Ellett, Marroquin
NOES: None
ABSENT: None
ABSTAINED: None

20. Presentation by Elizabeth Fuchen, Finance Director, discussion and any necessary action regarding adding Chapter 16, Article I, Section 16-61 to El Centro City Code to provide a special event business license for certain vendors associated with events.

Motion by Marroquin, second by Carter, introduce and approved **Ordinance No. 25-14**, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EL CENTRO ADDING CHAPTER 16, ARTICLE I, SECTION 16-61 TO THE EL CENTRO CODE PROVIDING FOR A SPECIAL EVENT BUSINESS LICENSE FOR CERTAIN VENDORS ASSOCIATED WITH EVENTS WITHIN THE CITY, waive reading and approve as first reading and authorize the City Clerk to place on the next agenda for second reading and adoption.

AYES: Crankshaw, Camarena, Carter, Ellett, Marroquin
NOES: None
ABSENT: None
ABSTAINED: None

21. Presentation by Adriana Nava, Community Services Director, discussion and related action regarding Change Order #1 for Frazier Field Improvements in the amount of $93,342.69.

Moved by Crankshaw, second by Camarena, approval of Change Order No. 1 in the amount of $93,342.69 for the Frazier Field

AYES: Crankshaw, Camarena, Carter, Ellett, Marroquin
NOES: None
ABSENT: None
ABSTAINED: None

22. Presentation by Abraham Campos, Public Works Director/City Engineer, bus shelter design update. Council members asked several questions regarding the designs of the bus stops.

Motion by Carter, second by Camarena to approve Option 1 bus shelter design.

AYES: Crankshaw, Camarena, Carter, Ellett, Marroquin
NOES: None
ABSENT: None
ABSTAINED: None

LEGISLATIVE ACTION:
None

TASK FORCE AND MAYOR & COUNCIL MEMBERS REPORTS
Council Members provided updates on their activities since the last City Council meeting and shared information on upcoming events.

CITY MANAGER REPORT
Reported on recent activities.

ADJOURNMENT
With no further business the meeting was adjourned at 7:56 p.m.

_____
Norma Wyles, City Clerk

APPROVED BY:

_____
Sonia Carter, Mayor

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SPECIAL MEETING
EL CENTRO CITY COUNCIL
CONFERENCE ROOM A
1275 MAIN STREET, EL CENTRO, CA
TUESDAY, DECEMBER 23, 2025, 2:00 P.M.

OPEN SESSION
The El Centro City Council met in a special meeting on Tuesday, December 23, 2025 at 2:03 p.m. in Conference Room A, El Centro City Hall, 1275 Main Street, El Centro, California.

PRESENT: Council: Crankshaw, Camarena, Carter, Ellett, Marroquin
Deputy Abbott, City Manager Sawyer, City Attorney Martyn Evans

MOTION TO GO INTO CLOSED SESSION:
Moved by Camarena, second by Crankshaw to go into closed session at 2:03 p.m.

CLOSED SESSION PUBLIC COMMENT:
No comments were received.

CITY COUNCIL CLOSED SESSION

CLOSED SESSION PURSUANT TO GOVT. CODE SECTION 54956.9(d)(2):
Potential Litigation against the City – 1 case.

CITY ATTORNEY REPORT ON CLOSED SESSION:
No reportable action.

ADJOURNMENT
With no further business to come before City Council, the meeting adjourned at 3:30 p.m.

_____
Norma Wyles, City Clerk

APPROVED BY:

_____
Sonia Carter, Mayor

City Council of the City of El Centro
1275 W. Main Street
El Centro, CA 92243
SUBMITTED
ACTION ITEM (ID # 2025-434)

Item: 4.
Meeting: 1/6/2026 3:30 PM
Department: City Clerk
Category: Action Item
Prepared by: Norma Wyles, City Clerk
Department Head: Norma Wyles
DOC ID: 2025-434

2nd Reading and Adoption of Ordinance No. 25-14, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EL CENTRO ADDING CHAPTER 16, ARTICLE I, SECTION 16-61 TO THE EL CENTRO CITY CODE PROVIDING FOR A SPECIAL EVENT BUSINESS LICENSE FOR CERTAIN VENDORS ASSOCIATED WITH EVENTS WITHIN THE CITY, waive reading and adopt by title only.

CITY MANAGER'S RECOMMENDATION:
2nd Reading and Adoption of Ordinance No. 25-14, AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EL CENTRO ADDING CHAPTER 16, ARTICLE I, SECTION 16-61 TO THE EL CENTRO CITY CODE PROVIDING FOR A SPECIAL EVENT BUSINESS LICENSE FOR CERTAIN VENDORS ASSOCIATED WITH EVENTS WITHIN THE CITY, waive reading and adopt by title only.

FISCAL IMPACT:

STRATEGIC PLANNING PROGRAM 2022-2027 RELATION:

DUE DILIGENCE CHECK FOR CONTRACTORS/CONSULTANTS: DID THE DEPARTMENT VERIFY CURRENT EL CENTRO BUSINESS LICENSE, CONTRACTOR'S LICENSE, REFERENCE CHECKS, INSURANCE, ETC.:

BACKGROUND:

DISCUSSION:

CONCLUSION:

ATTACHMENTS:
1. Ordinance 25-14 - Special Event Business License

ORDINANCE NO. 25-14

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EL CENTRO ADDING CHAPTER 16, ARTICLE I, SECTION 16-61 TO THE EL CENTRO CITY CODE PROVIDING FOR A SPECIAL EVENT BUSINESS LICENSE FOR CERTAIN VENDORS ASSOCIATED WITH EVENTS WITHIN THE CITY

SECTION 1. Findings. The City Council of the City of El Centro finds as follows:

a) The City Council wishes to encourage small and/or local vendors to vend at City events and other events permitted by the City and to simplify the process to do so; and

b) The City Council therefore has worked with staff to create and simplify the process for a special event business license for vending at City special events or other events permitted by the City (the "special event business license" or "business license").

c) The City Council will set a fee by Resolution for such business license.

SECTION 2. Chapter 16, Article 2, Sec. 16-61 of the City Code is added to read as follows:

Sec. 16-61. Special Event Business License for Vending at City Events and Other Events permitted by the City

Notwithstanding any other provisions of this Chapter, any person engaged in the vending of goods or food at City events or privately organized events permitted by the City as allowed by the provisions of this Code, may obtain a special event business license pursuant to this Section upon completion and approval of an application by the Finance Director and payment of a fee established by City Council by resolution.

The applicant shall provide the name and date of the event, the name of business, a description of type of business, the name and address of the business owner, a copy of the business owner's government issued identification card, if any, the business owner's contact information, and any other information deemed necessary by the Finance Director.

The special event business license shall expire at the conclusion of the associated event and shall not be renewed. A new special event business license may be obtained for additional days upon submittal of a new application and payment of the required fee for each day.

Vending under a special event business license shall be restricted to vending activities conducted within the boundaries of the permitted event and subject to the terms and conditions established for that event. The City shall not be responsible for any merchandise sold.

Violation of this Section shall be treated as a violation of Chapter 2.

12/2025/A25-0204/Ord/SpecialEventBusLic

SECTION 3: Severability

If any section, subsection, sentence, clause, phrase, or word of this Chapter, or any application thereof to any person or circumstance, is held to be invalid or unconstitutional by a decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions or applications of this ordinance. The City Council hereby declares that it would have passed this ordinance and each and every section, subsection, sentence, clause, phrase, and word not declared invalid or unconstitutional without regard to whether any other portion of this Chapter or application thereof would be subsequently declared invalid or unconstitutional.

SECTION 4. This ordinance shall take effect thirty (30) calendar days after the date of its passage. Before the expiration of fifteen (15) days after its passage, this ordinance or a summary thereof shall be published in a newspaper of general circulation published and circulated within the City along with the names of the members of the City Council voting for and against same.

INTRODUCED at a regular meeting of the City Council of the City of El Centro, California, held on the 16th day of December, 2025.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of El Centro, California held on day of , 2026.

CITY OF EL CENTRO

By_____
Sonia Carter, Mayor

ATTEST:

By _____
Norma Wyles, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney

By _____
Elizabeth Martyn, City Attorney

12/2025/A25-0204/Ord/SpecialEventBusLic

STATE OF CALIFORNIA)
COUNTY OF IMPERIAL) ss
CITY OF EL CENTRO)

I, Norma Wyles, City Clerk of the City of El Centro, California, do hereby certify that the foregoing Ordinance No. 25-14 had its first reading on the 16th day of December, 2025, and had its second reading on day of , 2026, and was passed by the following vote:

AYES: Crankshaw, Camarena, Carter, Ellett, Marroquin
NOES: None
ABSENT: None
ABSTAINED: None

AYES:
NOES:
ABSENT:
ABSTAINED:

By _____
Norma Wyles, City Clerk

12/2025/A25-0204/Ord/SpecialEventBusLic

City Council of the City of El Centro
1275 W. Main Street
El Centro, CA 92243
SUBMITTED
ACTION ITEM (ID # 2025-396)

Item: 5.
Meeting: 1/6/2026 3:30 PM
Department: Public Works
Category: Resolution
Prepared by: Rocio Ruelas , Staff Assistant
Department Head: Abraham Campos
DOC ID: 2025-396

Adopt Resolution No. 26- , RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH ERICKSON-HALL CONSTRUCTION CO. FOR ON-CALL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES.

CITY MANAGER'S RECOMMENDATION:

Adopt Resolution No. 26- RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH ERICKSON-HALL CONSTRUCTION CO. FOR ON-CALL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES.

FISCAL IMPACT:

Contract is not to exceed one million dollars ($1,000,000.00) through out the term of the agreement. This will be through the approval of various task orders through out the life of the contract.

Award of the contract will not obligate the City to purchase any specific level of effort from any firm as task orders will be issued by the City Manager or Public Works Director to assign work on an as-needed, project-by-project basis. Funding for each project will be budgeted in the Citywide Capital Improvement Program (CIP) budget which is adopted through the annual budget process. If a non-budgeted project arises, staff will return to Council to request funding as needed. Funding sources may include the general fund, enterprise funds as well as other sources such as Measure D, Gas Tax, SB1 and other grants.

STRATEGIC PLANNING PROGRAM 2022-2027 RELATION:

Financial & Governance Stability & Sustainability

DUE DILIGENCE CHECK FOR CONTRACTORS/CONSULTANTS: DID THE DEPARTMENT VERIFY CURRENT EL CENTRO BUSINESS LICENSE, CONTRACTOR'S LICENSE, REFERENCE CHECKS, INSURANCE, ETC.:

The consultant went through a request for proposals and an evaluation process. Any missing documentation, such as a business license, will be obtained before issuance of Notice to Proceed ("NTP")

BACKGROUND:

In late 2020, the City Council awarded a series of contracts to on-call consultants. These contracts in essence, pre-approve consultants for design work, construction management work, special studies, etc. This expedites the award of work and eliminates the need to do RFP's, interviews, etc., for contract which may be small in value, which may discourage firms from submitting due to the cost of preparing for a RFP and interview process.

Generally, these contracts are not utilized for certain grant funds, as grant funds have

added language that may not be included in the on-call contracts and that does not apply for all projects. As such, grant funded projects generally go through contracts outside of the on-call approved contract list.

On-call contracts have been used in the past to do design work funded by park impact fees, general fund, water enterprise, wastewater enterprise, Measure D and SB1 funds. Individual Task Orders are issued for projects that fit within the scope of the on-call contract.

Projects in the past have included the Imperial Avenue Extension design, studies and portions of the Southern Pump Station project, various construction management contracts for Measure D projects and some water and wastewater projects to name a few. Task Orders are funded from approved budget funds.

DISCUSSION:

The current list of On-Call contracts began to expire at the beginning of August 2025. To replace the contracts, Public Works' staff divided the on-call disciplines into two groups. One Request for Proposals (RFP) was prepared for Civil Engineering- General and Civil Engineering- Water and Wastewater Treatment, while another was prepared for the On-Call Architectural Design and Construction Management and Inspection Services.

On August 19, 2025, the City Council, during its regular meeting, approved the Request for Proposals(RFP) for four on-call disciplines. Each RFP was advertised and released as follows:

1. Request for Proposals (RFP) for On-Call Civil Engineering - General and On-Call Civil Engineering- Water and Wastewater Treatment was published in the Imperial Valley Press on August 22, 2025, with an initial deadline of September 19, 2025, and then revised via addendum to October 3, 2025.

2. Request for Proposals (RFP) for On-Call Architectural Design, and Construction Management and Inspection Services was published in the Imperial Valley Press on August 26, 2025, with an initial deadline of September 26, 2025, and then revised to October 10th, 2025.

These are the disciplines where we expect to have the need for these contracts. Each applicant was required to specify the discipline for which they were submitting a proposal.

Under this Council approval request, we are focusing on consultants who submitted for the Construction Management and Inspection Services portion of the RFP. For this discipline, the City received six proposals. The proposals were evaluated by a panel of three city staff members. Based on the scores, five firms were selected and will be recommended for contract award, which includes the following in no particular order:

- Dynamic Engineers, Inc.
- Erickson-Hall Construction, Co.
- Nicklaus Engineering, Inc.
- SchneiderCM
- The Holt Group, Inc.

A separate Council agenda report, agreement and resolution is being prepared for each firm. Each agreement would be limited to $250,000 per fiscal year for each fiscal year the agreement is active. However, as each agreement will be for on-call, as-needed services, there is no guarantee on any level of services from any firm. Each contract has an initial Two (2) year life with the option to provide for three (3) individual one (1) year extensions for a possible total five (5) year contract.

In this report, staff seeks approval of an on-call contract for the Construction Management and Inspection Services with Erickson-Hall Construction, Co.

CONCLUSION:

Adopt Resolution No. 26- RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH ERICKSON-HALL CONSTRUCTION CO. FOR ON-CALL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES.

ATTACHMENTS:

1. Professional Services Agreement- Erickson-Hall
2. Resolution 26-

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement"), is made and effective as of the last signature date in this agreement, between the City of El Centro ("City"), a municipal corporation, and Erickson-Hall Construction, Co. ("Consultant"), a corporation. In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

I. TERM

This Agreement shall commence upon the issuance of the Notice to Proceed ("NTP") and shall remain and continue in effect until the professional services described herein are completed, but in no event later than two (2) years from the date of approval and may be extended for up to (3) one (1) year extensions by mutual agreement, unless sooner terminated pursuant to the provisions of this Agreement. All days set out in this Agreement are calendar days unless otherwise provided.

II. SERVICES

Consultant shall perform the tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full (the Tasks to be Performed or Tasks). Consultant shall complete the Tasks according to the schedule of performance which also is set forth in Exhibit A. To the extent that Exhibit A is a proposal from Consultant, such proposal is incorporated only for the description of the scope of services and no other terms and conditions from any such proposal shall apply to this Agreement unless specifically agreed to in writing. A sample Task Order is attached and incorporated as Exhibit "G."

III. PERFORMANCE BY CONSULTANT

A. Consultant shall at all times faithfully, competently, and to the best of their ability, experience, and talent, perform all Tasks. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

B. Consultant immediately shall notify the City Representative in writing of any delay in completion of the services. Such notice shall include the reason for such delay and a reasonable estimate of the length of the delay. If the delay materially effects performance of the Services, the City may terminate this Agreement under Section VI (Termination) or VII (Default).

C. Force Majeure. If delays in performance of the services are caused by the following unforeseen events or conditions beyond the reasonable control of City or Consultant, the time for performance may be extended by City only for the period of such events: war, changes in law or government regulation, labor disputes or strikes; fires, floods, adverse weather or other natural conditions

preventing work; or inability to obtains materials, equipment or labor when the Consultant provides the City with timely evidence of its inability to obtain personnel.

D. Consultant may terminate this Agreement without cause upon providing at least 60 days prior written notice to the City of such termination. Within such time period, the Consultant shall complete any work necessary for the orderly termination of its consulting services

IV. CITY REPRESENTATIVE

City's Public Works Director shall represent City in all matters pertaining to the administration of this Agreement, review and approve all products submitted by Consultant, but not including the authority to change the compensation due to Consultant except as provided in this Agreement (the "City Representative")

V. PAYMENT

A. The City agrees to pay Consultant in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed One million dollars ($1,000,000.00) for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City. Consultant shall be compensated for any such authorized additional services in the amounts and in the manner as agreed to by the City and Consultant at the time City's written authorization is given to Consultant for the performance of such services and/or as set for in Exhibit B.

C. Consultant shall submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. City shall use reasonable efforts to pay within forty-five (45) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's fees, it shall use its best efforts to give written notice to Consultant within forty-five (45) days of receipt of an invoice of any disputed fees set forth on the invoice.

D. It is understood and agreed that the City's obligation to proceed under this Agreement is conditioned upon the appropriation of funds. If anticipated funds for payment under this Agreement are not forthcoming or are insufficient, the City shall have the right to terminate this Agreement without penalty upon ten (10) days prior written notice to Consultant. Notwithstanding, the City also may determine a source of additional funds.

VI. CITY'S SUSPENSION OR TERMINATION OF AGREEMENT

A. Except as otherwise provided herein below, the City may suspend or terminate this Agreement, or any portion hereof, without cause and for convenience by serving written notice of termination upon the other party at least ten (10) calendar days prior to the date of termination. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City terminates a portion of this Agreement, such termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this section, the City shall pay to Consultant the actual value of the work performed up to the time of termination, less any disputed amounts. Upon termination of the Agreement pursuant to this section, the Consultant will submit an invoice to the City as provided above.

VII. DEFAULT

A. Either Party's failure to comply with the provisions of this Agreement shall constitute a default. In the event that either party is in default for cause under the terms of this Agreement, the affected party shall promptly notify the deficient party of such default and following such notice shall have no obligation or duty to continue compensating or providing any work after the date of default and terminate this Agreement immediately by written notice to the other party. If such failure hereunder arises out of causes beyond either party's control under Section III C above (force majeure), the provisions of that sub-section shall apply.

B. If the City Representative determines the Consultant is in default in the performance of any of the terms or conditions of this Agreement, City shall cause to be served upon the Consultant a written notice of the default. The Consultant shall have ten (10) days after service of default to cure the default as directed by the City in the notice of default. In the event the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

VIII. OWNERSHIP OF DOCUMENTS

A. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the City at reasonable times to such books and records; shall give City the right to examine and audit said

books and records; shall permit City to make transcripts or copies therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files, Consultant shall make available to the City, at the Consultant's office and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. Consultant hereby grants to City all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by Consultant in the course of providing the services under this Agreement.

IX. INDEMNIFICATION AND DEFENSE

A. Indemnification: To the fullest extent permitted by law, Consultant shall indemnify and hold harmless Agency and any and all of its officials, employees, agents, and/or volunteers ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs, and expenses, including attorney's fees and costs, caused in whole or in part by the negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or subconsultants (or any agency or individual that Consultant shall bear the legal liability thereof) in the performance of services under this Agreement. Consultant's duty to indemnify and hold harmless Agency shall not extend to the Agency's sole or active negligence or willful misconduct.

B. Duty to defend

In the event the Indemnified Parties, individually or collectively, are made a party to any action, lawsuit, or other adversarial proceeding arising from the performance of the services encompassed by this Agreement, and upon demand by Agency, Consultant shall defend the Indemnified Parties at Consultant's cost or at Agency's option, to reimburse Agency for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters to the extent the matters arise from, relate to or are caused by Consultant's negligent acts, errors or omissions. Payment by Agency is not a condition precedent to enforcement of this provision. In the event of any dispute between Consultant and Agency, as to whether liability arises from the sole or active negligence or willful misconduct of the Agency or its officers, employees, or agents, Consultant will be obligated to pay for Agency's defense until such time as a final judgment has been entered adjudicating the Indemnified Parties as solely or actively negligent or to have acted with willful misconduct. Consultant will not be entitled in the absence

of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees, and costs of litigation.

X. INDEPENDENT CONTRACTOR

A. Consultant is and shall at all times remain as to the City a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

XII. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached hereto and incorporated herein by this reference as though set forth in full.

XIII. LEGAL RESPONSIBILITIES

a. The Consultant shall keep itself informed of local, state, and federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its services pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. The City, its officers, agents and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this section.

b. Licenses. At all times during the term of this Agreement, Consultant shall have in effect all licenses required for the performance of the services described in this Agreement.

c. City Business License: At all time during the term of this Agreement, Consultant shall have in effect a City business license.

d. Non-discrimination. Consultant shall not discriminate on the basis of any

protected state or federal class or association with such class in its solicitation, selection, hiring or treatment of its employees, vendors or suppliers. Consultant understands that violation of this requirement shall be a material breach of this Agreement and may result in its termination, debarment or other sanctions. This requirement shall be placed in all agreements between the Consultant and its employees, vendors and suppliers.

e. Drug-free Workplace. Consultant agrees to insure a drug free workplace. The Consultant shall certify to the City that it will provide a drug-free workplace by submitting a Consultant Certification for a Drug-Free Workplace form as provided by the City. The Consultant shall publish a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace, and specifying the actions that will be taken against employees for violations of the prohibition. The Consultant also shall establish a drug-free awareness program to inform employees about all of the following: the dangers of drug abuse in the workplace; the policy of maintaining a drug free workplace; available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations. In addition, the Consultant shall post the drug free policy in a prominent place.

f. No Use of City logo or Product Endorsement. The Consultant agrees that any advertisement or notification identifying or referring to the City as a client of the Consultant requires the prior written approval of the City. No City logo or other identifying mark may be used without the prior written approval of the City.

XIV. CONFLICTS OF INTEREST XX

a. Undue Influence. Consultant declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the City in connection with the award, terms, or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City has or will receive compensation, directly or indirectly, from Consultant, or from any officer, employee, or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

b. No Benefit to City Employees. During their tenure and for one year thereafter, no officer or employee of City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the services under this Agreement shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the services performed under this Agreement.

c. Consultant covenants that neither Consultant nor any officer or principal of their firm have any interest in, or shall acquire any interest, directly or indirectly, which will conflict in any manner or degree with the performance of their services hereunder. Consultant further covenants that in the performance of this Agreement, no person having such interest shall be employed by them as an officer, employee, agent, or subconsultant. To the extent applicable, Consultant further covenants that Consultant has not contracted with nor is performing any services, directly or indirectly, with any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the City or the study area and further covenants and agrees that Consultant and/or its subconsultants shall provide no service or enter into any agreement or agreements with a/any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the City or the study area prior to the completion of the work under this Agreement.

d. Form 700. Consultant is subject to all applicable federal, state and local conflict of interest laws, regulations and policies applicable to its contract with the City and procurement practices related to such contract, including but not limited to the those under the Political Reform Act and its regulations or California Government Code Section 1090 et seq. Consultant may be required to complete Form 700's or similar forms as determined under Exhibit D, attached and incorporated.

e. Levine Act Compliance. The Consultant shall complete and comply with the provisions of Exhibit E, attached and incorporated, regarding compliance with the Levine Act.

XV. RELEASE OF INFORMATION

a. All information gained by Consultant in the performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization. Consultant, its officers, employees, agents, or subconsultants, shall not without prior written authorization from the City Attorney or designee, or unless requested by the City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena.

b. Consultant promptly shall notify City should Consultant, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena

from any person or party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the City, unless the City is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless Consultant is prohibited by law from informing the City of such Discovery. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with City and to provide the opportunity to review any response to Discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

XVI. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by: (i) personal service; (ii) delivery by a reputable document delivery service (e.g., Federal Express), which provides a receipt showing date and time of delivery; or (iii) United States mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To CITY: City of El Centro
1275 Main St.
El Centro, CA 92243
Attention: City Clerk

TO CONSULTANT: Erickson-Hall Construction Co.
500 Corporate Drive,
Escondido, CA, 92029
Attention: Matt Riley, Project Executive

XVII. ASSIGNMENT

a. Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Due to the personal nature of the services to be rendered pursuant to this Agreement, only Consultant shall perform the services described in this Agreement.

b. Before retaining or contracting with any subconsultant for any services under this Agreement, Consultant shall provide City with the identity of the proposed subconsultant, a copy of the proposed written contract between Consultant and such subconsultant which shall include an indemnity provision identical to the one provided herein identifying City as an indemnified party, or an incorporation

of the indemnity provision provided herein, and proof that such proposed subconsultant carries insurance at least equal to that required by this Agreement or obtain a written waiver from City for such insurance.

c. Erickson-Hall Construction, Co. may use assistants, under their direct supervision, to perform some of the services under this Agreement. Consultant shall provide City fourteen (14) days' notice prior to the departure of Matt Riley from Consultant's employ. Should Matt Riley leave Consultant's employ, the City shall have the option to immediately terminate this Agreement. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the Governing Board and the Consultant.

XVIII. GOVERNING LAW

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City.

XIX. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, negotiations, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

a. No waiver or failure of either Party to insist upon the strict performance by the other shall be a continuing waiver of any breach of this Agreement, nor shall such waiver affect or alter this Agreement, and each provision hereof shall continue in full force and effect. No change to any term or condition of this Agreement, nor any verbal understanding of the Parties shall be valid unless in writing as set forth in this Agreement.

b. Nothing contained this Agreement shall be considered a limit upon the charter city powers of the City.

c. This Agreement shall not be construed in favor of or against either Party by reason of the extent to which each Party participated in its drafting.

d. In any conflict between the body of this Agreement and the Exhibits, the body of this Agreement shall control. If a conflict exists between any applicable law, rule, or regulation, that law, rule or regulation shall control. The most stringent requirements shall control. Each Party shall notify the other immediately upon identification of any apparently conflict or inconsistency.

XX. SEVERABILITY

Any part, provision, or representation of this Agreement or any of its exhibits, including, which is held to be invalid, void or unenforceable by a court of competent jurisdiction, shall be limited to that part, provision or representation and all other parts, provisions, or representations herein shall remain in full force and effect.

XXI. CONTENTS OF REQUEST FOR PROPOSAL AND PROPOSAL

Consultant is bound by the contents of the proposal submitted by the Consultant, attached and incorporated as Exhibit A. In the event of conflict, the requirements of City's Request for Proposal and this Agreement shall take precedence over those contained in the Consultant's proposal. The incorporation of the Consultant's proposal shall be for the scope of services to be provided only, and any other terms and conditions included in such proposal shall have no force and effect on this Agreement or the relationship between Consultant and/or City, unless expressly agreed to in writing.

XXII. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of Consultant warrants and represents that they have the authority to execute this Agreement on behalf of the Consultant and have the authority to bind Consultant to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

Erickson-Hall Construction, Co. By:

_____
(Signature)

Mat Gates
(Typed Name)

President
(Title)

City of El Centro
A Municipal Corporation

_____
Robert Sawyer,
City Manager

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:
City Attorney

By: _____

Attachments:	Exhibit A	Consultant's Proposal
	Exhibit B	Fee Schedule
	Exhibit C	Insurance Requirements
	Exhibit D	Conflict Financial Disclosure Statement
	Exhibit E	Levine Act Certification
	Exhibit F	City RFP
	Exhibit G	Sample Task Order

EXHIBIT A

CONSULTANT'S PROPOSAL

Attached - Response to RPF as submitted on October 10, 2025.

Erickson-Hall Construction

Request for Proposals

On-Call
Construction Management Services

Due: October 10, 2025

CITY OF EL CENTRO
PUBLIC WORKS
Serving our community by sustaining and improving life

Attn: Abraham Campos
Public Works Director / City Engineer
City of El Centro
307 W. Brighton Avenue
El Centro, CA 92243

Submitted by **Erickson-Hall Construction Co.**
500 Corporate Drive | Escondido, CA 92029
Contact: Rachael Gonzalez, Senior Director of Marketing
rgonzalez@ericksonhall.com | p. 760.796.7700 | c. 760.533.0452

2 Cover Letter

Erickson-Hall Construction

500 Corporate Drive
Escondido, CA 92029
Contact: Rachael Gonzalez
rgonzalez@ericksonhall.com
760.796.7700 p
760.796.7750 f

build on our reputation

Erickson-Hall Construction
An Employee Owned Company

October 10, 2025

Mr. Abraham Campos
Public Works Director / City Engineer
City of El Centro
307 W. Brighton Avenue
El Centro, CA 92243

RE: Request for Proposals
On-Call Construction Management Services

Mr. Campos,

It is with great enthusiasm that Erickson-Hall has the opportunity to submit for the City of El Centro, Construction Management Services RFP. You will find we have extensive qualifications providing comprehensive preconstruction and construction services through a highly collaborative team effort. With more than $4.5 billion in construction completed throughout Southern California, we are recognized as an industry leader. Our team offers the City expertise in all areas critical to the successful delivery of your projects.

As your Construction Manager, Erickson-Hall provides objective project management and technical expertise to represent the best interest of the City. As your representative, we will view your projects from a comprehensive perspective, taking a team approach to the entire process: feasibility, entitlement, preconstruction, coordination of design, budget, schedule, quality and function, risk management, retention, and coordination of the project team. As your ally, Erickson-Hall will coordinate required disciplines, resolve conflicts, mitigate unforeseen conditions, and ensure quality.

We are more than just managers. We are leaders in the industry.

- **Adaptability:** We pride ourselves in the ability to pivot and make precise adjustments necessary for project success.
- **Communication:** Collaborative communication is the cornerstone of every successful project we deliver.
- **Empathy:** The goals and objectives of our clients are at the heart of everything that we do. Our team possesses the awareness to connect with other project team members at their level, sensitive to their concerns, in order to deliver to expectations.
- **Critical Thinking:** As a team we create a collaborative effort focused on using open-minded, innovative thinking and creative problem-solving to resolve challenges and keep your projects moving forward.
- **Leadership:** Erickson-Hall is more than a construction manager, we are a partner, a collaborator, and with that we have earned a reputation delivering quality projects safely, on-time and at the best value with an unwavering commitment to partnering with City representatives to achieve project milestones and deliver quality construction projects for your community.

At Erickson-Hall our boots-on-the-ground experience and approach gives us unique insight into materials, processes, and coordination. This insight is valuable, allowing our team to pull expertise from a builder's perspective. We have the right set of eyes with the right abilities looking at the most efficient way to deliver your projects.

Proprietary Information - Do Not Duplicate

Erickson-Hall Construction
An Employee Owned Company

October 10, 2025
Page 2 of 2
Mr. Abraham Campos
Public Works Director / City Engineer
City of El Centro

Matt Riley will be your Project Executive. Matt leads an energized, collaborative effort, he will be supported by a talented staff of individuals all with the expertise to deliver well-managed projects for the City. Our team will start with proper planning, not only for the design and construction processes, but also for coordination with site personnel to minimize impact and disruption to the surrounding environments. The team will ensure the project goals of the City remain at the forefront of the planning process.

This team will serve as a collaborative resource to the City and your Design Teams by providing timely input on cost and schedule impacts, constructability issues, and value engineering opportunities. Throughout the construction phase Erickson-Hall carefully monitors the level of quality delivered by contractor forces while ensuring minimal impact and disruption to the staff, students, and surrounding communities. Furthermore, as a guest on your project sites, our team will ensure all work will be executed around the ongoing activities of your project sites as to not disturb day-to-day operations and guarantee safety.

Our team will take"ownership" of City goals. We will work in cooperation and transparency with the City to ensure your projects are delivered within established cost and schedule parameters. Our collaborative team effort is focused on identifying and implementing the most cost-conscious methods, materials and execution plan for successful project delivery. We will maintain ongoing communication with site personnel and ensure our team executes coordination of construction at the highest level.

As the City's Construction Manager, Erickson-Hall will treat every construction dollar as if it were our own investment and keep the best interest of the City at the forefront of our decision-making process. We have an established relationship with the City. We are familiar with the complexities of your project sites and the surrounding communities. We look forward to continuing the collaborative partnership we have established with your team.

Thank you for considering Erickson-Hall. Our team is assembled and ready to go to work!

Respectfully,

Mat Gates
President

* We are in receipt of Addendum #1 dated September 15, 2025
* We are in receipt of Addendum #2 dated October 2, 2025

RFP Contact: Rachael Gonzalez, Senior Director of Marketing, rgonzalez@ericksonhall.com
Erickson-Hall Construction Co. | 500 Corporate Drive | Escondido, CA 92029 | p. 760.796.7700
Managing Office | 903 Industry Way, Suite B| El Centro, CA 92706 | p. **760. 592.4827**

Proprietary Information - Do Not Duplicate

3 Table of Contents

Erickson-Hall Construction

500 Corporate Drive
Escondido, CA 92029
Contact: Rachael Gonzalez
rgonzalez@ericksonhall.com
760.796.7700 p
760.796.7750 f

build on our reputation

Erickson-Hall Construction
An Employee Owned Company

CITY OF EL CENTRO
PUBLICWORKS
Serving our community by sustaining and improving life

On-Call Construction Management Services
October 10, 2025

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**Fee Schedule submitted separately

4 Executive Summary

Erickson-Hall Construction

500 Corporate Drive
Escondido, CA 92029
Contact: Rachael Gonzalez
rgonzalez@ericksonhall.com
760.796.7700 p
760.796.7750 f

build on our reputation

4. Executive Summary

Founded in 1998 by David Erickson and Michael Hall, Erickson-Hall is an employee-owned, full service construction manager and licensed general contractor providing comprehensive preconstruction, construction and post-construction phase services utilizing a variety of alternative delivery processes, including CM, CM Multi-Prime, Lease-Leaseback, and Design-Build.

Erickson-Hall is a financially sound organization and has the resources to operate all business operations without the need to rely upon a line of credit. For at-risk projects, we offer a per project bonding capacity of $200 million and an aggregate bonding capacity of $750 million. Our annual volume exceeds $280 million.

An opportunity to serve our clients comes with every project. Experience has demonstrated that we have the greatest impact on a project when we collaborate with the owner and the design team during a project's early stages. Overall project success - whether optimizing value, controlling costs, meeting aggressive schedules or all of the above, relies not only on our professional capabilities, but also on our collaborative approach to specific project challenges. Our track record of past projects demonstrates that we have worked effectively side-by-side with clients, cities, design teams and state agencies to meet goals, needs and expectations.

Firm Information

- A California Corporation
- David Erickson, Founding Principal | CEO
- Michael Hall, Founding Principal | COO
- Mat Gates | President
- Jesse Mangan | CFO
- 27 Years in Operation
- 230 Employees

License Requirements

CA Contractor's License No. 751343

- A (General Engineering)
- B (General Building)
- Hazardous Substance Removal Certification

5 Approach to Work

Erickson-Hall Construction

500 Corporate Drive
Escondido, CA 92029
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Erickson-Hall Construction
An Employee Owned Company

Services Approach

Erickson-Hall's approach to providing outstanding service begins with the commitment of a well established team. Matt Riley will be your Project Executive and team leader for every City project awarded to our firm. Matt is a seasoned construction professional bringing in-depth knowledge of City expectations and processes, and has established working relationships with inspector(s) involved with your City's projects. We understand that serving as the City's construction manager puts us in partnership with the City of El Centro and your design teams to maximize construction value and quality standards within the established budget and schedule parameters. We will take "ownership" of City goals and objectives and will work in cooperation and transparency with the City to deliver every project awarded to our firm within agreed upon cost and schedule parameters. The following outline highlights the processes and procedures Erickson-Hall will use to manage the City of El Centro projects:

Preconstruction Phase Services

- **Cost | Budget Review | Estimating** - Erickson-Hall's Estimating Department includes a full-time staff of estimators, a BIM Manager and support personnel. Utilizing Timberline software in concert with our extensive experience during the past two decades building projects, we will develop cost estimates in CSI format to validate existing budgets. During construction, costs will be managed utilizing Procore Construction Management Software. Project costs will be easily tracked allowing our construction management team to forecast future costs based on expenditures to date. We will perform monthly reviews to ensure that commitments are made and actual costs are tracking within established budgets.
- **Value Engineering & Value Analysis** - Late attempts at value engineering result in scope reductions to control cost overruns which may adversely affect the City's desired program. True value engineering often results in alternate, less costly means, methods, materials and building systems without altering original design intent or baseline program. Value engineering will be a collaborative effort with our construction management team, contractors, design consultants, and the City. At times our team may recommend changes that cost more initially, but will result in a higher value to the City. Throughout all budgeting and value engineering activities, our team will remain focused on managing project costs by balancing the project scope and City expectations, quality standards and available construction dollars.
- **Quality Control | Constructability Reviews** - Critical to Erickson-Hall's success as your Construction Manager will be our ability to improve the quality of the construction documents while maximizing the City's construction dollars. We will accomplish this goal by holding regular design coordination meetings to review and coordinate plan development against the backdrop of a series of progressively more detailed budgets and constructability reviews. The budgets and constructability reviews will serve the City and design team in making more informed decisions based on progressively more detailed cost data throughout the design process. Through a highly interactive team environment, we will work together to deliver budget-conscious designs for each project phase that maximize City construction dollars while improving the overall quality of the project. This process involves the following components:
- **Virtual Prototype, BIM, Clash Detection, and Cost Planning** - Critical to Erickson-Hall's success as construction manager, lease-leaseback contractor, and design-builder is our ability to improve the quality of construction documents while maximizing our clients' construction dollars. Utilizing Building Information Modeling, Erickson-Hall's BIM Manager performs comprehensive constructability reviews of materials and specifications that impact costs and scheduling to present relevant project information embedded within a 3D model. Through a process of "Clash Detection", BIM facilitates the risk level or "Problem Discovery" operations at the beginning of projects where time delays and revisions are more cost effective to the project. Through this effort our teams are able to visually identify cost savings and send value engineering ideas to the client and estimating database. Constructability questions are observed, not just identified.

Proprietary Information - Do Not Duplicate

» (BIM) Software
  - REVIT
  - NavisWorks
  - Adobe
  - GoogleDocs
  - Other Virtual Communication & Efficiencies

» **Verification of Existing Conditions** – The most effective way of reducing unforeseen conditions is to conduct site evaluations. Our team will visit each site and document actual conditions in the field and share our findings with the design team to ensure project designs take existing conditions into account. Through in-house resources and the aid of ground penetrating radar, we have the ability to model the conditions in three dimensions, locate sub-grade utility lines, as well as review any existing facilities for hazardous materials. This information will prove to be invaluable during programming and design phases to ensure proper provisions are being made early in the Preconstruction Phase. Enhancing our team's knowledge of existing site conditions is their established working relationships with local utility providers reducing the learning curve commonly found when working with these local entities.

- **Bid Packages | Bidding** - Projects will be released for contractor bidding upon completion of constructability reviews and drafting of the various bid packages. We will provide thorough bid package development and assist in conducting the bidding process to ensure bidding contractors understand bid package scopes, phasing and scheduling. With City Representatives, we will assist in pre-bid jobwalks during which time we will outline the scope of work, safety requirements and requirements for working on an occupied campus. We will review contractor bids for compliance with City stated goals. Erickson-Hall will review bids against our bid summary with the City and design teams, finalize contingencies and allowances, and confirm work scopes prior to award of any subcontracts.

» **Outreach** - An aggressive outreach program focused on identifying, qualifying and contracting with contractors local to the City will be implemented. Our team will work diligently to identify viable concerns during the bid process to expand contractor outreach efforts and ensure participation goals by local contractors are achieved.

Construction Phase Services

- **Kick-Off Meeting** - Erickson-Hall will host a project kick-off meeting involving the City, the design team, and selected contractors. The purpose of the meeting will be to communicate the purpose of the project, project goals, lines of communication, risk management expectations, billing procedures, project milestones, occupied campus guidelines, etc.

- **Electronic Document Management Controls** - Procore, a Web-based project management software, will be used to generate, process and track submittals, requests for information, meeting minutes, daily reports, correspondence, etc. All project documentation will be uploaded to the project-specific, web-based collaborative HUB, allowing immediate access to project team members for distribution, retrieval and/or review. The system will allow users to post and access current documentation or logs from any location with Internet access. All project documentation will be maintained electronically including plans, specifications and submittals allowing for immediate transmission of routine documentation which reduces turn-around time from "days and weeks" to "minutes and hours". Our FTP website will also aid in the transmission of large files, plans and specifications.

» **Digitized Drawings** - Our team will digitize project drawings and hyperlink RFIs, approved submittals, amendments, architectural supplemental instructions, as well as pre-existing utilities and fixed improvements to create a fully digitized as-built condition for each project.

Proprietary Information - Do Not Duplicate

- **Communication** - Established lines of communication will be a key component in the execution of the construction phase. At Erickson-Hall we know how important it is for all trade communications to come through us, not directly to City staff or City representatives. All conversations, notices and interactions will be funneled through our team to the appropriate and agreed upon individuals within the City. The lines of communication will be relayed to every worker on site.
- **Monitor and Control the Progress of Projects I Contractor Performance** - Our construction management team will ensure the scope of services included in subcontracts is clearly written, with milestone deliverables acknowledged and with fees and payment processes identified. Each firm's contracted performance standards will be expected to mirror the City's performance expectations. This will prove highly beneficial to Erickson-Hall's ability to monitor project progress and quality of performance at project meetings. Contractors will be expected to participate in regularly scheduled project status update meetings involving the City, design teams and Erickson-Hall. We will monitor project progress on a daily basis and will update construction schedules weekly and produce two week look-ahead schedules detailing which trades will be performing on each jobsite on a daily basis for two week time periods. The Pull Planning component of our scheduling procedures will prove highly beneficial in contractors achieving project milestones.

  Flexibility will be key to ensuring a collaborative work environment. We understand that City needs can change at any time. Should an unexpected change be requested, our team will first work to develop a clear understanding of the need for the change in order to develop the most cost/time effective resolution. We will then prepare a sequence plan detailing any cost/time impacts associated with the change for City review. Whenever appropriate, Erickson-Hall will increase staff and/or shifts to minimize delays or accelerate the schedule to keep the project on schedule. Ultimately, our goal will be to ensure the City's complete satisfaction with the end product and the journey from notice to proceed to occupancy.
- **Submittal/Shop Drawings/RFIs** - Our team will review all submittals, shop drawings and RFIs for accuracy and conformance with contract documents prior to passing them on to design teams. When necessary, we will suggest/require mock-ups be included in specifications to ensure desired standards are achieved. Our Superintendent will perform "pre-inspections" when contractors submit Inspection Requests to assure each item is indeed ready for Inspection. This pre-inspection procedure will also be included in Scheduling Pull Planning sessions.
- **Quality Control Procedures During Construction** - Erickson-Hall follows the United States Navy/Army Corps of Engineers QA/QC Program format. The Quality Control Program is an important aspect of any project and consists of a Quality Control Manager (typically the Superintendent), QC Specialists, Submittal Reviewers, and the City's independent testing laboratory for material sampling, testing and inspection. The QC Manager will conduct the following three phases of inspection:
  - » **Preparatory Phase** - Prior to subcontractors starting work, we will hold trade contractor pre-installation meetings and review applicable specifications, drawings, submittals and testing plans. We examine the work area to ensure required preliminary work is completed and examine materials for conformance with approved submittals. We also review the safety plan and ensure applicable SDS are on file at the jobsite and discuss construction methods.
  - » **Construction Phase** - Upon commencement of the work, establish the quality of workmanship required, resolve conflicts, review safety plan and coordinate with the Testing agency for required testing.
  - » **Follow-up Phase** - Ongoing with the work, ensure that the work is in compliance with the contract requirements, quality of workmanship is maintained, testing is performed and rework items corrected.
- **Safety** - In order to avoid complacency and ensure our team's focus remains on safe project execution, we will operate a "Back to Basics" approach to jobsite safety, concentrating on basic fundamentals. Our safety record was not established on "luck" but by strategic execution of our safety program, starting with executive management.

Proprietary Information - Do Not Duplicate

Post Construction Services

During the construction phase, record drawings (as-builts) will be maintained at the sites by your Erickson-Hall Superintendent. We will ensure contractors update record drawings daily to reflect underground and concealed work. Upon construction completion, record drawings will be scanned and saved electronically. Our team will consolidate and provide electronic and hard copy files in tabbed binders for O&M Manuals and Warranties. Record submittals will be saved and incorporated into electronic O&M Manuals. We will schedule training for City personnel following start-up and commissioning. If feasible, training will be videotaped for future use. Erickson-Hall's project team will assist design teams with back-up documentation for all project changes. The City will be provided an electronic copy of all accounting records to support OPSC audit.

6 | Scope of Work

Erickson-Hall Construction

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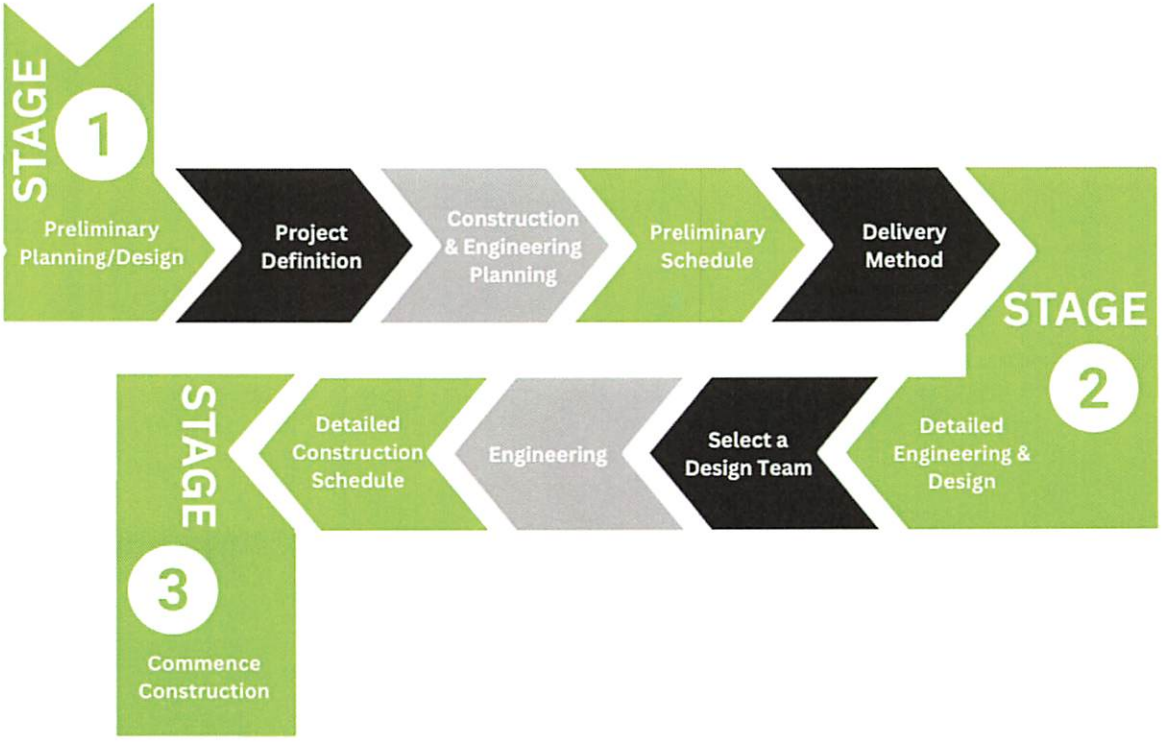
6. Scope of Work

Erickson-Hall Construction Co. will serve as a partner to City of El Centro as their representative to advise project design professionals and construction teams in the delivery of construction projects. Our scope of services includes:

- Coordinate procurement of studies, surveys and testing at the outset of each project to determine site-specific and project-specific criteria and restraints.
- In cooperation with the City, develop a program budget, sequence, timeline and specific project budgets.
- In cooperation with the City, coordinate and supervise the selection of architects, engineers, contractors, construction managers and related consultants for each identified project.
- Coordinate project budgets and timelines with an established tracking system for reporting the status of each project.
- Develop a plan and implement a process for the inclusion of affected City staff in each identified capital construction project.
- Review project invoices and payment requests for accuracy and, if acceptable, recommend for payment.
- In cooperation with the City and legal counsel, develop a delivery method for each project, including public notices, requests for proposals, interview procedures, and bid documents as may be appropriate for each project depending on the selected delivery method and the guidance provided by the City.
- Manage the efforts of the City's Design Professional(s) in submission, revision, and procurement of approvals for projects.
- Coordinate on-site inspection services for approved projects.
- Manage final document collection, organization, and turnover to the City at the conclusion of each project.
- As part of the planning process, coordinate all regulatory compliance as required for projects and ensure compliance with all local and state building code requirements.
- Perform related project services as requested by the City and agreed upon by the Consultant.
- Prepare, update, maintain and close-out project files for each project.
- The City may elect Erickson-Hall to assist in any of the stages listed in the flow chart below for projects and programs. Monthly invoices will be submitted to the City. The City will only be billed for actual hours worked by Erickson-Hall staff.



7 | Current Work Load and Backlog

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7. Current Work Load & Backlog

Erickson-Hall Construction
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Erickson-Hall has a broad range of projects currently under contract or under construction at varying levels of completion; however, none of the work we have under contract will impede our ability to provide the services required by the City of El Centro Construction Management Projects nor impede our ability to deliver this project within agreed upon cost and schedule parameters.

Erickson-Hall Construction Co.
Bonded Backlog

Proj. No.	Project Name	Contract Price Incl C/O	Cost to Complete	% Comp
Project Management-In Process				
3846	Stanford MS - LBUSD	37,045,684	6,576,377	81.33%
3924	LBUSD Hamilton MS	29,028,571	5,716,262	79.35%
3925	LBUSD Washington MS	133,637,779	122,787,339	4.92%
4115	America's Finest Charte	32,972,123	10,570,695	66.59%
4211	VC Temp Fire Station #3	3,669,979	2,557,570	27.85%
4224	Vista FS3	15,171,357	7,462,736	48.93%
4305	Whittier ES Mod	39,741,859	8,968,268	76.36%
4310	Del Mar Hills Academy M	22,578,092	3,643,352	83.13%
4311	IVC Auto Tech	37,352,751	24,762,408	30.98%
4320	Centennial HS Aquatic C	19,751,371	2,553,143	86.31%
4321	Fallbrook HS CTE	21,488,260	1,204,117	94.00%
4328	Einstein Ph1	35,059,708	22,177,209	33.92%
4333	Discovery UTK	9,031,650	246,894	97.07%
4335	Western HS Improvements	22,555,426	6,138,456	71.46%
4337	Los Alamitos HS Gymnasi	26,473,315	3,738,494	85.25%
4401	Covina HS Pool Remodel	9,911,391	320,733	96.52%
4406	Lincoln Middle School	16,860,209	15,946,787	2.53%
4405	Grant Elementary School	24,437,219	23,271,797	1.55%
4409	Beverly Hills HS Athlet	14,342,560	6,224,298	55.13%
4412	Palm Springs USD TKs	12,870,092	11,576,024	6.53%
4415	Carrillo ES Drainage	10,288,175	6,301,616	36.27%
4416	Wiseburn USD Sports Com	13,084,287	10,116,536	19.93%
4420	Chula Vista FS 11	2,113,600	1,622,938	21.35%
4422	Grant ES Library Modern	16,330,131	11,488,527	27.29%
4426	Academy of Innovation	6,331,693	3,257,072	46.00%
4427	El Potrero PreSchool Mo	9,554,563	3,951,907	56.97%
4428	Hemet ES	7,237,229	4,791,529	31.13%
4430	San Dieguito 3 Campus M	12,437,234	5,481,378	53.97%
4502	Rancho Starbucks	19,638,988	18,730,855	1.20%
4509	SAMOHI Student Services	152,154	129,748	14.73%
4516	Arcadia HS Locker Room	7,084,903	6,625,491	3.70%
4518	Fullerton Union High Sc	132,152	132,152	0.00%
Subtotal		668,364,505	359,072,708	

Proprietary Information - Do Not Duplicate

8 History and Litigation

Erickson-Hall Construction

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8. History and Litigation

Erickson-Hall Construction
An Employee Owned Company

Since our inception in 1998, we've completed hundreds of construction management services for new construction and modernization projects across Southern California.

The flexibility afforded by the construction managment services delivery method allows our team to collaborate early during preconstruction. That same team becomes the common thread, from the kick-off to close-out, ensuring continuity, maximizing value, and mitigating risks that could lead to budget and schedule creep. **Typically, our only change order on a construction management services project is a contingency credit back to the owner.**

Firm History

Co-founded by David Erickson and Michael Hall in 1998, Erickson-Hall is an employee owned company. A local firm with roots in Escondido, Erickson-Hall offers the depth and experience of a large, national organization while providing the personal attention clients expect from a local construction company. More than two decades of achievement comes from longstanding relationships with clients, design professionals and trade partners.

Our market focus includes modernizations, additions, and new construction for municipal and education clients throughout Southern California. We utilize a full menu of preconstruction and construction phase services and delivery processes, including Lease-Leaseback, CM-at-Risk, Design-Build, Design-Bid-Build and CM Multi-Prime.

Firm Information

ERICKSON-HALL CONSTRUCTION CO.

- A California Corporation
- **Mat Gates** | President
- **David Erickson**, Founding Principal | CEO
- **Michael Hall**, Founding Principal | COO
- **Jesse Mangan** | CFO
- **27** Years in Operation
- **230** Employees

Office Locations

Corporate Headquarters
500 Corporate Drive
Escondido, CA 92029
p. 760.796.7700 | f. 760.796.7750

Los Angeles | Orange County Office
12600 Westminster, Suite D
Santa Ana, CA 92076
p. 714.532.1060

Riverside County Office
11810 Pierce Street, Unit 150
Riverside, CA 92503
p. 951.358.0738

Imperial Valley Office
903 Industry Way, Suite B
El Centro, CA 92243
p. 760.592.4827
// Services performed will be delivered from our Imperial Valley Office with support from our Corporate Headquarters.

License Requirements

CA Contractor's License No. 751343

- A (General Engineering)
- B (General Building)
- Hazardous Substance Removal Certification

*** License has never been suspended nor revoked*

Erickson-Hall Construction
An Employee Owned Company

Litigation

Erickson-Hall has nothing to report in regard to termination for default, judgments entered, or lawsuits in which Erickson-Hall or its personnel instigated a claim and/or litigation regarding construction projects within the past five (5) years; Nor do we have any instances relative to convictions for filing a false claim. We do have two pass-through dispute claims currently on-going.

Details of those claims are below;

1) February 2023 - a pass-through complaint was filed regarding a water infiltration issue related to the civil and architectural design for the Bonita Valley Community Church for which the Erickson-Hall was the general contractor. Construction was completed on this project in October 2014. This claim has been settled and is pending dismissal.

2) August 2023 - August 2023 - a pass-through complaint was filed by students and two teachers from Hope Elementary School regarding exposure to drinking water that may have been contaminated with recycled water due to a cross connection. The responsible party for the cross connection has not been determined. Discovery is ongoing in this matter.

Proprietary Information - Do Not Duplicate

9 References

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9. References

Project Name & Delivery Method	Owner	Architect	Scope of Work	Project Start Date	Project Completed Date	Original Contract Amount	Final Contract Amount
Public Safety Regional Training Facility/ M&O/ Soccer Field Renovation Lease-Leaseback	Imperial Valley Community College District Javier Luna Director of Facilities Planning & Construction 760.355.6448 javier.luna@imperial.edu	Sanders Inc Architecture Engineering Jimmy Sanders Principal 760.455.9256 jimmy@sanders-inc.net	Lease-Leaseback delivery for the construction of two new structures for the Public Safety Regional Center at Imperial Valley College. The first structure is a 35,473 SF Training Facility containing standard classrooms, labs for Fire, EMS and Police Officer Standards Training, an Indoor Firing Range, and Administration Support Spaces. The second facility is a 5,000 SF Storage Building that is constructed of concrete slab-on-grade and a steel-framed bearing wall and roof system. A new Maintenance & Operations Facility is also being constructed and consists of 3 buildings, a 5,525 SF Administration Building, a 9,042 SF M&O Building, and a 5,279 SF Storage Building. Additionally, the soccer field at the College is being renovated with the scope of work including the removal of the existing grass and installation of new artificial turf, irrigation, draining, and cooling systems.	February - 2025	In Progress Scheduled December 2027	$55,000,000	In Progress
Imperial Valley College Auto Tech Lease-Leaseback	Imperial Valley Community College District Javier Luna Director of Facilities, Planning & Construction 760.355.6448 javier.luna@imperial.edu	Sanders Inc Architecture Engineering Jimmy Sanders Principal 760.344.2310 jimmy@sanders-inc.net	Lease-Leaseback delivery for the construction of a new 33,000 SF Auto Technology, Diesel and Architectural Automation, Art and Maker Space Building at Imperial Valley College. The scope of work includes a large interior overhead crane, multiple auto bays with lifts, classroom facilities, lecture halls, a tool/work room, and restroom facilities. The new facility will also house digital photography areas, a darkroom for film development, storage areas, computer labs, offices paces, and changing areas. The site will receive solar covered parking stalls where project cars will be housed, along with hazardous waste disposal areas.	November - 2024	In Progress Scheduled August 2026	$37,292,932	In Progress
Imperial High School MPR & CTE Facility CM Multi-Prime	Imperial Unified School District Bryan Thomason Superintendent 760.355.3200 bthomason@imperialusd.org	Sanders Inc Architecture Engineering Jimmy Sanders Principal 760.344.2310 jimmy@sanders-inc.net	CM Multi-Prime delivery for the construction of a new 20,560 SF Multi-Purpose Building with a CTE Facility and a separate snack bar. The new building houses an assembly area with a stage, kitchen/cafeteria, restroom facilities, a teaching classroom, and an instructional lab. The site work included the demolition of the existing shade structures and existing cafeteria building to accommodate the new construction, a new courtyard, and site utility improvements.	June - 2021	June - 2023	$14,300,170	$15,086,703 *Owner added scope*
Imperial Valley College Buildings 200, 300 & 800 Modernization Design-Bid-Build	Imperial Valley Community College District Javier Luna Director of Facilities Planning & Construction 760.355.6448 javier.luna@imperial.edu	Sanders Inc Architecture Engineering Jimmy Sanders Principal 760.344.2310 jimmy@sanders-inc.net	Design-Bid-Build delivery for the modernization of buildings 200, 300, and 800. The scope of work included abatement, building demolition, site and building concrete, reinforcing steel, new casework, new markerboard and tackboards, insulation, doors and hardware, window coverings, acoustical ceilings, signage, fire alarm, upgraded HVAC, new electrical, underground utilities, restroom upgrades, and other miscellaneous upgrades.	October - 2021	August - 2023	$13,577,000	$14,993,710 *Owner added scope*
Imperial HS CTE AG CM Multi-Prime	Imperial Unified School District Bryan Thomason Superintendent 760.355.3200 bthomason@imperialusd.org	Sanders Inc Architecture Engineering Jimmy Sanders Principal 760.344.2310 jimmy@sanders-inc.net	CM Multi-Prime delivery for the construction of a new Career Technical Facility and the modernization and seismic rehabilitation of the existing Agricultural Facility at Imperial High School. The new CTE Facility has concrete masonry bearing walls, metal stud non-bearing walls, a metal deck roof over open web steel joists, and steel-framed covered entries with concrete steel columns for support. The scope of work also included typical school construction encompassing interior and exterior finishes.	November - 2023	January - 2025	$9,993,433	$9,902,586
Imperial Valley College Concession/Restroom Design-Bid-Build	Imperial Valley Community College District Javier Luna Director of Facilities Planning & Construction 760.355.6448 javier.luna@imperial.edu	Sanders Inc Architecture Engineering Jimmy Sanders Principal 760.344.2310 jimmy@sanders-inc.net	Design-Bid-Build delivery for the construction of a 3,500 SF Concession and Restroom building at Imperial Valley College that holds two gang restrooms, an electrical room, a data room, a maintenance room, men and women dressing rooms, and a concession stand facility. The site improvements included new hardscape, concrete benches, a new flagpole, upgrades to the existing parking lot, and Musco sports field lighting. Erickson-Hall coordinated with the Imperial County Office of Education for the installation of the Borderlink Antenna Project, expanding the internet framework to allow free access to student households in the area.	March - 2023	March - 2024	$4,703,000	$5,118,876 *Owner added scope*
El Centro Street Overlay CM-Agency	City of El Centro Abraham Campos Director of Public Works 760.337.5182 acampos@cityofelcentro.org	N/A	CM-Agency delivery for the overlay on El Centro Street. The scope of work included grinding on asphalt concrete pavement, installation of a conventional asphalt concrete leveling course, installation of RHMA and ARAM, slurry seal, crack filling, traffic striping, utility adjustments, a curb/gutter, minor aggregate base, monument preservation, and traffic control.	August - 2023	December - 2023	$3,403,852	$3,823,876 *Owner added scope*

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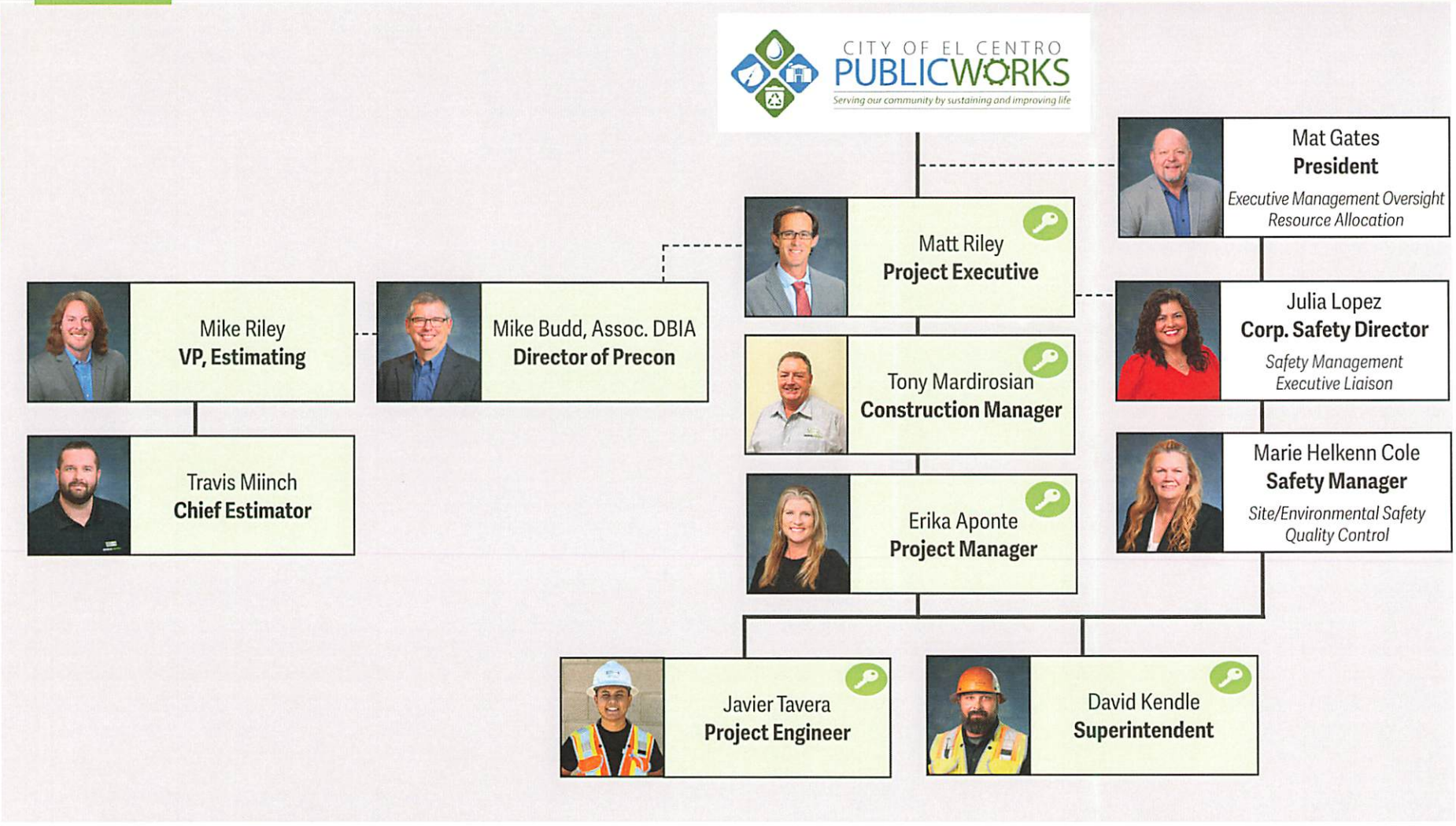
10. Qualifications

Organizational Chart

Erickson-Hall Construction
An Employee Owned Company



Your **Construction Management** Team

Resumes Attached

Erickson-Hall brings the City of El Centro a team of seasoned in-house professionals to provide comprehensive preconstruction and construction expertise from design through close-out. They are well positioned and available to perform the services necessary for successful delivery of the Construction Management for On-Call Services. They have reviewed all available project documents and have formulated a comprehensive project strategy included in this RFP response. This team is excited and ready to go to work!

EDUCATION
University of San Francisco, 2005
Santa Clara University, 2003

CERTIFICATIONS
- 2018 CASH Leadership Academy Graduate

TRAINING
- CPR | AED | First Aid
- OSHA 10-Hour
- Fall Protection Competent Person
- Harassment Preventive Training
- SureTrak
- Asbestos Abatement
- Hazardous Communications
- Concrete & Masonry
- Scaffolding Awareness
- Confined Space Awareness
- OSHA Lead Awareness
- Heat Illness
- Leadership Development Training
- Defensive Driver Training

REFERENCES
Dena Johnson
Senior Project Manager, Planning & Construction
Grossmont Union High School District
619.644.8150

Tova Corman
Executive Director of Facilities
San Marcos Unified School District
760.290.2650

MATT RILEY
Project Executive

Matt Riley's construction industry career spans over 15 years encompassing a broad range of commercial and public works projects, including the modernization and new construction of California K-12 school facilities. As Project Executive, Matt provides senior management oversight of all preconstruction and construction phase activities including design activities, constructability reviews, value engineering, budgeting, scheduling, construction planning, and project execution. He conducts design team meetings, weekly owner construction meetings and provides oversite for site specific construction meetings. He assists in establishing and updating the project budget, including cost coding structure, tracking payments, cash flow analysis, cost forecasts, with review and approval of changes to the budget and project scope. Matt works closely with Construction Managers and Superintendents to establish and enforce stringent, project-specific quality and jobsite safety standards.

EXPERIENCE HIGHLIGHTS (A PARTIAL LIST)

Mar Vista Academy Building & Site Improvements
Sweetwater Union High School District | $13.6 Million
CM Multi-Prime delivery for the construction of two new buildings totaling 13,522 SF. The first building houses Administration, Counseling, and Special Education classrooms, and the second building is a new Multi-Purpose Building. The site work includes quad improvements, a new school entry, and the removal of existing relocatables.

Eastlake HS Library Modernization
Sweetwater Union High School District | $9 Million
CM-Agency delivery for the exterior and interior modernization of the existing Library building to include new workrooms and offices.

El Cajon Valley High School Modernization of Buildings 400 & 700
Grossmont Union High School District | $7.5 Million
CM Multi-Prime for the modernization of 3 buildings (45,000 SF total) at El Cajon Valley High School. Modernization of Building 400 included new printing and graphic arts classroom, photography classroom, television studio, and culinary arts classrooms, all equipped with A/V, document readers, internet and a projector. Building 700 houses two soundproof TV studios, 14 new HVAC units and 2 split-system AC units, all of which are controlled from a web-based direct digital control system. Sustainable design features included high efficiency gas equipment, lighting control systems, motion detectors, photosensors, skylights and a 25-year cool roof.

El Capitan High School PE Facility
Grossmont Union High School District | $6.7 Million
CM-Agency delivery for the construction of the Physical Education Building at El Capital High School. The scope of work included the demolition and abatement of the existing PE building, construction of a new PE building, and HVAC upgrades to the gym. The new building included boys and girls locker rooms, coach's offices, a weight room, a wrestling room, and team rooms. The site work included construction of a new fire lane, 4 basketball courts, a sand volleyball court, and 4 shade structures.

El Cajon Valley High School PE Building
Grossmont Union High School District | $6.7 Million
CM-Agency delivery for the construction of a new 23,000 SF Physical Education Building included the complete demolition and abatement of the existing Boys and Girls PE Buildings and associated site demolition.

Proprietary Information - Do Not Duplicate

CERTIFICATIONS

- Certified Project Manager, with Honors Associated General Contractors

TRAINING

- OSHA 30-Hour
- Storm Water pollution Prevention Planning (NPDES Permit)
- AQMD Rule 1403
- TSCA Title II Asbestos Supervisor

REFERENCES

Lewis Ensley
Construction Lawyer
Balfour Beatty
858.228.7896

Gerardo Mercado
Senior Project Manager
University of California, Riverside
951.893.0873

Marco Eacrett
Managing Principal
SGH Architects
909.375.3030

TONY MARDIROSIAN
Construction Manager

Tony Mardirosian joined Erickson-Hall in 2025 and brings over 10 years of construction industry experience. As Construction Manager, Tony's responsibilities include general oversight of the Project Management team, assisting the Superintendent with implementation of the project schedule, and maintaining positive relationships with the District, design team, prime contractors and all other project stakeholders. His role includes leading the preconstruction services effort and working with estimators to ensure a thorough budget, managing the constructability review process, and developing a detailed schedule. Tony will manage the bidding process with our in-house estimating team, write and analyze bid package scopes, trade contractor bids, develop the schedule of values and manage the budget and prime contractor costs during the construction phase. He will have the day-to-day responsibilities of project administration with emphasis on District and design team coordination, as well as monitoring and managing the ongoing process of as-build documentation, both on paper and electronically, and overseeing project closeout.

EXPERIENCE HIGHLIGHTS (A PARTIAL LIST)

Glen Mor Apartments
University of California, Riverside | $125 Million
Construction of 7 total buildings in the middle of campus consisting of full student housing with 150 beds, a pool, and a parking structure.

Da'Vinci
Wiseburn Unified School District | $78 Million
Renovation of an existing office building into a high school, where each level of the building houses a different type of school: School of Arts, Math and Science, and a Gymnasium. The ground floor holds the district offices as well as the cafeteria.

Health Science Surge Building
University of California, Riverside | $65 Million
This Health Science building is the first medical building built west of the Mississippi in over 30 years. The ground-up construction of this brand new 4-story building houses a medical school with a Biological Science Lab (BSL) level 3 suite, and was built in partnership with the National Institutes of Health (NIH) from Bethesda, Maryland.

Browning High School
Long Beach Unified School District | $48 Million
Ground-up construction of a new high school specially designed for academic pathways to careers in higher education in culinary arts, hospitality, and recreation. Other features include two-story classrooms, labs, gymnasium, administration, state-of-the-art commercial kitchens, and a cafeteria/multi-purpose room building all surrounding a central open courtyard.

Geology and Physics Building
University of California, Riverside | $18 Million
Remodel of the existing, fully occupied three-story building while staff and students remained safe while classes and research continued without any issues.

Miscellaneous Summer Modernization Projects for All Schools
Temecula Valley Unified School District | $16.5 Million
As part of the bond program, all schools in the Temecula Valley Unified School District underwent modernizations that was completed over the course of 6 years.

Proprietary Information - Do Not Duplicate

EDUCATION
San Diego City College

ASSOCIATIONS
- Imperial Chamber of Commerce Board Member
- McCabe UESD Parent Teacher Organization Treasurer
- El Centro Regional Medical Center Foundation Board Member

TRAINING
- CPR | AED | First-Aid
- OSHA 30-Hour
- SWPPP
- Heat Illness
- Dust Controls
- Lead Awareness
- How to Read SDS
- Asbestos Awareness
- Defensive Driver Training
- Hazardous Communications

REFERENCES
Javier Luna
Assistant City Engineer/ CIP Manager
City of Corona
818.667.1823

Mike Reyla
Director of Maintenance, Operations & Facilities
El Centro Elementary School District
760.353.9200

Todd Finnell
Superintendent
Imperial County Office of Education
760.312.6440

ERIKA APONTE
Project Manager

Erika Aponte has been with Erickson-Hall since 2010 and brings over 20 years of construction industry experience, with 13 of those years concentrated in Imperial Valley. As Project Manager, Erika is charged with preconstruction, construction, and post-construction tasks such as budget validation, value engineering, field orders and surveying as-built conditions, as well as assisting in assurance of contract compliance, timely submission of shop drawings, submittals, and product data. Other duties will include preparation of monthly owner, contractor and trade contractor billings, overseeing preparation of submittal of warranties, operations and maintenance manuals, and guarantees. Erika will manage weekly owner construction meetings, oversee site construction meetings, establish and update the project budget, review changes to the budget and project scope, and approve subcontractor's monthly progress payments. During construction, she will monitor execution of the project schedule and assist with design schedules for the project milestones. submittals including warranties, operation and maintenance manuals, and guarantees.

EXPERIENCE HIGHLIGHTS (A PARTIAL LIST)

Cross Elementary School
Imperial Unified School District | $32.7 Million
CM Multi-Prime construction for a new 60,900 SF elementary school campus encompassing 4 classroom buildings, a Kindergarten classroom building, an administration building with an adjacent library, and multi-purpose building housing a full-service kitchen. The site improvements included landscaping, paved access road, 3 parking lots, and an exterior basketball/volleyball multi-use court.

Imperial High School MPR & CTE Facility
Imperial Unified School District | $14.3 Million
CM Multi-Prime delivery for the construction of a new 20,560 SF Multi-Purpose Building with a CTE Facility and a separate snack bar. The new building houses an assembly area with a stage, kitchen/cafeteria, restroom facilities, a teaching classroom, and an instructional lab. The site work included the demolition of the existing shade structures and existing cafeteria building to accommodate the new construction, a new courtyard, and site utility improvements.

El Centro Aquatic Center
El Centro, CA | $13.6 Million
CM-Agency delivery for an Aquatic Center consisting of an 8-lane competition pool, a warm up pool, a kids play pool, lazy river, a 5,000 SF main building for Admin and Guest Services, and a 2,000 SF building to house the pool pumps and other equipment. The site improvements included a new parking lot, street curb, gutter and sidewalks, an underground bio-retention basin, major landscaping and site fencing, a Musco lighting system, and a complete storm drain system specifically designed for pool water.

De Anza Magnet School Multi-Purpose Building
El Centro Elementary School District | $9.7 Million
CM Multi-Prime delivery for the construction on an existing 100-year-old, K-8 campus of a new 14,029 SF Multi-Purpose Building that houses a gym with volleyball/basketball courts, retractable side bleachers, stage, kitchen, library, restrooms, and storage areas. The building also features a state-of-the-art sound system, theatrical lighting, scoreboards, a projector and projector screen, and interactive touch screens in the library. The site work included the installation of 5 new parking stalls with ADA access, 2 shade shelters, a food service delivery drive, a car wash station, and selective landscaping.

Proprietary Information - Do Not Duplicate

JAVIER TAVERA
Project Engineer

Javier Tavera joined Erickson-Hall in 2022, and has been focusing his construction industry career on public projects, comprising the modernization and new construction of California K-12 school facilities. As Project Engineer, Javier will assist our Project Manager and Superintendent in monitoring and tracking construction progress and document control compliance issues. He will maintain positive relationships with the District, design team, consultants and trade contractors throughout the full course of the project. Javier is charged with accurately preparing quantity surveys and pricing of proposed changes, filed orders and ensuring as-build conditions are documented. He will assist in the assurance of contract compliance, and be responsible for the timely submission of shop drawings, submittals, and product data. His duties also include preparation of monthly billings and overseeing preparation of post-construction submittals including warranties, operation and maintenance manuals, and guarantees.

EDUCATION
B.S. Construction Management
California State University, Chico, 2021

TRAINING
- CPR | AED | First-Aid
- OSHA 30-Hour
- Defensive Driver Training

REFERENCES
Javier Luna
Assistant City Engineer/ CIP Manager
City of Corona
818.667.1823

Jimmy Sanders
Principal
Sanders Inc. Architecture
760.344.2310

Bryan Thomason
Superintendent
Imperial Unified School District
760.355.3200

EXPERIENCE HIGHLIGHTS (A PARTIAL LIST)

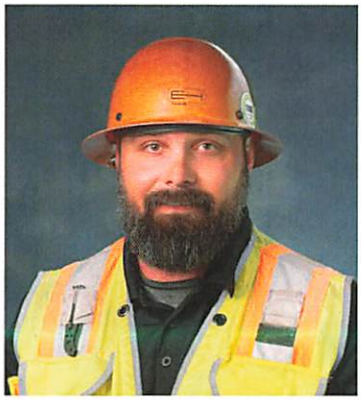
Imperial Valley College Auto Tech
Imperial Valley Community College District | $37.2 Million
Lease-Leaseback delivery for the construction of a new 33,000 SF Auto Technology, Diesel and Architectural Automation, Art and Maker Space Building at Imperial Valley College. The scope of work includes a large interior overhead crane, multiple auto bays with lifts, classroom facilities, lecture halls, a tool/work room, and restroom facilities. The new facility will also house digital photography areas, a darkroom for film development, storage areas, computer labs, offices paces, and changing areas. The site will receive solar covered parking stalls where project cars will be housed, along with hazardous waste disposal areas.

Imperial Valley College Buildings 200, 300 & 800 Modernization
Imperial Valley Community College District | $14.9 Million
Design-Bid-Build delivery for the modernization of buildings 200, 300, and 800. The scope of work included abatement, building demolition, site and building concrete, reinforcing steel, new casework, new markerboard and tackboards, insulation, doors and hardware, window coverings, acoustical ceilings, signage, fire alarm, upgraded HVAC, new electrical, underground utilities, restroom upgrades, and other miscellaneous upgrades.

Imperial HS CTE AG
Imperial Unified School District | $9.9 Million
CM Multi-Prime delivery for the construction of a new Career Technical Facility and the modernization and seismic rehabilitation of the existing Agricultural Facility at Imperial High School. The new CTE Facility has concrete masonry bearing walls, metal stud non-bearing walls, a metal deck roof over open web steel joists, and steel-framed covered entries with concrete steel columns for support. The scope of work also included typical school construction encompassing interior and exterior finishes.

El Centro ESD CM Services
El Centro Elementary School District | $250,000
CM-Agency delivery for the installation of two new outdoor basketball courts with striping.

IVC Security Cameras
Imperial Valley Community College District | $19,700
CM-Agency delivery for the installation of security cameras at the Imperial Valley College campus.



DAVID KENDLE
Superintendent

David Kendle joined Erickson-Hall in 2022; he has almost two decades of construction industry experience and has completed a broad range of new construction and modernization of California K-12 school facilities projects. As Superintendent, Kendle is responsible for the project schedule execution, coordination of trade contractors, as well as overseeing all jobsite activities. He will also assist the team with constructability reviews. Throughout the construction process, Kendle will manage the jobsite, implement the timely execution of the construction schedule, ensure site security, and enforce Erickson-Hall's quality control and national award winning safety programs. Other construction phase responsibilities include conducting construction safety and subcontractor coordination meetings throughout the duration of each project. During closeout, Kendle will take the lead on creating the punch list, final inspections and the commissioning of facilities.

EDUCATION
San Diego Miramar College

TRAINING
- CPR | AED | First-Aid
- OSHA 30-Hour
- Defensive Driver Training

REFERENCES
Jacob Mann
Construction Manager
Mountain Empire Union School District
619.508.8077

Jake Wood
Lead Construction Manager
San Diego Unified School District
858.496.8410

David Bennett
Assistant Superintendent, Business Services
Lowell Joint School District
562.902.4202

Ryan Broguiere
Inspector
Precision Inspections Inc
951.691.3945

Denise Cuevas
Facilities Manager
Imperial Unified School District
760.562.5540

EXPERIENCE HIGHLIGHTS (A PARTIAL LIST)

Imperial Valley College Auto Tech
Imperial Valley Community College District | $37.2 Million
Lease-Leaseback delivery for the construction of a new 33,000 SF Auto Technology, Diesel and Architectural Automation, Art and Maker Space Building at Imperial Valley College. The scope of work includes a large interior overhead crane, multiple auto bays with lifts, classroom facilities, lecture halls, a tool/work room, and restroom facilities. The new facility will also house digital photography areas, a darkroom for film development, storage areas, computer labs, offices paces, and changing areas. The site will receive solar covered parking stalls where project cars will be housed, along with hazardous waste disposal areas.

El Cajon Valley High School
Grossmont Union High School District | $26 Million
Construction for a 12,000 SF student services building, a 17,000 SF event center, a 4,300 SF food services building, and conversion of the existing space into staff restrooms. Site work encompassed landscaping across the entire 5-acre lot.

Mountain Empire Unified School District Bond JJ
Mountain Empire Unified School District | $10 Million
CM Multi-Prime delivery for the renovation to the existing Mountain Empire Junior-Senior High School campus. The scope of work included repairing and resurfacing the transportation yard, regrading the front of the site to divert storm water away from the buildings, and replacing the existing roof. The modernization scope of work encompassed refinishing the walls, floors, ceilings, upgraded the restrooms to meet ADA standards, and replacement of beams in the gymnasium.

Imperial HS CTE AG
Imperial Unified School District | $9.9 Million
CM Multi-Prime delivery for the construction of a new Career Technical Facility and the modernization and seismic rehabilitation of the existing Agricultural Facility at Imperial High School. The new CTE Facility has concrete masonry bearing walls, metal stud non-bearing walls, a metal deck roof over open web steel joists, and steel-framed covered entries with concrete steel columns for support. The scope of work also included typical school construction encompassing interior and exterior finishes.

IVC Security Cameras
Imperial Valley Community College District | $19,700
CM-Agency delivery for the installation of security cameras at the Imperial Valley College campus.

Proprietary Information - Do Not Duplicate

Erickson-Hall Construction

500 Corporate Drive
Escondido, CA 92029
Contact: Rachael Gonzalez
rgonzalez@ericksonhall.com
760.796.7700 p
760.796.7750 f

build on our reputation

EXHIBIT D

LEVINE ACT STATEMENT

Levine Act Statement
PRIME PROPOSER AND SUBCONSULTANTS MUST SUBMIT A SIGNED LEVINE ACT STATEMENT

California Government Code § 84308, commonly referred to as the "Levine Act," precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than $500 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the officer, or received by the officer on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

This statement must be provided for the company and for each consultant who will work with the City.

City of El Centro Council Members as of the date of this RFP are as follows:

Mayor Sonia Carter
Mayor Pro-Tem Marty Ellett
Sylvia Marroquin
Claudia Camarena
Michael Crankshaw

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than $500 to any City of El Centro Council Member in the 12 months preceding the date of the issuance of this RFP?
   _____ YES __X__ NO
   If yes, please identify the Council Member: N/A

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than $500 to any City of El Centro Council Member in the three months following the award of the contract? _____ YES __X__ NO
   If yes, please identify the Council Member: N/A

Answering yes to either of the two questions above does not preclude City of El Centro from awarding a contract to your firm. It does, however, preclude the identified Council Member from participating in the contract award process for this contract.

October 10, 2025
DATE

(SIGNATURE OF CONSULTANT)

07/2025/cdz/A25-0127/RFP-OnCallSrvs

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Erickson-Hall Construction

An Employee Owned Company

At Erickson-Hall Construction Co., honesty and integrity are the guiding principles in everything we do.

Our goal is to consistently maintain the highest ethical standards resulting in trust among clients, trade contractors, architects, and other industry professionals.

We Build More Than Buildings
We Build Relationships

Corporate Headquarters
500 Corporate Drive
Escondido, CA 92029
(760) 796-7700

LA / Orange County
12600 Westminster Avenue, Suite D
Santa Ana, CA 92706
(714) 532-1060

Riverside County
11810 Pierce Street, Unit 150
Riverside, CA 92505
(951) 358-0738

Imperial County
903 Industry Way, Suite B
El Centro, CA 92243
(760) 592-4827

// Services performed will be delivered from our Imperial County Office with support from corporate headquarters.

Murrieta
41391 Kalmia Street, Suite 220
Murrieta, CA 92562

Culver City
10000 Washington Boulevard
Culver City, CA 90232

EXHIBIT B

FEE SCHEDULE

Fee Proposal

Erickson-Hall Construction
An Employee Owned Company

CITY OF EL CENTRO
PUBLICWORKS
Serving our community by sustaining and improving life

On-Call
Construction Management Services

Due: October 10, 2025

Hourly Rates

Position	Rate
Project Executive	$ 230
Construction Manager	$ 205
Project Manager	$ 189
Preconstruction Manager	$ 189
Assistant Project Manager	$ 152
Project Engineer	$ 142
Superintendent	$ 205
Assistant Superintendent	$ 152
Senior Estimator	$ 225

Proprietary Information - Do Not Duplicate

EXHIBIT C
INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of City, and prior to commencement of work and/or services under this Agreement, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to City.

General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office (Form CG 00 01), in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned, or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement and Consultant agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (statutory limits) and Employer's Liability insurance (with limits of at least $1,000,000).

Consultant shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

Umbrella or excess liability insurance. [If required to meet higher limits.]. Consultant shall obtain and maintain an umbrella liability insurance policy with limits that will provide bodily injury, personal injury, and property damage liability coverage, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason, other than bankruptcy or insolvency of said primary insurer;
- "Pay on behalf of" wording as opposed to "reimbursement";
- Concurrency of effective dates with primary policies.

Should Consultant obtain and maintain an excess liability policy, such policy shall be excess over commercial general liability, automobile liability, and employer's liability policies. Such policy or policies shall include wording that the excess liability policy follows the terms and conditions of the underlying policies.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance and required endorsements to City as evidence of the insurance coverage required herein. Insurance certificates and endorsements must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City for the contract period and any additional length of time required thereafter. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. Consultant shall procure and maintain for the contract period, and any additional length of time required thereafter, insurance against claims for injuries to persons or damages to property, or financial loss which may arise from or in connection with the performance of the Work hereunder by Consultant, their agents, representatives, employees, or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self- insurance shall be called upon to protect it as a named insured.

City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary, and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives

its own right of recovery against City and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non-estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide the City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage. If any of the Consultant's insurers are unwilling to provide such notice, then Consultant shall have the responsibility of notifying the City immediately in the event of Consultant's failure to renew any of the required insurance coverages, or insurer's cancellation or non-renewal.

Additional insured status. General liability, automobile liability, and umbrella/excess liability insurance policies shall provide or be endorsed to provide that City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party who is brought onto or involved in the project/service by Consultant (hereinafter collectively "Subcontractor"), provide the same minimum insurance coverage and endorsements required of Consultant under this Agreement. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. However, in the event Consultant's Subcontractor cannot comply with this requirement, which proof must be submitted to the City,

Consultant may still be able to utilize the Subcontractor provided Consultant shall be required to ensure that its Subcontractor provide and maintain insurance coverage and endorsements sufficient to the specific risk of exposure involved with Subcontractor's scope of work and services, with limits less than required of the Consultant, but in all other terms consistent with the Consultant's requirements under this Agreement. This provision does not relieve the Consultant of its contractual obligations under the Agreement and/or limit its liability to the amount of insurance coverage provided by its subcontractors. This provision is intended solely to provide Consultant with the ability to utilize a Subcontractor who may be otherwise qualified to perform the work or services but may not carry the same insurance limits as required of the Consultant under this Agreement given the limited scope of work or services provided by the subcontractor. Consultant agrees that upon request, all agreements with Subcontractors, and others engaged in the project and/or services, will be submitted to City for review.

City's right to revise specifications. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City and Consultant may renegotiate Consultant's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible, or require proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention through confirmation from the underwriter.

Timely notice of claims. Consultant shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

Claims made: The following provisions shall apply if any of the required policies are written on a claims-made basis:

a. The Retroactive Date of the policy must be shown and must be before the date of the Agreement or the beginning of the contracted work.

b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement or the work.

c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a Retroactive Date that precedes the date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five (5) years after completion of the Agreement or the work. The City shall have the right to exercise, at the Consultant's sole cost and expense, any extended reporting provisions of the policy, if the Consultant cancels

or does not renew the coverage.

d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

EXHIBIT D
CONSULTANT'S FINANCIAL DISCLOSURE STATEMENT [1]

Consultant will comply with all conflict-of-interest laws and regulations including, without limitations, City's Conflict of Interest Code (on file in the City Clerk's Office) as required by Section 4.10 of this Agreement. It is incumbent upon the Consultant to notify the City pursuant to Sections 7.1 and 7.5 of any staff changes relating to this Agreement. The City Manager has made the following determination and Consultant, by his/her signature, acknowledges said determination. [2]

A. In accomplishing the scope of services of this Agreement, all officers, employees and/or agents of Consultant will be performing a very limited and closely supervised function, and, therefore, unlikely to have a conflict of interest arise. No disclosures are required of any officers, employees, and/or agents of Consultant. Consultant duties are as follows:

President

City Manager | Consultant Signature & Title

B. In accomplishing the scope of services of this Agreement, Consultant will be performing a specialized or general service for the City, and there is substantial likelihood that the Consultant may make or participate in making a governmental decision, which may have a foreseeable material effect on a financial interest. As a result, the Consultant shall be subject to the Disclosure Category "Consultant" of the City's Conflict of Interest Code.

City Manager | Consultant Signature & Title

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1. Fair Political Practices Commission Section 18700.3 defines a consultant as follows:
(a) For purposes of Sections 82019 and 82048, "consultant" means an individual who, pursuant to a contract with a state or local government agency:
(1) Makes a governmental decision whether to:
(A) Approve a rate, rule, or regulation;
(B) Adopt or enforce a law;
(C) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
(D) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
(E) Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
(F) Grant agency approval to a plan, design, report, study, or similar item;
(G) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or
(2) Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in Regulation 18704(a) and (b) or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code under Section 87302.
2. Disclosure by Consultants: Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the City's adopted Conflict of Interest Code, subject to the following limitations: The City Manager may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and closely supervised, and, thus, is not required to comply with the disclosure requirements in the City's adopted Conflict of Interest Code. Such written determination shall include a description of the consultant's duties. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as the City's adopted Conflict of Interest Code.

EXHIBIT E

LEVINE ACT STATEMENT

Levine Act Statement

PRIME PROPOSER AND SUBCONSULTANTS MUST SUBMIT A SIGNED LEVINE ACT STATEMENT

California Government Code § 84308, commonly referred to as the "Levine Act," precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than $500 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the officer, or received by the officer on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

This statement must be provided for the company and for each consultant who will work with the City.

City of El Centro Council Members as of the date of this RFP are as follows:

Mayor Sonia Carter
Mayor Pro-Tem Marty Ellett
Sylvia Marroquin
Claudia Camarena
Michael Crankshaw

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than $500 to any City of El Centro Council Member in the 12 months preceding the date of the issuance of this RFP? _____ YES __
✓ NO
If yes, please identify the Council Member: _____

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than $500 to any City of El Centro Council Member in the three months following the award of the contract? _____ YES __
✓ NO
If yes, please identify the Council Member:_____

Answering yes to either of the two questions above does not preclude City of El Centro from awarding a contract to your firm. It does, however, preclude the identified Council Member from participating in the contract award process for this contract.

DATE 12/19/25 Mat Gates, President
(SIGNATURE OF CONSULTANT)

EXHIBIT F

REQUEST FOR PROPOSALS (RFP)

Attached - City of El Centro Request for Proposals for On-Call Services, dated August 2025.

CITY OF EL CENTRO
PUBLICWORKS
Serving our community by sustaining and improving life

City of El Centro
Shining with Opportunity

REQUEST FOR PROPOSALS
FOR
ON-CALL SERVICES

1. ***ARCHITECTURAL DESIGN***
2. ***CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES***

Requested By:

City of El Centro
Department of Public Works
307 W. Brighton Ave.
El Centro, CA 92243
Phone: (760) 336-3152
Abraham Campos, PE
Director of Public Works/ City Engineer
August 2025

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EXHIBITS

A - Architectural Design. Expanded Scope

B – Sample Proposal Evaluation Form

C – Sample Professional Services Agreement, as appropriate

D- Levine Act. Statement

E- Sample Task Order

*No changes shall be made to consultant agreement by consultant.

II. REQUEST FOR PROPOSAL ("RFP")

NOTICE IS HEREBY GIVEN THAT the City of El Centro (the "City") is requesting proposals from qualified consultants to provide Architectural Design, Construction Management, and Inspections (the "Consultant(s)").

DEADLINE

Consultants are requested to submit five hard copies of their proposal before **04:30 p.m.** on **September 26, 2025**. Refer to section IX for further information.

Note: late, emailed, or faxed proposals will not be considered.

OBTAINING DOCUMENTS

The Contract Documents are available through Planet Bids, by accessing our website (www.cityofelcentro.org) and selecting "GOVERNMENT > PUBLIC WORKS> BIDS & PROPOSALS> PROCEED TO SITE".

III. INTRODUCTION AND PURPOSE

INTRODUCTION.

The Department of Public Works – Administration Division of the City of El Centro is seeking professional services from a consulting firm or team (Consultant) for On-Call services for the two (2) disciplines listed below. The City will contract with the primary firm under which subconsultants may operate. The City is requesting services for up the term of the agreement. The term of the agreement shall be for two (2) years, with up to three (3) one (1) year extensions, which extensions shall be at the City's sole option.

Disciplines:

1. Architectural Design.
2. Construction Management and Inspection Services.

Up to three consultants shall be selected for each discipline. The City reserves the right to increase or decrease the number of consultants awarded a contract under each discipline.

<u>Consultant must submit a separate responsive proposal to each discipline that Consultant wishes to be considered.</u> Each discipline will be judged independently. You are not required to submit a proposal for both disciplines.

PURPOSE. The purpose of this RFP is to:

1. Familiarize prospective consultants with the information necessary to understand the consultant selection process and the required documentation consultant must

submit.

2. Receive, review and consider proposals from prospective consultants, and select a consultant to provide the desired services for each discipline.
3. Execute a contract for on-call services in the form of a Professional Services Agreement (PSA) (see RFP Exhibit C – Sample Design Professional Services Agreement), which will include a negotiated rate schedule established at the time of its execution.
4. Advise prospective consultants that the City is not obligated to issue any contract(s) by issuing this proposal.

The Consultant shall provide the Public Works Department with the ability to obtain assistance quickly during peak workload periods, staffing absences and when expedited/fast track support is needed to satisfy City customers. The most important objective is to maintain a level of high-quality, Qualified entities are invited to submit written proposals for consideration in accordance with this request. These services will be conducted under a contract with the City.

The City reserves the right to reject any or all responses received as a result of this solicitation; to extend the submission due date for; to modify, amend, reissue or rewrite this document; and to procure any or all services by other means. Consultants that respond to this RFP shall comply with all applicable laws. There are no M/WBE and/or DBE requirements for this RFP.

The contract will be regulated according to the provisions of all Federal, State and local laws and ordinances that are applicable. This includes compliance with prevailing wage rates and their payment in accordance with the California Labor Code, as applicable.

Consultants are advised to consider whether services to be performed include classifications subject to state or federal prevailing wage requirements. Prevailing wages will apply if the services to be performed will involve land surveying (such as flag persons, survey party chief, rodman or chainman), materials sampling and testing (such as drilling rig operators, pile driving, crane operators), inspection work, soils or foundation investigations, environmental hazardous materials and so forth. California State prevailing wage information is available through the California Department of Industrial Relations website at https://www.dir.ca.gov/OPRL/dprewagedetermination.htm

Labor categories subject to prevailing wage requirements, when employed for any work on this project, are wholly the responsibility of the firm or individual named in any Professional Services Agreement approved by the City. City will not assume any responsibility for Consultant's failure to pay prevailing wages in accordance with State law.

IV. BACKGROUND

The City of El Cento incorporated in 1908 and later became a Charter city. El Centro is the center of one of Southern California's most promising new commercial and industrial regions. There are two international border crossings nearby for commercial and noncommercial vehicles. Covering 11.019 square miles, it is the largest city in Imperial County. El Centro is located 616 miles southwest of San Francisco, 117 miles east of San Diego and 245 miles west of Phoenix, Az. and just 15 minutes from the international industrial complexes in Mexicali, Baja California. El Centro is accessible via Interstate 8, State Highway 86 and State Highway 111. The City population is estimated to be over 45,000 residents; however, population increases during the day as the City is the County seat.

The consultant(s) will work under the direction of the Public Works Director or designee to handle engineering service tasks as they are required. The highest rated consultant(s) will be selected to be on contract for on-call services. Consultant(s) will enter into a master agreement which will specify the billing rates, personnel to be assigned, and other terms. No monthly retainer is anticipated.

Letter proposals will be requested from one or more on-call consultants when engineering service tasks are required. The letter proposals will set forth the scope, fee, personnel, and time of performance for the particular task. The letter proposals will be approved through a task order implementing and attached to the master agreement. Consultant selection for a particular task will be based on qualification as set forth in the Statement of Qualifications. Consultant selection will be at the sole discretion of the City. No consultant is guaranteed work.

V. SCOPE OF SERVICES

Consultants shall submit in their proposal in addition to the main scope the discipline(s) for which they wish to be qualified. The disciplines include, but are not necessarily limited to the following areas of experience and expertise.

Architectural Design

The consultant shall provide professional services as needed for the purpose of improving, development, and enhancement, such as consultation, investigation, reconnaissance, research, planning, design, preparation of plans, specifications, and estimate (PS&E), and responsible construction observation of City owned and leased facilities.
The selected consultant(s) and/or consultant teams shall provide comprehensive architectural and/or engineering services including, but not limited to, repair, modification, and new construction building design, HVAC, plumbing, utilities, site, civil, structural, and geotechnical, for the preparation and support of complete construction drawings, specifications, estimates, contract administration, project inspection, and planning services or studies, as required (building inspection, code compliance review/advice, feasibility studies). The selected consultants(s) shall be familiar with local, state, and federal building

requirements.

Refer to Exhibit A for an expanded scope of work for Architectural Design Services. A copy of the form of Design Services Agreement is attached.

Construction Management and Inspections

The consultant shall provide all services and work required to deliver completed capital improvement construction projects on time and within budget. Services may include, but not limited to: value engineering, cost estimates, constructability review, bid process assistance, contract approval and awards assistance, preconstruction meeting, weekly meetings, schedule management, cost control, submittal, change order and request for information management, quality control, daily inspection, material testing, observe construction materials and methods, inspect batch plant and report on them to the City, permit and environmental compliance, progress payments management, monthly status report, claims management, and project close-out. Consultant must be experienced in federal and state funded projects.

The above list is not intended to be exclusive; other services will likely be sought as the need arises. The statement of qualifications does not need to include a fee proposal for any of these specific tasks; fee proposals for individual tasks would be requested during the course of the on-call contract.

Periodically, the City has the need for assistance with special engineering studies or general staff augmentation. The consultant must be able to assist the City through this contract to provide the necessary services.

The consultant shall utilize its' in-house staff and/or sub-consultants to complete the assignments to meet the City standards. For specialized work for which the prime consultant will require a sub-consultant, the prime consultant will serve as an administrative liaison between the City and the sub-consultant. The prime consultant mark-up for sub-consultants shall not exceed 10%. A copy of the form of Professional Services Agreement is attached.

VI. PROJECT SCHEDULE

The following is a tentative schedule for the project:

Release of RFP	**08/29/2025**
Proposal Due	**09/26/2025**
Consultant Interview (if needed)	**Week of October 13th.**
Contract Award	**11/04/2025**

VII. DELIVERABLE ITEMS

The Consultant will be required to verify that all information submitted as services rendered is accurate and current. Furthermore, the Consultant will be required to document the source(s) of all compiled information. All information generated as part

of the Consultant's or sub-consultant's work shall become part of City of El Centro record of the project.

VIII. CORRECTIONS

Proposing Consultants are encouraged to amplify the scope of services, to identify any supplemental tasks necessary, and to recommend any alternatives that may enhance the project or reduce costs. Where applicable, consultant is encouraged to describe the anticipated level of effort for each task.

IX. DELIVERY OF PROPOSALS

Proposals must be submitted to 307 W. Brighton Ave., El Centro CA 92243 by at 4:30 pm on September 26, 2025 with subject reading as follows:

Response for City of El Centro On-Call Services RFP
Discipline: (*Enter Discipline to be considered here*)
Attn: Abraham Campos, PE
Public Works Director/City Engineer

On a separate envelope, submit a hard copy Fee Schedule to the same address and by the same date in a sealed envelope marked:

Fee Proposal for City of El Centro On-Call Services
Discipline: (*Enter Discipline to be considered here*)
Attn: Abraham Campos, PE
Public Works Director/City Engineer

Proposals and Fee Proposals received after the stated deadline will not be accepted. Advance submittals are permitted. The City will not be liable for any costs incurred by the Consultant incidental to the preparation of proposals or for developing and carrying out interview presentations.

Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of El Centro and the Consultant selected.

Questions concerning the RFP must be submitted via the Planet Bids portal. All questions must arrive at least ten (10) calendar days prior to the proposal due date to allow time for distributing answers and/or clarifications.
No questions or inquiries may be directed to any individual (s) at the location detailed in this document. All inquiries must be submitted in writing per the process described in this document. Attempts to contact any City employee other than the designated contact for this RFP may result in rejection of a submitted proposal. No questions will be answered after the ten-ten-day period.

X. SELECTION PROCESS

City staff will evaluate the proposals based on effectiveness and efficiency in supporting each of the following items.

1. Overall responsiveness to the RFP
2. Consultant (and project team) qualifications, experience and referenced projects
3. Qualifications, experience and commitment of the project manager and team members. The project manager shall preferably have successfully completed at least three (3) projects of similar nature, complexity, and size during the last 10 years
4. Project understanding, innovative approach and proposed scope of work
5. Ability to deliver the project scope of work within the stated estimated level of effort
6. Project management plan and schedule
7. Ability to sign the City's Standard Professional Services Agreement and provide the City's standard insurance coverages listed therein

Based on this evaluation, the City may choose to invite up to three (3) Consultants from each discipline to participate in an oral presentation/interview session or select the Consultant based on the results from the evaluation of the proposal.

In the event the City chooses to conduct interviews as part of the selection process, the selected Consultants will be asked to bring an interview panel including the project manager and up to three (3) (maximum) key staff members who will be directly involved in providing the services. The Consultants selected for the interview will be allowed thirty (30) minutes to present their Consultant experience and project approach. Following the presentation there will be a thirty (30) minute informal question and answer discussion.

At the conclusion of the evaluation, the City may enter into contract negotiations with the top three ranking Consultants. If negotiations with the top-ranking Consultants are unsuccessful, negotiations will terminate and the City may undertake negotiations with the fourth-ranked Consultant. City staff then will make recommendations to the City Council, which reserves the right to reject any or all proposals. The selection process will be completed when a contract is executed.

Furthermore, the City reserves the right to reject any or all proposals, and to waive any and all irregularities to choose the Consultant which, in the City's opinion, best serves the City's interests. The City will not be liable for any costs incurred by the Consultant incidental to the preparation of proposals or for developing and carrying out interview presentations.

All Consultants issued this RFP were previously asked to certify that they would execute a contract with the City of El Centro with no exceptions or additions.

XI. SUBMITTAL REQUIREMENTS

Proposals shall be formatted for 8-1/2" x 11" portrait pages for written materials and 11" x 17" landscape pages for drawings, consisting only of the specified materials requested

below. If interviews are required, presentation boards may be used. Presentation boards shall be 30" x 42", unframed with appropriate scale and identification.

It is imperative that all Proposers responding to the RFP comply exactly and completely with the instructions set forth herein. Proposals must be concise, but with sufficient detail to allow accurate evaluation and comparative analysis. Proposals should be straightforward and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Do NOT include marketing brochures or other promotional material not connected with this RFP. **Responses must be limited to 30 pages maximum.**

To be responsive, each Proposal must include only the following information in the format indicated. Proposals not organized according to the following format may be rejected.

1. Cover with title and date
2. Cover Letter that documents the proposal offer, lists subconsultants and their roles, location of office where work will be done, is signed by an officer of the Consultant (or by another person with authority to act on behalf of and bind the Consultant), and indicates the contact person for the proposal
3. Table of Contents
4. Executive Summary
5. Approach to satisfying scope of work, which should highlight key issues as well as special processes, tools and lessons learned that will be applied
6. Scope of Work based on the respective discipline above
7. Availability to meet the expected schedule for this work, including current workload and backlog
8. History, general qualifications, employee count by title and discipline, and recent or pending litigation for Consultants and subconsultants
9. Proposer must provide three (3) references for which Proposer has provided similar services performed in California of the nature and scope as set forth in the RFP within the last five (5) years. Include name of business, name of contact person, telephone number of contact person, and description and date of services provided. References for public agency projects are preferred.
10. Qualifications of Project Manager and Key Staff of Consultant and subconsultants, including individual resumes listing required licenses, credentials and relevant experience addressing qualifications requirements specified herein, with relevant experience focused on similar projects completed within the last 10 years. City will place considerable emphasis on the commitment by the Proposer to provide qualified personnel for the services being considered. The Proposer shall furnish resumes in outline form for the key personnel committed to this account. Proposer shall also include the number and type of additional support personnel who will be providing services. The substitution or addition of individuals shall be allowed only with prior written approval of the City.
11.

EXHIBIT A

ARCHITECTURAL DESIGN. EXPANDED SCOPE

1.0 Scope of Work

1.1 General Conditions

All work shall be performed in conformance with the State of California and/or City of El Centro policies, procedures and standards.

Consultant shall carry out the instructions received from the City and shall cooperate with the City and other involved agencies.

The Consultant has total responsibility for the accuracy and completeness of the plans and related designs, specifications and estimates prepared and shall check all such materials accordingly. The plans will be reviewed by the City for conformity with the requirements of the Agreement. Reviews by the city do NOT include detailed review or checking of design or the accuracy with which such designs are depicted on the plans. The responsibility for accuracy and completeness of such items remains solely that of Consultant.

The consultant or its Subconsultants shall not incorporate in the design any materials or equipment of single or sole source origin without the written approval of the City.

The plans, specifications, estimates, calculations, and other documents furnished under the Agreement shall be of a quality acceptable to the City. The criteria for acceptance shall be a product of neat appearance, well organized, technically and grammatically correct, checked, and dated and having the maker and checker identified. The Consultant shall modify its work as necessary to meet the level of acceptability defined by the criteria above.

The Consultant shall have a quality control plan in effect during the entire time work is being performed under the Agreement. The Quality control plan shall establish a process whereby plans are independently checked, corrected and back checked, and all job related correspondence and memoranda dated and received by affected persons and then bound in appropriate job files.

From time to time, the Consultant may be asked to develop site plans and/or elevations for various projects envisioned by the City. The Consultant will be provided with a general concept or vision by the City and will be expected to use their creativity and experience to develop conceptual plan based on the City's input.

1.2 Design Development Services

Design development (DD) services use the initial design documents from the schematic phase and advances them further. This phase lays out mechanical, electrical, plumbing, structural, and architectural details.

The main task that must be accomplished in design development is preparation of drawings and documents that detail project scope, quality, and design. Specifications and details of selected materials and systems are part of the DD package, with more technical detail provided by Sub-Consultants. The DD products make possible a more refined cost estimate and a better understanding of how different building systems are integrated and how the building is likely to perform.

The drawings and specifications shall specify design elements such as material types and location of windows and doors.

Deliverables:.

- *Site plan: Zoning and site development requirements, property lines, elevations, pavement and sidewalks, walls and curbs, landscaping, utilities, typical site details*
- *Floor plans: Rooms, corridors, and other spaces; windows and doors; fire ratings and compartments; expansion joints; reflected ceilings; structural grid; major dimensions*
- *Building elevations: Materials and features, major dimensions and elevations, typical windows and doors*
- *Building sections: Materials, fire ratings and compartments, expansion joints, major dimensions and elevations, outline specifications*
- *Typical wall sections: Partition types, fire-rated assemblies*
- *Integrated sections/plans: Architectural, structural, mechanical, electrical, and plumbing systems depicted on the same drawings to show how they fit together*
- *Schedules: Room finishes, doors, windows, vertical transportation*
- *Structural: Foundation plan, floor framing, roof framing, typical notes and details, outline specifications*
- *Mechanical: Equipment rooms and distribution zones, riser diagrams, equipment rooms, outline specifications*
- *Electrical: Equipment rooms and distribution zones, riser diagrams, equipment schedule, outline specifications*
- *Plumbing: Equipment rooms and distribution zones, riser diagrams, equipment rooms, outline specifications*

- *Outline specifications: Brief description of the project, architectural materials and systems, engineering specifications*
- *Visualization: Models, mockups, material samples, renderings, computer models, animations, sketches, lighting studies*
- *Other material: Code and zoning analysis, floor area summaries, LEED rating summary*

- *Meeting with City staff to present DD deliverables*

1.3 Construction Document Services

The Consultant shall produce drawings with greater detail than the DD drawings. These drawings shall include specifications for construction, details and materials. The construction drawings shall show, in graphic and quantitative form, the extent, configuration, location, relationships, and dimensions of the work to be done. They shall contain site and building plans, elevations, sections, details, diagrams, and schedules.

In addition to drawn information, they may include photographs, other imported graphics, and printed schedules.

The construction specifications shall be finalized for inclusion into the bid package.

The Consultant shall submit 90% complete building plans to the City's Building Department for plan check (no fee). Corrections and comments shall be included in the 100% complete plans and specifications. The Consultant shall receive Building Department approval of the plans and specifications to complete the construction document phase.

Deliverables:

- *The final plans, specifications that include all pertinent information required for a Consultant to price and build the project.*

- *Final Construction Cost Estimate*

- *Meetings with City staff to present both the 90% and 100% plans and specifications.*

1.4 Construction Bidding Phase

Bidding procedures will be the responsibility of the City. While the construction package is being advertised for bids, all questions concerning the intent shall be referred to the City for resolution. In the event that any items requiring interpretation in the drawings or specifications are discovered during the bidding period, said items shall be analyzed by the Consultant for decision and bid addendum by the City, or by a covering change order after the award of the construction contract.

1.5 Construction Support Phase

(1) All construction support work shall be coordinated with the City.

(2) Consultant shall furnish, at the Consultant's sole cost and expense, all necessary drawings for corrections and change orders required by errors and omissions of the Consultant. The original tracing(s) of the drawings and contract wording for the change orders shall be submitted to the city for duplication and distribution.

(3) Consultant will receive written notification of the award of a construction contract. Upon such notification, Consultant will proceed with the services required by the Agreement.

(4) Consultant is required to attend the pre-construction meeting with the successful construction Consultant upon notification by the City.

(5) Consultant shall review and approve all submittals and shop plan drawings required supporting the construction contract. Consultant shall complete shop drawings reviews within one (1) week of receipt. Contract Change Order reviews shall be completed within two (2) working days of receipt.

(6) Consultant shall be available as requested by the City to resolve discrepancies in the contract documents. Consultant shall bring to the attention of the City any defects or deficiencies in the work by the construction Consultant which the Consultant may observe. Consultant shall have no authority to issue instruction on behalf of the City, or to deputize another to do so.

(7) The Consultant shall prepare and deliver to the City the final as-built plans incorporating field-marked prints supplied by the City. Upon completion of construction, the City will submit field-marked prints to the Consultant. Consultant shall incorporate all changes to the plans electronically with all necessary revision notations and submit to the City.

1.6 Standard of Performance

All work performed by the Consultant or any Sub-Consultants on this project is to be first class and performed to the highest professional and architectural standards.

1.7 Work To Be Performed or Provided By the City

1. Prepare and execute all utility Agreements

2. Distribute public information

3. Advertise and award construction contracts

4. Prepare and execute Agreements with other agencies or entities

5. Administer construction contract

6. Resolve all construction claims

7. Upon contract award, City will:

Provide copies of record plans as available

Provide standard city boilerplate specifications

Furnish electronic design file with City title block and title sheet (24" x 36")

Process plans for governmental agency approvals having jurisdiction over the project and pay for all plan check fees.

Act as a liaison with the appropriate decision making bodies.

1.8 Compensation

The fees for On-Call services shall be billed on a time and material basis based on the hourly fee schedule of the Consultant.

Other direct costs, intended to be charged to the City, need to be stated. No mark-ups will be allowed for other direct costs.

EXHIBIT B

SAMPLE PROPOSAL EVALUATION FORM

CONSULTANT/FIRM NAME:		
Criteria	Max Points	Rating
Understanding of the work to be done	25	
Experience with similar kinds of work	25	
Quality of staff for work to be done	15	
Capability of developing innovative or advanced techniques	10	
Familiarity with state and federal procedures	10	
Financial responsibility	10	
Familiarity with local and regional approving agencies	5	
Total	100	

Evaluator

Print Name: _____

Signature: _____

Date: _____

Contract Manager

Initials:_____

Date: _____

EXHIBIT C

SAMPLE DESIGN PROFESSIONAL SERVICES AGREEMENT
SAMPLE PROFESSIONAL SERVICES AGREEMENT (non-design)

EXHIBIT D

LEVINE ACT STATEMENT

Levine Act Statement
PRIME PROPOSER AND SUBCONSULTANTS MUST SUBMIT A SIGNED LEVINE ACT STATEMENT

California Government Code § 84308, commonly referred to as the "Levine Act," precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than $500 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the officer, or received by the officer on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

This statement must be provided for the company and for each consultant who will work with the City.

City of El Centro Council Members as of the date of this RFP are as follows:

Mayor Sonia Carter
Mayor Pro-Tem Marty Ellett
Sylvia Marroquin
Claudia Camarena
Michael Crankshaw

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than $500 to any City of El Centro Council Member in the 12 months preceding the date of the issuance of this RFP?
   _____ YES _____NO
   If yes, please identify the Council Member: _____

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than $500 to any City of El Centro Council Member in the three months following the award of the contract? _____ YES _____NO
   If yes, please identify the Council Member:_____

Answering yes to either of the two questions above does not preclude City of El Centro from awarding a contract to your firm. It does, however, preclude the identified Council Member from participating in the contract award process for this contract.

_____ _____
DATE (SIGNATURE OF CONSULTANT)

EXIBIT E

SAMPLE TASK ORDER

SAMPLE CONSULTANT TASK ORDER #
FOR CITY OF EL CENTRO ON-CALL CONTRACT

PROJECT NAME:	On-Call Services	CONSULTANT: Engineering Firm
LOCATION:	Various in City of El Centro	ADDRESS: Somewhere, CA

This task order scope is made by and between the CITY OF EL CENTRO, acting through the Public Works Director, "CITY", and Engineering Firm, Somewhere, CA "CONSULTANT."

WHEREAS, CITY and CONSULTANT have entered into a contract, known as "AGREEMENT FOR ON-CALL CONSULTING SERVICES BETWEEN THE CITY OF EL CENTRO AND _____SERVICES"; which was fully executed on _____ by Resolution No. _____

WHEREAS,

1. CITY has solicited proposals for specific scope of work (Sub-Tasks) to be performed through this Task Order, herein attached as Exhibit A in accordance with section 1.2 of the On-Call agreement.
2. CITY has received a cost proposal for said Task Order herein attached as Exhibit B in compliance with Article III of the On-Call agreement.

NOW THEREFORE, it is mutually agreed to supplement the agreement as follows:

1. The original agreement is extended by a period of 0 yrs as it relates to the scope of this Task Order from today's date in order to complete the work independent of any other extension to the original agreement.
2. CITY and CONSULTANT may mutually elect to further extend this Task Order's time in order to complete its scope of work.
3. In accordance with section 1.4 of the On-Call Agreement, CITY directs CONSULTANT to proceed with said Task Order at the rate established in the cost proposal.
4. Said scope and cost shall be tracked solely under this Task Order and shall be independent of other Task Orders executed under the original on-call contract.

Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

IN WITNESS WHEREOF, this Task Order is executed by the City of El Centro, acting by and through the Director of Public Works, pursuant to section 1.2 of the On-Call agreement, authorizing such execution, and by the Consultant.

Dated this _____ day of _____, 20__.

THE CITY OF EL CENTRO

By:

_____

Abraham Campos P.E., Public Works Director, City Engineer

Date: _____

I HEREBY CERTIFY I can legally bind _____ and that I have read all of this Task Order, this _____ day of _____, 20__.

By: _____

Authorized Representative

Title:

Print Name: _____

Date: _____

EXHIBIT G

SAMPLE CONSULTANT TASK ORDER
FOR CITY OF EL CENTRO ON-CALL CONTRACT

PROJECT NAME:	On-Call Services	CONSULTANT: Engineering Firm
LOCATION:	Various in City of El Centro	ADDRESS: Somewhere, CA

This task order scope is made by and between the CITY OF EL CENTRO, acting through the Public Works Director, "CITY", and Engineering Firm, Somewhere, CA "CONSULTANT."

WHEREAS, CITY and CONSULTANT have entered into a contract, known as "AGREEMENT FOR ON-CALL CONSULTING SERVICES BETWEEN THE CITY OF EL CENTRO AND _____SERVICES"; which was fully executed on _____ by Resolution No. _____

WHEREAS,

1. CITY has solicited proposals for specific scope of work (Sub-Tasks) to be performed through this Task Order, herein attached as Exhibit A in accordance with section 1.2 of the On-Call agreement.
2. CITY has received a cost proposal for said Task Order herein attached as Exhibit B in compliance with Article III of the On-Call agreement.

NOW THEREFORE, it is mutually agreed to supplement the agreement as follows:

1. The original agreement is extended by a period of 0 yrs as it relates to the scope of this Task Order from today's date in order to complete the work independent of any other extension to the original agreement.
2. CITY and CONSULTANT may mutually elect to further extend this Task Order's time in order to complete its scope of work.
3. In accordance with section 1.4 of the On-Call Agreement, CITY directs CONSULTANT to proceed with said Task Order at the rate established in the cost proposal.
4. Said scope and cost shall be tracked solely under this Task Order and shall be independent of other Task Orders executed under the original on-call contract.

Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

IN WITNESS WHEREOF, this Task Order is executed by the City of El Centro, acting by and through the Director of Public Works, pursuant to section 1.2 of the On-Call agreement, authorizing such execution, and by the Consultant.

Dated this _____ day of _____, 20__.

THE CITY OF EL CENTRO

By:

_____
Abraham Campos P.E., Public Works
Director, City Engineer

Date: _____

I HEREBY CERTIFY I can legally bind _____ and that I have read all of this Task Order, this _____ day of _____, 20__.

By: _____
Authorized Representative

Title:

Print Name: _____

Date: _____

RESOLUTION NO. 26-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH ERICKSON-HALL CONSTRUCTION, CO. FOR ON-CALL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES

WHEREAS, on-call professional Construction Management and Inspection services agreements are an effective way to retain consultants to ensure that public works projects and programs are delivered in a timely and cost-effective manner; and

WHEREAS, pursuant to City Code Section 2-174, the City of El Centro ("City") identified a need for on-call, specialized Construction Management and Inspection consulting services and released a Request for Proposal for such services through the City's Public Works Department; and

WHEREAS, on October 10, 2025, the City received proposals which were ranked and evaluated to determine the most qualified consultants; and

WHEREAS, Erickson-Hall Construction, Co. ("Consultant") was amongst those consultants chosen to enter into an on-call agreement with the City; and

WHEREAS, such services will be awarded on a Task Order basis as the budget allows; and

WHEREAS, it is necessary for the City Council of the City of El Centro, California (the "City Council") to approve a Professional Services Agreement with Consultant for On-Call Construction Management and Inspection Services in the form set out on Exhibit "A", attached and incorporated ("Agreement"); and

WHEREAS, the City Council finds that its approval of the Agreement is in the best interest of the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL CENTRO, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

1. That the foregoing is true, correct and adopted.

2. That the City Council authorizes the Agreement in a not-to-exceed amount of one million dollars ($1,000,000) for the total term of the Agreement (for two (2) years, with the possibility of up to three (3) one-year extensions), with the understanding that services will be provided on an as-needed basis and Task Order basis as further set out in the Agreement, with no guarantee of any level of effort from Consultant.

3. That the City Manager is hereby authorized to sign the Agreement on behalf of the City, a copy of which is on file in the Office of the City Clerk.

4. That the Public Works Director is hereby authorized to execute Task Orders up to fifty thousand dollars ($50,000) each for budgeted projects.

5. That the City Manager is hereby authorized to execute Task Orders for budgeted projects above fifty thousand dollars ($50,000) and under two-hundred thousand dollars ($200,000); task orders above that amount shall be approved by the City Council.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of El Centro, California, held on the day of , 2026.

CITY OF EL CENTRO

By _____
Sonia Carter, Mayor

ATTEST:

By_____
Norma Wyles, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney

By_____
Elizabeth L. Martyn, City Attorney

STATE OF CALIFORNIA)
COUNTY OF IMPERIAL) ss
CITY OF EL CENTRO)

I, Norma Wyles, City Clerk of the City of El Centro, California, do hereby certify that the foregoing Resolution No. 26- was duly and regularly adopted at the regular meeting of the City Council of the City of El Centro, California, held on the day of , 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

By_____
Norma Wyles, City Clerk

City Council of the City of El Centro
1275 W. Main Street
El Centro, CA 92243
SUBMITTED
ACTION ITEM (ID # 2025-398)

Item: 6.
Meeting: 1/6/2026 3:30 PM
Department: Public Works
Category: Resolution
Prepared by: Rocio Ruelas , Staff Assistant
Department Head: Abraham Campos
DOC ID: 2025-398

Adopt Resolution No. 26- , RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH SCHNEIDERCM FOR ON-CALL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES.

CITY MANAGER'S RECOMMENDATION:

Adopt Resolution No. 25- RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH SCHNEIDERCM FOR ON-CALL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES.

FISCAL IMPACT:

Contract is not to exceed one million dollars ($1,000,000.00) through out the term of the agreement. This will be through the approval of various task orders through out the life of the contract.

Award of the contract will not obligate the City to purchase any specific level of effort from any firm as task orders will be issued by the City Manager or Public Works Director to assign work on an as-needed, project-by-project basis. Funding for each project will be budgeted in the Citywide Capital Improvement Program (CIP) budget which is adopted through the annual budget process. If a non-budgeted project arises, staff will return to Council to request funding as needed. Funding sources may include the general fund, enterprise funds as well as other sources such as Measure D, Gas Tax, SB1 and other grants.

STRATEGIC PLANNING PROGRAM 2022-2027 RELATION:

Financial & Governance Stability & Sustainability

DUE DILIGENCE CHECK FOR CONTRACTORS/CONSULTANTS: DID THE DEPARTMENT VERIFY CURRENT EL CENTRO BUSINESS LICENSE, CONTRACTOR'S LICENSE, REFERENCE CHECKS, INSURANCE, ETC.:

The consultant went through a request for proposals and an evaluation process. Any missing documentation, such as a business license, will be obtained before issuance of Notice to Proceed ("NTP")

BACKGROUND:

In late 2020, the City Council awarded a series of contracts to on-call consultants. These contracts in essence, pre-approve consultants for design work, construction management work, special studies, etc. This expedites the award of work and eliminates the need to do RFP's, interviews, etc., for contract which may be small in value, which may discourage firms from submitting due to the cost of preparing for a RFP and interview process.

Generally, these contracts are not utilized for certain grant funds, as grant funds have

added language that may not be included in the on-call contracts and that does not apply for all projects. As such, grant funded projects generally go through contracts outside of the on-call approved contract list.

On-call contracts have been used in the past to do design work funded by park impact fees, general fund, water enterprise, wastewater enterprise, Measure D and SB1 funds. Individual Task Orders are issued for projects that fit within the scope of the on-call contract.

Projects in the past have included the Imperial Avenue Extension design, studies and portions of the Southern Pump Station project, various construction management contracts for Measure D projects and some water and wastewater projects to name a few. Task Orders are funded from approved budget funds.

DISCUSSION:

The current list of On-Call contracts began to expire at the beginning of August 2025. To replace the contracts, Public Works' staff divided the on-call disciplines into two groups. One Request for Proposals (RFP) was prepared for Civil Engineering- General and Civil Engineering- Water and Wastewater Treatment, while another was prepared for the On-Call Architectural Design and Construction Management and Inspection Services.

On August 19, 2025, the City Council, during its regular meeting, approved the Request for Proposals(RFP) for four on-call disciplines. Each RFP was advertised and released as follows:

1. Request for Proposals (RFP) for On-Call Civil Engineering - General and On-Call Civil Engineering- Water and Wastewater Treatment was published in the Imperial Valley Press on August 22, 2025, with an initial deadline of September 19, 2025, and then revised via addendum to October 3, 2025.

2. Request for Proposals (RFP) for On-Call Architectural Design, and Construction Management and Inspection Services was published in the Imperial Valley Press on August 26, 2025, with an initial deadline of September 26, 2025, and then revised to October 10th, 2025.

These are the disciplines where we expect to have the need for these contracts. Each applicant was required to specify the discipline for which they were submitting a proposal.

Under this Council approval request, we are focusing on consultants who submitted for the Construction Management and Inspection Services portion of the RFP. For this discipline, the City received six proposals. The proposals were evaluated by a panel of three city staff members. Based on the scores, five firms were selected and will be recommended for contract award, which includes the following in no particular order:

- Dynamic Engineers, Inc.
- Erickson-Hall Construction, Co.
- Nicklaus Engineering, Inc.
- SchneiderCM
- The Holt Group, Inc.

A separate Council agenda report, agreement and resolution is being prepared for each firm. Each agreement would be limited to $250,000 per fiscal year for each fiscal year the agreement is active. However, as each agreement will be for on-call, as-needed services, there is no guarantee on any level of services from any firm. Each contract has an initial Two (2) year life with the option to provide for three (3) individual one (1) year extensions for a possible total five (5) year contract.

In this report, staff seeks approval of an on-call contract for the Construction Management and Inspection Services with SchneiderCM.

CONCLUSION:

Adopt Resolution No. 26- RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH SCHNEIDERCM FOR ON-CALL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES.

ATTACHMENTS:

1. Professional Services Agreement- SchneiderCM
2. Resolution 26-

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement"), is made and effective as of the last signature date in this agreement, between the City of El Centro ("City"), a municipal corporation, and SchneiderCM ("Consultant"), a corporation. In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

I. TERM

This Agreement shall commence upon the issuance of the Notice to Proceed ("NTP") and shall remain and continue in effect until the professional services described herein are completed, but in no event later than two (2) years from the date of approval and may be extended for up to (3) one (1) year extensions by mutual agreement, unless sooner terminated pursuant to the provisions of this Agreement. All days set out in this Agreement are calendar days unless otherwise provided.

II. SERVICES

Consultant shall perform the tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full (the Tasks to be Performed or Tasks). Consultant shall complete the Tasks according to the schedule of performance which also is set forth in Exhibit A. To the extent that Exhibit A is a proposal from Consultant, such proposal is incorporated only for the description of the scope of services and no other terms and conditions from any such proposal shall apply to this Agreement unless specifically agreed to in writing. A sample task order is attached and incorporated as Exhibit G.

III. PERFORMANCE BY CONSULTANT

A. Consultant shall at all times faithfully, competently, and to the best of their ability, experience, and talent, perform all Tasks. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

B. Consultant immediately shall notify the City Representative in writing of any delay in completion of the services. Such notice shall include the reason for such delay and a reasonable estimate of the length of the delay. If the delay materially effects performance of the Services, the City may terminate this Agreement under Section VI (Termination) or VII (Default).

C. Force Majeure. If delays in performance of the services are caused by the following unforeseen events or conditions beyond the reasonable control of City or Consultant, the time for performance may be extended by City only for the period of such events: war, changes in law or government regulation, labor disputes or strikes; fires, floods, adverse weather or other natural conditions preventing work; or inability to obtains materials, equipment or labor when the

Consultant provides the City with timely evidence of its inability to obtain personnel.

D. Consultant may terminate this Agreement without cause upon providing at least 60 days prior written notice to the City of such termination. Within such time period, the Consultant shall complete any work necessary for the orderly termination of its consulting services

IV. CITY REPRESENTATIVE

City's Public Works Director shall represent City in all matters pertaining to the administration of this Agreement, review and approve all products submitted by Consultant, but not including the authority to change the compensation due to Consultant except as provided in this Agreement (the "City Representative")

V. PAYMENT

A. The City agrees to pay Consultant in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed One million dollars ($1,000,000.00) for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City. Consultant shall be compensated for any such authorized additional services in the amounts and in the manner as agreed to by the City and Consultant at the time City's written authorization is given to Consultant for the performance of such services and/or as set for in Exhibit B.

C. Consultant shall submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. City shall use reasonable efforts to pay within forty-five (45) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's fees, it shall use its best efforts to give written notice to Consultant within forty-five (45) days of receipt of an invoice of any disputed fees set forth on the invoice.

D. It is understood and agreed that the City's obligation to proceed under this Agreement is conditioned upon the appropriation of funds. If anticipated funds for payment under this Agreement are not forthcoming or are insufficient, the City shall have the right to terminate this Agreement without penalty upon ten (10) days prior written notice to Consultant. Notwithstanding, the City also may determine a source of additional funds.

VI. CITY'S SUSPENSION OR TERMINATION OF AGREEMENT

A. Except as otherwise provided herein below, the City may suspend or terminate this Agreement, or any portion hereof, without cause and for convenience by serving written notice of termination upon the other party at least ten (10) calendar days prior to the date of termination. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City terminates a portion of this Agreement, such termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this section, the City shall pay to Consultant the actual value of the work performed up to the time of termination, less any disputed amounts. Upon termination of the Agreement pursuant to this section, the Consultant will submit an invoice to the City as provided above.

VII. DEFAULT

A. Either Party's failure to comply with the provisions of this Agreement shall constitute a default. In the event that either party is in default for cause under the terms of this Agreement, the affected party shall promptly notify the deficient party of such default and following such notice shall have no obligation or duty to continue compensating or providing any work after the date of default and terminate this Agreement immediately by written notice to the other party. If such failure hereunder arises out of causes beyond either party's control under Section III C above (force majeure), the provisions of that sub-section shall apply.

B. If the City Representative determines the Consultant is in default in the performance of any of the terms or conditions of this Agreement, City shall cause to be served upon the Consultant a written notice of the default. The Consultant shall have ten (10) days after service of default to cure the default as directed by the City in the notice of default. In the event the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

VIII. OWNERSHIP OF DOCUMENTS

A. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the City at reasonable times to such books and records; shall give City the right to examine and audit said

books and records; shall permit City to make transcripts or copies therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files, Consultant shall make available to the City, at the Consultant's office and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. Consultant hereby grants to City all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by Consultant in the course of providing the services under this Agreement.

IX. INDEMNIFICATION AND DEFENSE

A. Indemnification: To the fullest extent permitted by law, Consultant shall indemnify and hold harmless Agency and any and all of its officials, employees, agents, and/or volunteers ("Indemnified Parties") from and against any and all losses, liabilities, damages, costs, and expenses, including attorney's fees and costs, caused in whole or in part by the negligent or wrongful act, error or omission of Consultant, its officers, agents, employees or subconsultants (or any agency or individual that Consultant shall bear the legal liability thereof) in the performance of services under this Agreement. Consultant's duty to indemnify and hold harmless Agency shall not extend to the Agency's sole or active negligence or willful misconduct.

B. Duty to defend

In the event the Indemnified Parties, individually or collectively, are made a party to any action, lawsuit, or other adversarial proceeding arising from the performance of the services encompassed by this Agreement, and upon demand by Agency, Consultant shall defend the Indemnified Parties at Consultant's cost or at Agency's option, to reimburse Agency for its costs of defense, including reasonable attorney's fees and costs incurred in the defense of such matters to the extent the matters arise from, relate to or are caused by Consultant's negligent acts, errors or omissions. Payment by Agency is not a condition precedent to enforcement of this provision. In the event of any dispute between Consultant and Agency, as to whether liability arises from the sole or active negligence or willful misconduct of the Agency or its officers, employees, or agents, Consultant will be obligated to pay for Agency's defense until such time as a final judgment has been entered adjudicating the Indemnified Parties as solely or actively negligent or to have acted with willful misconduct. Consultant will not be entitled in the absence

of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees, and costs of litigation.

X. INDEPENDENT CONTRACTOR

A. Consultant is and shall at all times remain as to the City a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

XII. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached hereto and incorporated herein by this reference as though set forth in full.

XIII. LEGAL RESPONSIBILITIES

a. The Consultant shall keep itself informed of local, state, and federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its services pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. The City, its officers, agents and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this section.

b. Licenses. At all times during the term of this Agreement, Consultant shall have in effect all licenses required for the performance of the services described in this Agreement.

c. City Business License: At all time during the term of this Agreement, Consultant shall have in effect a City business license.

d. Non-discrimination. Consultant shall not discriminate on the basis of any

protected state or federal class or association with such class in its solicitation, selection, hiring or treatment of its employees, vendors or suppliers. Consultant understands that violation of this requirement shall be a material breach of this Agreement and may result in its termination, debarment or other sanctions. This requirement shall be placed in all agreements between the Consultant and its employees, vendors and suppliers.

e. Drug-free Workplace. Consultant agrees to insure a drug free workplace. The Consultant shall certify to the City that it will provide a drug-free workplace by submitting a Consultant Certification for a Drug-Free Workplace form as provided by the City. The Consultant shall publish a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace, and specifying the actions that will be taken against employees for violations of the prohibition. The Consultant also shall establish a drug-free awareness program to inform employees about all of the following: the dangers of drug abuse in the workplace; the policy of maintaining a drug free workplace; available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations. In addition, the Consultant shall post the drug free policy in a prominent place.

f. No Use of City logo or Product Endorsement. The Consultant agrees that any advertisement or notification identifying or referring to the City as a client of the Consultant requires the prior written approval of the City. No City logo or other identifying mark may be used without the prior written approval of the City.

XIV. CONFLICTS OF INTEREST XX

a. Undue Influence. Consultant declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the City in connection with the award, terms, or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City has or will receive compensation, directly or indirectly, from Consultant, or from any officer, employee, or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

b. No Benefit to City Employees. During their tenure and for one year thereafter, no officer or employee of City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the services under this Agreement shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the services performed under this Agreement.

c. Consultant covenants that neither Consultant nor any officer or principal of their firm have any interest in, or shall acquire any interest, directly or indirectly, which will conflict in any manner or degree with the performance of their services hereunder. Consultant further covenants that in the performance of this Agreement, no person having such interest shall be employed by them as an officer, employee, agent, or subconsultant. To the extent applicable, Consultant further covenants that Consultant has not contracted with nor is performing any services, directly or indirectly, with any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the City or the study area and further covenants and agrees that Consultant and/or its subconsultants shall provide no service or enter into any agreement or agreements with a/any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the City or the study area prior to the completion of the work under this Agreement.

d. Form 700. Consultant is subject to all applicable federal, state and local conflict of interest laws, regulations and policies applicable to its contract with the City and procurement practices related to such contract, including but not limited to the those under the Political Reform Act and its regulations or California Government Code Section 1090 et seq. Consultant may be required to complete Form 700's or similar forms as determined under Exhibit D, attached and incorporated.

e. Levine Act Compliance. The Consultant shall complete and comply with the provisions of Exhibit E, attached and incorporated, regarding compliance with the Levine Act.

XV. RELEASE OF INFORMATION

a. All information gained by Consultant in the performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization. Consultant, its officers, employees, agents, or subconsultants, shall not without prior written authorization from the City Attorney or designee, or unless requested by the City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena.

b. Consultant promptly shall notify City should Consultant, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena

from any person or party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the City, unless the City is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless Consultant is prohibited by law from informing the City of such Discovery. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with City and to provide the opportunity to review any response to Discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

XVI. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by: (i) personal service; (ii) delivery by a reputable document delivery service (e.g., Federal Express), which provides a receipt showing date and time of delivery; or (iii) United States mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To CITY: City of El Centro
1275 Main St.
El Centro, CA 92243
Attention: City Clerk

TO CONSULTANT: SchneiderCM
6353 El Camino Real, Suite C
Carlsbad, California
Attention: Carl Schneider, President

XVII. ASSIGNMENT

a. Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Due to the personal nature of the services to be rendered pursuant to this Agreement, only Consultant shall perform the services described in this Agreement.

b. Before retaining or contracting with any subconsultant for any services under this Agreement, Consultant shall provide City with the identity of the proposed subconsultant, a copy of the proposed written contract between Consultant and such subconsultant which shall include an indemnity provision identical to the one provided herein identifying City as an indemnified party, or an incorporation

of the indemnity provision provided herein, and proof that such proposed subconsultant carries insurance at least equal to that required by this Agreement or obtain a written waiver from City for such insurance.

c. SchneiderCM may use assistants, under their direct supervision, to perform some of the services under this Agreement. Consultant shall provide City fourteen (14) days' notice prior to the departure of Carl Schneider from Consultant's employ. Should Carl Schneider leave Consultant's employ, the City shall have the option to immediately terminate this Agreement. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the Governing Board and the Consultant.

XVIII. GOVERNING LAW

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City.

XIX. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, negotiations, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

a. No waiver or failure of either Party to insist upon the strict performance by the other shall be a continuing waiver of any breach of this Agreement, nor shall such waiver affect or alter this Agreement, and each provision hereof shall continue in full force and effect. No change to any term or condition of this Agreement, nor any verbal understanding of the Parties shall be valid unless in writing as set forth in this Agreement.

b. Nothing contained this Agreement shall be considered a limit upon the charter city powers of the City.

c. This Agreement shall not be construed in favor of or against either Party by reason of the extent to which each Party participated in its drafting.

d. In any conflict between the body of this Agreement and the Exhibits, the body of this Agreement shall control. If a conflict exists between any applicable law, rule, or regulation, that law, rule or regulation shall control. The most stringent requirements shall control. Each Party shall notify the other immediately upon identification of any apparently conflict or inconsistency.

XX. SEVERABILITY

Any part, provision, or representation of this Agreement or any of its exhibits, including, which is held to be invalid, void or unenforceable by a court of competent jurisdiction, shall be limited to that part, provision or representation and all other parts, provisions, or representations herein shall remain in full force and effect.

XXI. CONTENTS OF REQUEST FOR PROPOSAL AND PROPOSAL

Consultant is bound by the contents of f the proposal submitted by the Consultant, attached and incorporated as Exhibit A. In the event of conflict, the requirements of City's Request for Proposal and this Agreement shall take precedence over those contained in the Consultant's proposal. The incorporation of the Consultant's proposal shall be for the scope of services to be provided only, and any other terms and conditions included in such proposal shall have no force and effect on this Agreement or the relationship between Consultant and/or City, unless expressly agreed to in writing.

XXII. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of Consultant warrants and represents that they have the authority to execute this Agreement on behalf of the Consultant and have the authority to bind Consultant to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

SchneiderCM By:

(Signature) _____

CARL SCHNEIDER
(Typed Name)

CEO
(Title)

City of El Centro
A Municipal Corporation

_____
Robert Sawyer,
City Manager

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:
City Attorney

By: _____

Attachments:	Exhibit A	Consultant's Proposal
	Exhibit B	Fee Schedule
	Exhibit C	Insurance Requirements
	Exhibit D	Conflict Financial Disclosure Statement
	Exhibit E	Levine Act Certification
	Exhibit F	City RFP
	Exhibit G	Sample Task Order

EXHIBIT A

CONSULTANT'S PROPOSAL

RESPONSE FOR

City of El Centro On-Call Services RFP

DISCIPLINE: CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES

October 10, 2025

Submitted by

SchneiderCM

Prepared for

CITY OF EL CENTRO

Attention

ABRAHAM CAMPOS, PE, PUBLIC WORKS DIRECTOR/ CITY ENGINEER

City of El Centro

October 10, 2025

Attn: Abraham Campos, PE
Public Works Director/City Engineer
City of El Centro
1249 W. Main Street
El Centro, CA 92243

Subject: **Request for Proposals for City of El Centro Public Works On-Call Services for Construction Management and Inspection**

Dear Mr. Campos and Members of the Selection Panel,

Enclosed is SchneiderCM's proposal response to the City of El Centro's (City) Request for Proposal (RFP) for El Centro Public Works On-Call Services for Construction Management (CM) and Inspection. SchneiderCM's fee schedule is provided in a separate sealed envelope.

The City needs a CM team with experience delivering municipal projects that will collaborate with the City's team, end users, other stakeholders and contractors to deliver improvement projects efficiently and with a focus on quality and value. We are that team. In addition to our qualified staff who bring more than 90 years of CM experience combined, SchneiderCM has added subconsultant UES Professional Solutions to our team to provide special inspection and materials testing services.

We understand the City may select multiple teams to provide services to a range of projects under this on-call contract including both vertical and horizontal construction and improvement projects. **SchneiderCM specializes in construction management and quality oversight of park construction and renovation projects, new building projects, building modernization projects and tenant improvement tasks.**

An Experienced CM Team with a Proven History of Successful Collaboration

SchneiderCM and our subconsultant partner UES have provided CM, inspection and testing services on Southern California capital improvement projects — including for El Centro — for more than a decade. We know how to work together, and we will leverage our experience to mitigate risk to the City.

Our subconsultant partner **UES Professional Services (formerly CTE)** will provide day-to-day and special inspection services, and can provide materials testing services if required. Our team includes more than 50 inspection and other construction professionals based in Southern California with availability and certifications to fill your capital improvement and infrastructure construction staffing needs. **With more than 10 years of experience working together on as-needed projects in this region, our team is ready to hit the ground running to deliver your projects on time and within budget**.

Our services will be managed and coordinated from SchneiderCM's main offices at 6353 El Camino Real, Suite C, Carlsbad, California 92009.

We acknowledge receipt of Addenda 1 and 2 to the RFP. SchneiderCM has the ability to sign the City's Standard Professional Services Agreement and provide the City's standard insurance coverages listed therein.

Thank you for considering SchneiderCM. As principal and owner of SchneiderCM, I will have contractual responsibility. Please contact me at (619) 905-5522 or Carl.Schneider@SchneiderCM.net if you have questions or require additional information. By submitting this proposal, SchneiderCM declares that all information provided is true and correct.

Sincerely,

Carl Schneider, CCM, LEED AP, CPESC
President/Chief Executive Officer

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Fee Proposal (Under Separate Cover)

Executive Summary

SchneiderCM is a local San Diego County-based construction management (CM) firm that was established in 2008. We have provided project management, CM and support services for more than 17 years through our staff of qualified, educated and highly experienced professionals. Our team brings a strong background in municipal and public works projects with expertise in capital improvement and grant-funded programs and projects. Our specialty is construction management and quality inspection for **vertical projects including new construction, renovation, tenant improvements and retrofitting**, as well as **new construction and rehabilitation of municipal parks**. We are providing this proposal to be considered for **Construction Management and Inspection Services**.

Proven Approach

Early CM Involvement

Our early involvement maximizes opportunities to collaborate with the architect/designer, contractor, City staff and end users to develop **value engineering and constructability solutions**.

Schedule Management

Our Lean construction approach uses pull planning schedules to **collaboratively create and manage schedules** using input and commitments from architects and engineers. The process allows the project to proceed efficiently as each discipline meets deadlines to prevent delaying the next discipline.

CCM Focus

Our **CMAA-certified construction managers add value during each phase** of a project. We support design development with constructability reviews, help develop clear and complete procurement documents and verify compliance with plans during construction.

Tailored CM Services

Using **our experience working with the City of El Centro (City)**, we will provide CM and QA inspection services to help verify selected contractors fully adhere to design intent and City requirements for each project.

Built-in Risk Management

SchneiderCM prioritizes risk management from day one through the use of **collaborative pull planning, Lean construction principles and coordinated risk identification and mitigation planning** with all stakeholders.

Qualified Local Team

Key personnel resumes in *Key Staff Qualifications* Section

We consider our award-winning personnel to be our greatest asset. We carefully selected a public works-specialized team with the knowledge, experience and character to deliver safe and high quality projects. All of our construction managers are currently or soon to be **Certified Construction Managers** (CCM) through the Construction Management Association of America (CMAA). Additionally, we will ensure inspection and testing team members from our **subconsultant partner UES** have all relevant and required certifications and trainings for each task order and project assignment, **delivering the expertise you need where and when you need it**.

Committed Personnel: Our key personnel are committed to providing services for the duration of this contract. In the event a team member leaves, we will provide a substitute team member with the approval of the City.

20+ Years of CM experience on average across staff

75+ Credentialed CM/inspection staff in Southern California

Relevant Experience

Managing Resources on El Centro Public Library

Due to El Centro's remote location, SchneiderCM worked to mitigate risks to cost and schedule during planning to help confirm availability of labor, materials and equipment. Our dedication to thorough front-end resource planning ensured contractors had effective staffing plans, materials and equipment arrived at the site on time and work on successive activities proceeded as scheduled.

146 Projects & task orders delivered in San Diego region in past 5 years

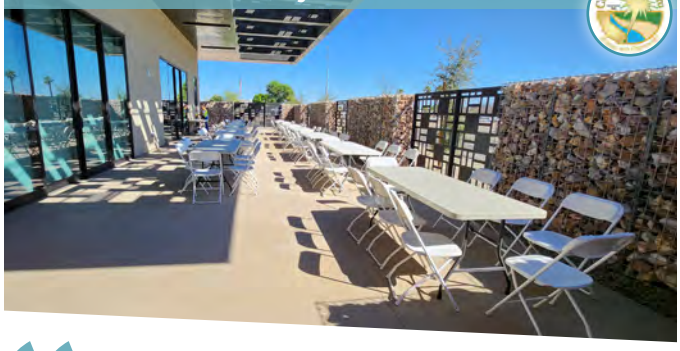
17 Award-winning projects

$21.2M In CM contract fees in past 5 years

$1.8B Successfully delivered projects and on-call task orders

What Our Clients and Colleagues Have to Say

El Centro Public Library



"Ferguson Pape Baldwin Architects had the opportunity to work with Robert Polley of SchneiderCM on the new El Centro Public Library. From the very start of the project, Robert preached the importance of working as a team. This approach was one of the many factors that helped make this project a reality for the people of El Centro. Every project has issues and unique challenges, but not every project has the opportunity to create an asset for the community and this was something that we worked together as team worked very hard to make a reality."

—Michael Wilson, NCARB, Ferguson Pape Baldwin Architects

Carlsbad Fire Station No. 2/Temporary Fire Station No. 2

"Robert is professional and fair-minded in his construction manager role. This was a challenging design-build project, and Robert always facilitated moving the project forward to completion. He was always part of the solution. In addition, we are proud to say that during the 23 months of construction of the temporary and new permanent station, there were no lost-time incidents or accidents, which I attribute to Robert's diligence and leadership in jobsite safety awareness."

—West Reese, CEO, Barnhart-Reese Construction

Carlsbad Poinsettia Community Dog Park

"The project was completed within budget and on schedule. Its success was largely attributable to the construction management efforts of Senior Construction Manager Robert Polley and Construction Manager Connor Markart. They performed exceptionally well throughout the project, from constructability reviews and preconstruction meetings, to general contractor and subcontractor coordination, to weekly coordination and progress meetings, to change order negotiations, progress payment administration, final walk-through inspections and closeout."

—Kyle Lancaster, City of Carlsbad Parks & Recreation Director

Chula Vista Fire Station No. 1

"Robert Polley displayed knowledge, leadership, effective communication and problem-solving abilities. [He] provided continuous owner representation throughout the project, maintaining a high level of professionalism while enforcing contractual items in a firm but fair way."

—Jonathan Salsman, PE, City of Chula Vista Civil Engineer

Approach to Scope of Work

SchneiderCM operates solely as an owner's representative/agency CM firm, and we are dedicated to protecting our clients' best interests and bringing value to all facets of each project through our proactive, hands-on approach. We are committed to continuing to provide the City with cost-efficient, high-quality CM services that will keep the City's projects within budget and on schedule. Our team **worked on the City of El Centro Public Library project**, allowing the City to benefit from our local knowledge, proven approach, established relationships with City personnel and project stakeholders and understanding of the City's requirements, processes and procedures.

Understanding of the City's Upcoming Needs

Municipal projects include a range of project types and sizes, often constructed under strict budgetary and schedule requirements. The City intends the selected CM and inspection consultants to serve as a coordinated team — fully integrated with your staff — for efficient, effective and successful delivery of your upcoming projects.

As illustrated in our project reference summaries beginning on page 18, SchneiderCM brings extensive successful experience delivering capital improvement and other projects under on-call contracts for several municipalities in the region. Our approach includes establishing and maintaining close working relationships with City personnel and other stakeholders — including residents, businesses, contractors and developers — and building a strong level of trust among all project participants and stakeholders. We work hand in hand with the City to understand each project's needs and how those are addressed in the scope of work.

Seamless Extension of Your Team

We understand the City's upcoming capital improvement planning includes community park renovations, sport/recreation facility renovations and public facility renovations. We already have established working relationships with your staff and bring knowledge of your processes and requirements from our work on the public library project. This means we can begin maximizing resources right away, saving you time and money.

Construction Management and Inspection Capabilities

The SchneiderCM team — under the leadership of Project Manager/Lead Construction Manager Robert Polley, CCM, DBIA, LEED AP, QCM, QSD/P — brings extensive knowledge and experience with on-call CM contracting experience. We have the expert resources and capacity to provide tailored CM services that will serve as the foundation for your projects' success. Our personnel's licenses, certification, education, training and technical expertise are detailed in the resumes included in the Team Qualifications section.

SchneiderCM's approach to addressing the City's CM needs is to tailor our services and staffing to provide just the

Our Guiding Principles

Early CM Involvement

Our early involvement **leverages opportunities to collaborate** with the design-build team, City staff and end users to develop value engineering and constructability solutions before schedule and budget can be impacted by risks.

CCM Focus

Our **CMAA-certified construction managers** add value with constructability reviews, complete procurement documents and compliance checks with during design and construction, ensuring your projects are compliant, complete and in alignment with your plans and goals.

Schedule Management

Our **Lean construction approach** uses pull-planning schedules to collaboratively create and manage schedules, allowing projects to proceed efficiently and preventing delays from design through construction.

Tailored CM Services

We work **as a representative of the City** to support preconstruction and design activities, manage design teams and contractors, verify the quality and compliance of their work and provide closeout services. We protect your interests at every step of every project.

Special Inspections Subconsultant

We have partnered with **UES Professional Services (formerly CTE)** to ensure the City's special inspection and geotechnical inspection needs are addressed on this project. For nearly six decades, UES has been an industry leader in providing essential engineering and construction consulting throughout the U.S., including professional and technical services in geotechnical engineering, environmental consulting, construction materials testing, special inspections and building code compliance. UES has more than 3,500 employees across more than 73 branches, including offices in Chula Vista and Escondido.

expertise you need when you need it. **We specialize in capital improvement and public works projects including parks and recreation facilities, library construction and renovation, fire station and emergency services facilities, solar installation and upgrade projects and other public facility modernization, improvement and renovation projects.** We understand the challenges of managing construction within operational facilities, complying with grant and federal funding requirements and working within strict schedule constraints. We collaborate with City personnel, stakeholders, utility and other third-party agency personnel, facilities maintenance and operations staff, users and contractors to develop solutions that maximize the value of state, federal and grant funding sources.

Our team understands the projects anticipated to be delivered through this on-call contract, and we are prepared to leverage our CM and inspection oversight experience — including for the City's Public Library project — to deliver every project assignment successfully. **Figure 1** below lists the challenges we anticipate on potential projects under this contract and a summary of our planned solutions to mitigate and overcome those challenges.

An Approach Built on Expertise

The City expects the selected CM team to serve as a coordinated extension of the City's staff to help ensure efficient, effective, high-quality and successful delivery of each project under this on-call contract. **Our approach includes establishing close working relationships and building a strong level of trust among all project participants and stakeholders starting early in the project**. And, using that understanding, we will develop budgets and contract language during preconstruction; assist with the contractor procurement process; manage cost, quality and schedule during construction; collaborate with stakeholders throughout the process; and conduct a thorough closeout and punch list process before handover.

We Understand the City's Needs

Our team has hands-on experience working with the City of El Centro, and we will bring what we have learned to maximize the benefits to your on-call projects. We will:

- Confirm plans, specifications and bid documents align with City standards
- Identify document order of precedence
- Clearly identify substantial completion and final completion criteria in contract documents
- Refine phasing plans and confirm they address building occupants' operational and safety needs through closeout
- Identify potential liquidated damages by phase
- Ensure safety, noise, SWPPP and traffic control items are addressed early and often from preconstruction through closeout
- Confirm contractor personnel requirements such as qualifications, number and type of personnel and percentage of time on site are clearly addressed in the general contractor's proposal/bidding documents

El Centro Public Library – During Construction

MITIGATING RISK

FIGURE 1. Anticipated Challenges and Solutions

Challenge	Solution
Construction in and near occupied, functional public facilities in busy areas	▸ Coordinate closely with the City to **prevent and mitigate impacts** to municipal services ▸ Collaborate with the City to **implement safe routes** to school, shopping, dining and work ▸ **Prioritize safety** and develop and enforce safety plans for all project work ▸ Facilitate thorough review process with design teams, contractors and City personnel to develop **safe and efficient means and methods** for delivering projects with significant public impacts
Safety and resource availability challenges due to extreme weather conditions	▸ Ensure project personnel including contractors **adhere to safety procedures to prevent heat-related illness and injury** ▸ Tailor requests for bid and proposal to **attract contractors and vendors with knowledge of El Centro working conditions**
Utilities on and adjacent to project sites	▸ Identify utility risks during preconstruction and **build mitigation into schedule from day one** ▸ Meet with utility stakeholders immediately after award to **prevent impacts to schedule** ▸ **Build and maintain relationships with utility stakeholders** to coordinate utilities effectively
Resource availability due to City's remote location and general supply chain issues	▸ Confirm contractor and subcontractors **understand location constraints** ▸ Develop and implement processes to **ensure resources are available** starting in preconstruction ▸ Ensure contractors order long-lead, specialty and IT-related items **early in each project**

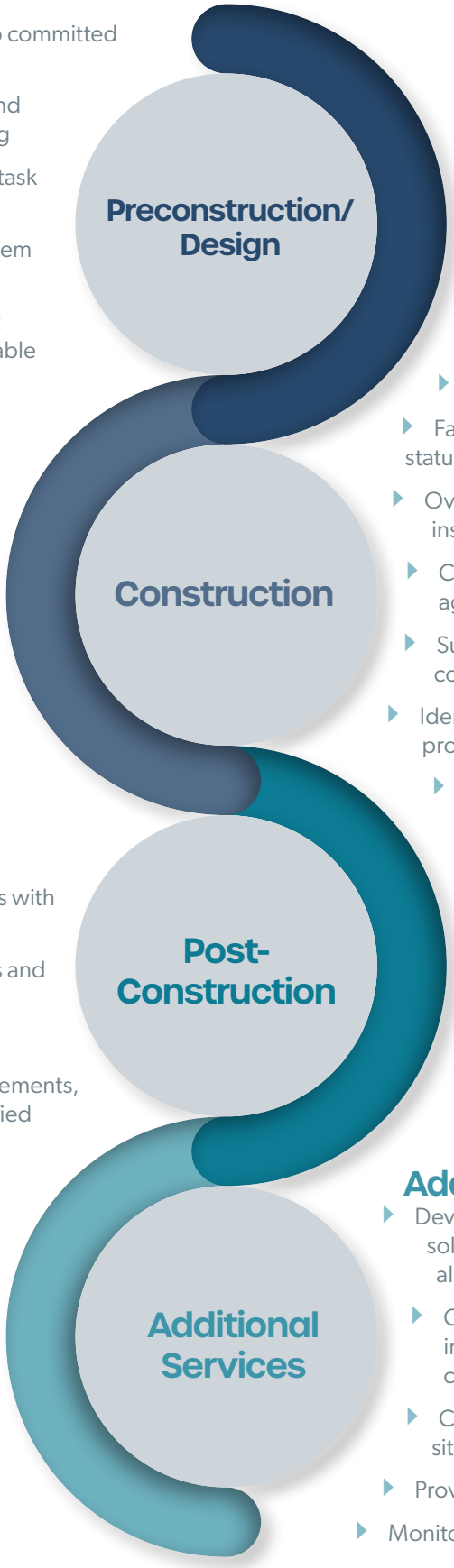
The SchneiderCM Team • Delivering Expertise at Every Stage to Bring *Your* Plans to Life

Preconstruction/Design

- Identify resource needs and develop committed CM/inspection team
- Review and interpret project plans and specifications for project preplanning
- Provide timely quotes for upcoming task orders and projects
- Develop and refine project filing system and Procore processes
- Develop and manage schedules that minimize responsibility gaps and enable efficient accountability checks
- Confirm budgets
- Facilitate preconstruction and weekly coordination meetings as well as the preconstruction conference
- Distribute agendas, meeting minutes and reports
- Provide input on constructability, utility impacts, project phasing, FF&E coordination, move coordination, procurement/ solicitation and cost estimate review

Post-Construction

- Coordinate and track punch list items with Procore
- Resolve and close out change orders and claims
- Conduct post-construction audits
- Track warranties and warranty requirements, manuals, as-built drawings and certified surveys
- Compile and deliver final test and inspection reports
- Schedule and facilitate equipment commissioning and training sessions
- Provide manuals and warranty information
- Deliver final project cost accounting of budgets to actual
- Ensure all commissioning items have been completed



Construction

- Document working days and non-working days
- Review awarded bid items and track quantities
- Request submittals and maintain project logs
- Issue notices to proceed (NTP)
- Facilitate status meetings and compile status reports
- Oversee construction and quality inspection
- Coordinate with utilities and other agencies
- Support public outreach and communication
- Identify, prevent, mitigate and resolve project issues
- Handle invoices and progress payments
- Negotiate and manage claims and change orders
- Develop the project punch list
- Monitor and address SWPPP and environmental compliance
- Confirm appropriate safety plans and practices are followed at all times

Additional Services

- Develop, review and analyze the City's solicitation packages for consistency and alignment with goals
- Conduct contract compliance review, insurance and license checks, reference checks and recommendations
- Coordinate moving between buildings/ sites
- Provide community outreach support
- Monitor and confirm labor compliance

Delivering the Complete Scope

Value Engineering and Constructability Review

We understand the crucial role a CM team can play in checking that designs and plans will result in facilities that meet an owner's needs and goals. We will support the City and its design teams in performing document reviews, constructability reviews, systems reviews and value engineering to confirm consistency across plan sets; verify documents comply with owner, program and voter guide requirements; and help ensure budget adherence.

We will also provide written comments on adherence to program requirements, schedule and budget, and we will conduct constructability and value engineering reviews including life-cycle cost analyses. Our preconstruction services include the coordination of various disciplines, including civil, grading, demolition, paving, concrete work, structural, traffic control and landscape. Additionally, we will work diligently with the City's team to provide recommendations related to safety enforcement and programs, as well as temporary project facilities and equipment. We will verify that requirements and assignment of responsibilities are included in the prime contract documents.

Plans and Specifications Interpretation: All construction documents are time-sensitive and a timely response is critical to keep projects on schedule and moving forward. Our team will expedite the review of documents. Using Procore cloud-based software, we will:

- Develop a list of required submittals early and regularly compare it against the contractor's list to verify all items are identified at the start and are addressed in the schedule
- Develop distribution lists to identify the parties responsible for submittal review and acceptance of submittals
- Review and process submittals related to General Provisions and Division 1 requirements, and review and confirm compliance for all other submittals
- Log all shop drawings and samples/submittals
- Answer requests for information (RFI) directly to the contractor if there is no impact to schedule, budget or quality of construction
- Use a tickler file to remind reviewers of time-critical reviews
- Review the status of work at each weekly job site meeting

Cost Estimating

We will review the estimate of probable construction costs and provide recommended modifications. Our review will be based on our current knowledge of labor and material prices, local markets and escalation, and we will use standard industry sources for pricing equipment, labor and materials. Our approach includes developing a thorough understanding of the scope of work so the estimate includes the proper elements. We base estimates on the work breakdown structure, and we have the contractor do the same for easiest comparison.

Constructability Review Success

SchneiderCM was brought on to the Hoover Green Woodshop project for SDUSD after the project had already gone out to bid. Our CM team performed a constructability review and discovered significant issues with the civil and utility work, so SDUSD agreed to cancel the bid and re-bid the work after these items had been addressed. The re-bid project saved $296,000 over the original cost and prevented considerable change orders that would have been submitted if these items hadn't been identified and corrected.

Our estimates consider area and quantity take-offs applied to labor and material costs, allowances for general conditions, contractor profit and overhead and City costs and contingencies. We will also review the updated estimate to ensure it reflects any changes in cost resulting from design, materials or quantity changes.

Bid Process Assistance

To help the City ensure qualified contractor teams pursue your projects and submit realistic bids informed by the opportunities and challenges facing your projects, we provide expert CM support during the bid process.

Project Bid Documents: We will review and provide comments to the City's solicitation packages to confirm consistency across documents. We will support the development of complete and coordinated sets of request for qualification (RFQ)/RFP bid documents and assist in the development of a bidding process that meets the City's requirements. We are proponents of prequalifying contractors and designers to reduce risk and maximize value to the City.

Proposal Solicitation Phase: With the coordinated efforts of our established team — SchneiderCM, the City, the design team and the end user — we will oversee, manage and direct the bidding process from prequalification to notice to proceed. We will work with the City to align our bidding procedures with City standards, and we will provide the following services:

- Public relations support and generation of bidder interest through outreach events and bid advertisements
- Establishing bidder prequalification standards
- Coordinating the bid schedule, prequalification efforts, pre-bid and prequalification meetings and RFI and addendum reviews and issuances

- Conducting phasing analysis to consider key factors including the City's needs, space constraints, neighborhood relations, pedestrian and traffic concerns and protection of existing facilities
- Review and evaluation of and recommendations for the prequalification of potential bidders and final bid proposals
- Expediting bidding procedures for bid document issuance, bid tracking and receipt of bids for all contracts of varying locations and scope
- Making recommendations as to which trades should be considered through a formal prequalification process, which we can implement and oversee
- Conducting pre-bid conferences, serving as the primary point of contact for bidder inquiries, administering the addenda process and reviewing addenda during the bid phase

Challenges and Solutions: Performing detailed cost take-off and bid analysis will assist in ensuring documents contain required information for a competitive bid.

Contract Approval/Awards Assistance

An experienced CM team helps ensure the City's interests are represented and protected during contract negotiation and award phases, greatly improving the schedule, budget and quality outcomes of each project. Our preconstruction CM services will include contract compliance review, insurance and license checks, reference checks and recommendations. We will provide oversight, management and administration of the contractor and will serve as the day-to-day contact with a focus on identifying and resolving issues at the earliest opportunity. The assigned construction manager will be responsible for contract negotiation, compliance, interpretation and enforcement and change/claims review and processing on behalf of the City. We will provide technical and administrative direction based on input from the City and stakeholders, meeting regularly with City representatives (including maintenance staff and users), utility owners, adjacent property owners and others to coordinate the technical and administrative aspects of the work. Our contract and awards support services also include:

- Reviewing and providing comments and suggestions regarding design contract document submissions and contractor submittals
- Providing written comments on adherence to program requirements, schedule and budget
- Providing recommendations related to safety enforcement and programs, temporary project facilities and equipment and materials and services for common use by contractors
- Verifying the requirements and assignment of responsibilities are included in the prime contract documents
- Assisting in selecting and retaining the professional services of surveyors, special consultants, testing laboratories and other consultants

Engaging CM Firms Early

One of the main lessons learned on the City of Carlsbad's Fire Station No. 3 project was the value of engaging the CM firm early. When SchneiderCM joined this project during the bid/award phase, we delivered value by performing analyses and value engineering and developing recommendations to reduce potential cost impacts that would have been submitted by the contractor at a later date.

For example, our team worked with the low bidder and their structural steel trade partner to determine the specific type of weld required when those details were omitted from the structural drawings. This effort prevented potentially significant cost and time impacts that could have arisen had this issue been left unresolved during construction.

Preconstruction Support

Proactive planning is key to all successful endeavors — especially in the management of construction projects. The project management plan is the foundation for the success of each project. Upon kickoff for each project and with input from all team members, Project Manager Robert Polley will develop the project management plan, which will lay out the project road map and schedule from design deliverables through procurement, construction sequencing and final project closeout. We will work with the City and designers to develop and confirm project budgets including the anticipated total of all costs related to the project: design, consultant services, regulatory requirements and permits, construction, relocations and contingencies. Our preconstruction services also include:

Using cloud-based software technologies, such as Procore, enhances collaboration and accountability and improves the way critical project information is captured, stored and shared.

- Weekly design and preconstruction meetings for coordination across disciplines
- Constructability reviews and value engineering support
- Prequalification support and bid/contract document review
- Preplanning at the project level
- Implementation of accountability-based technology tools such as Procore
- Schedule and task management to minimize gaps in responsibilities and enhance accountability

Challenges and Solutions: Managing risk is a key area where we can add value during preconstruction. We will conduct a risk assessment to identify potential cost, resource and schedule issues, develop avoidance and mitigation measures and recommend contingencies to reflect the risk.

Preconstruction Meetings and Weekly Meetings: Frequent communication with the right stakeholders at the right time helps mitigate risks and identify potential issues and solutions early. We will plan, coordinate and facilitate the preconstruction kickoff meeting including preparation of an agenda with all relevant project-specific information, introductions of key personnel and stakeholders, a review of all contract and code requirements, any project-specific and stakeholder requirements and any outstanding or potential concerns.

During this meeting we will review roles and responsibilities, lines of communication, conflict resolution procedures and overall project goals. We will impart the importance of creating and developing a cohesive team mentality — defining what a successful project looks like from each team member's perspective so we can set up the project-critical goals to meet those expectations.

In addition to the initial preconstruction conference, we will schedule and conduct weekly construction progress meetings with each contractor to review the schedule, budget status, safety and quality issues and any other issues of concern. We will distribute agendas in advance of the meeting and develop and distribute timely meeting records and action item lists.

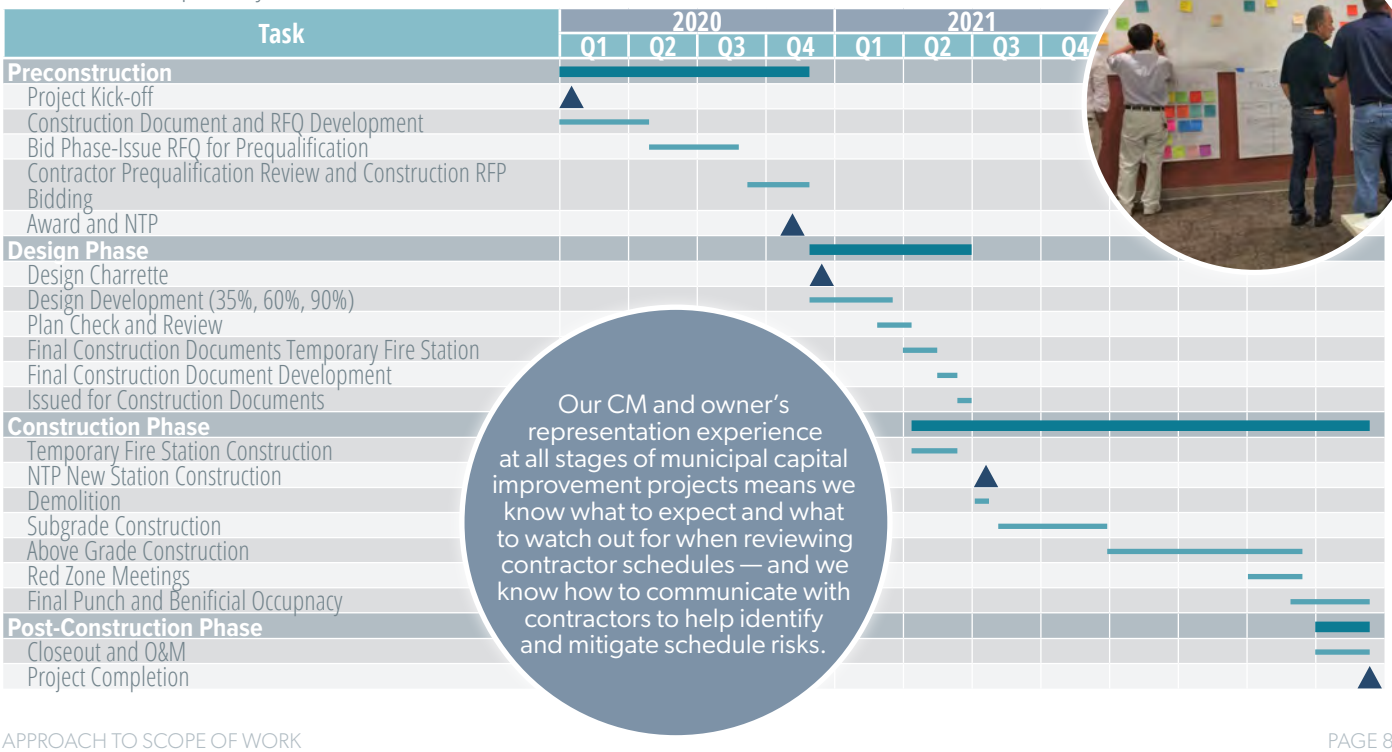
Schedule Management

Before construction begins, we perform a thorough review of the contractor's critical path method (CPM) baseline schedule including the level of detail, activity relationships, durations, values, resource-loading logic and compliance with contract milestones and constraints. We also check for items such as frontloading and float suppression and verify that all submittal and procurement cycles have been incorporated in the approved baseline schedule. This practice gives us an opportunity to identify any schedule conflicts or issues and resolve them before deploying resources to the site, saving time, effort and cost.

SchneiderCM is an advocate of the pull-planning scheduling methodology because it assists the team in creating predictable, reliable work flows through a rigorous management of sequencing between trade professionals on site. Based on a master schedule with key milestones, stakeholders develop the specific plan for each phase in a collaborative scheduling workshop. The pull-planning schedule is then monitored for plan percent complete throughout construction.

A sample project schedule is shown in **Figure 2** for the City of Carlsbad Fire Station No. 2 on-call project. As shown in the photo below, we use pull-planning and other Lean Construction practices on every project we manage to **help ensure resources, materials and personnel go where they are needed, when they are needed**.

FIGURE 2. Example Project Schedule



Our CM and owner's representation experience at all stages of municipal capital improvement projects means we know what to expect and what to watch out for when reviewing contractor schedules — and we know how to communicate with contractors to help identify and mitigate schedule risks.

Cost Control and Budget Management

Our approach to budget management includes:

- Developing our understanding of the scope for each task
- Reviewing the estimate of probable construction costs
- Providing recommended modifications using our knowledge of local and regional markets and escalation
- Developing estimates on the work breakdown structure and requiring the same of contractors for efficient comparison
- Considering area and quantity takeoffs applied to labor and material costs, allowances for general conditions, contractor profit and overhead and City costs and contingencies
- Reviewing updated estimates to ensure they reflect changes in cost resulting from design, materials or quantity changes
- Using Procore to allow the entire team to see project progress and budget utilization in real time
- Providing the City with regular reports detailing critical aspects of the project and the status of key items that determine project success
- Implementing our firm-but-fair approach to change order negotiations and claim management

Cost Control: We will use our cloud-based management software to allow the entire team to see project progress and budget utilization in real time and to allow us to work collaboratively to maintain the budget. In addition, we will provide the City with regular reports detailing critical aspects of the project and the status of key items that determine project success.

Challenges and Solutions: Implementing projects within strict budget constraints will be essential for the City. We begin by verifying the budget contains all project elements and estimates are realistic. We then capture actual costs during construction and develop realistic forecasts that include trends, claims, changes, potential changes and contingency. We focus on identifying trends in a timely manner to allow mitigation or avoidance of cost increases. Finally, we track changes to budget— actual and forecast — in a manner that creates a traceable path that documents the rationale and approval of budget changes.

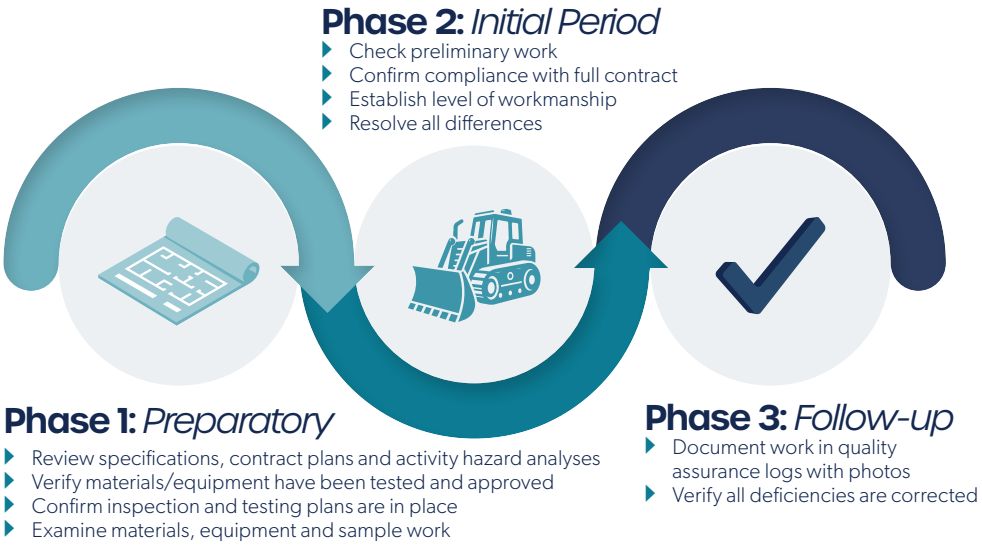
Submittal/Change Order/RFI Management

We see firsthand the impacts that poorly managed change orders, RFIs and claims can have on the schedule, budget and quality of a given project, so we have attuned our CM approach to mitigate those impacts before any work is completed. Our change order and claims management process relies on thorough record-keeping and documentation. We will produce, maintain and hand over complete electronic records of the project. Thorough electronic documentation and metadata tagging of all project correspondence, project photos, daily reports, RFIs and submittals will assist with claims mitigation and will greatly reduce discovery costs in the event of a claim. Timely review and response to all correspondence and prompt processing of all approved payment applications and change orders will also be key factors in claims avoidance.

All change order proposals will be thoroughly reviewed to determine entitlement and verify accuracy of scope and quantities. Our construction manager will verify that change order proposal costs have been broken out into labor, material and equipment categories and that sufficient detail has been provided for each category. We will also verify that overhead and profit percentages included in the proposal do not exceed those allowed by the contract.

We take a **firm but fair** stance on change management to save costs and prevent schedule impacts while ensuring necessary changes are implemented. All change order proposals are reviewed and tracked with reason codes.

FIGURE 3. SchneiderCM's Three-Step Quality Process



Quality Management

Using the U.S. Army Corps of Engineers' stringent quality control program, which stresses three phases of quality assurance and control, we confirm contractor adherence to contract documents, City standards and building codes and verify construction is per plans and specifications prior to scheduled inspections. The three phases of quality assurance and control are described in **Figure 3**.

All change orders will be assigned a reason code so the cumulative responsibility for changes can be ascertained at any time during or after completion of construction, saving time during closeout and ensuring consistency and clarity if questions arise. Reason codes will include client request, unforeseen site condition, design team omission, design team error and outside agency request.

Permit/Environmental Compliance

Permitting and environmental compliance are potential risks to cost and schedule that we know can be mitigated easily with advanced planning and preparation. Well in advance of the start of construction, our construction managers will review and become thoroughly familiar with permitting and license terms and conditions and any applicable provisions of the environmental protection plans and procedures. They will verify required environmental and encroachment permits have been obtained and plans for stormwater pollution prevention and environmental compliance are in place. Once plans and permits are in place, we will confirm continuous compliance with all best management practices and requirements. Contractors will submit a stormwater pollution prevention plan to be reviewed by SchneiderCM prior to starting construction. Our team is familiar with the requirements of the California General Construction Permit as well as the Construction Site Best Management Practices Reference Manual.

We will enforce environmental requirements in accordance with federal, state and local agencies such as the U.S. Environmental Protection Agency (EPA), Cal-EPA, Department of Toxic Substances Control, Regional Water Quality Control Board, CalOSHA and California Department of Health Services. Dust, debris and noise control/ abatement will need to be carefully monitored and enforced to provide an environmentally sound construction project. Site preparation and earthwork procedures must comply with the relevant air pollution control district requirements as well as other relevant agency regulations.

FIGURE 5. Utility Coordination and Scheduling

1. Managing the master schedule to coordinate site access windows for utility relocations, identifying long-lead time (advance) relocations and addressing real estate issues
2. Facilitating communication and coordination between third parties and contractors so that the salient issues are understood, conflicts are promptly resolved, submittals are reviewed in a timely manner and relocations are efficiently performed
3. Monitoring design and construction for scope creep resulting from third-party requests and identifying potential betterments to be paid for by the requesting entity
4. Completely understanding the permitting requirements and approval processes in advance so we can plan and meet them, including development of customized checklists of the minimum elements required by third parties to proceed to the next phase of work

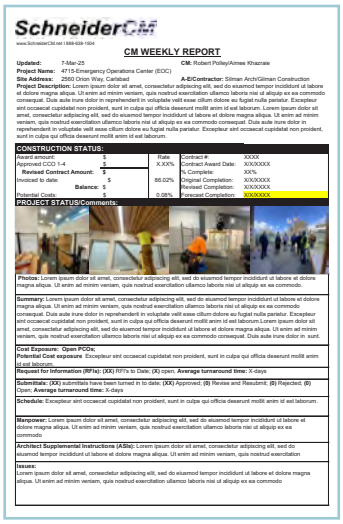
FIGURE 4. Cost Savings through Change Order Negotiations

Project and Owner	Construction Value	Savings
Public Library – City of El Centro	$14M	$128K
Headquarters Building – Olivenhain Municipal Water District	$13M	$160K
Fire Station No. 3 – City of Carlsbad	$6M	$98K
Dove and Cole Libraries – City of Carlsbad	$7M	$312K
The Language Academy – San Diego Unified School District (SDUSD)	$10M	$480K
Knox Preparatory School – SDUSD	$18M	$1M
Hoover High School Athletic Facilities – SDUSD	$10M	$800K
Hoover High School Green Woodshop – SDUSD	$4M	$430K

In the event that the contractor encounters hazardous or contaminated materials, we will verify the contractor complies with all laws and regulations regarding transportation and disposal. Hazardous materials will be tested in accordance with contaminant levels specified in CCR Title 22. All applicable permits and licenses must be obtained by the contractor prior to hauling and disposal of hazardous materials. SchneiderCM will also assist the City in obtaining an EPA Generator ID Number for disposal of the materials if required.

Progress Payments Management

The payment process begins with a comprehensive and detailed schedule of values assembled and submitted to the construction manager for approval. To approve, we will confirm the schedule of values is sufficiently detailed and cost-loaded appropriately for each task without front-loading. Prior to receipt of the contractor's progress payment, we will verify the progress of the contract item work and develop quantity calculation sheets to support auditable monthly partial progress payments. The quantity of each item will be field verified or measured to avoid overpayment. Payments will be traceable to a checked source document that is field-measured or calculated on quantity sheets that reflect completed work. We will work with the City to provide monthly progress payment recommendations for timely review, approval and payment.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CM WEEKLY REPORT

Updated: 7-Mar-25 **CM:** Robert Polley/Aimee Khazraie

Project Name: 4715-Emergency Operations Center (EOC)

Site Address: 2560 Orion Way, Carlsbad **A-E/Contractor:** Silman Arch/Gilman Construction

Project Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum. Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

CONSTRUCTION STATUS:

Award amount:	$	Rate:	Contract #:	XXXX
Approved CCO 1-4	$	X.XX%	Contract Award Date:	XX/XX/XX
Revised Contract Amount:	$		% Complete:	XX%
Invoiced to date:	$	86.02%	Original Completion:	XX/XX/XX
Balance:	$		Revised Completion:	XX/XX/XX
Potential Costs:	$	0.08%	Forecast Completion:	XX/XX/XX

PROJECT STATUS/Comments:

Photos: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo.

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Cost Exposure: Open PCOs:
Potential Cost exposure Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Request for Information (RFIs): (XX) RFI's to Date; (X) open. **Average turnaround time:** X-days

Submittals: (XX) submittals have been turned in to date; (XX) Approved; (8) Revise and Resubmit; (8) Rejected; (8) Open; **Average turnaround time:** X-days

Schedule: Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Manpower: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo

Architect Supplemental Instructions (ASIs): Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation

Issues:
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Reports and Communications

Our standard practice is to provide weekly CM reports and monthly updates to the client. These reports — which can be customized for frequency and level of detail — provide updates

on critical aspects of the project in a one-page summary, providing a project health snapshot. Report details include items such as:

- Costs — real and potential
- Percent complete versus billed to date
- Schedule milestones and delays
- Status of RFIs, submittals, change orders and architects' supplemental instructions
- Work performed each period
- Potential or open issues
- Photos of key events of that week

Challenges and Solutions: Verifying the right people are at each meeting is critical to identifying and resolving issues quickly. Part of our role will be to confirm key contributors and decision-makers, such as the police department and other emergency services departments, are in attendance when their valuable input is needed.

Claims Management

Many construction disputes and claims can be avoided through proper planning and execution of a claims management strategy. Our team will **establish a claims avoidance management plan** that focuses on making sure the contract and all other documents are clear, complete and coordinated; properly describes the City's desired scope of work; and addresses critical administrative processes. We will also recommend procedures necessary to make sure all required contract administrative functions are covered.

Should a claim become inevitable, we understand the earlier the dispute can be resolved, the more likely the cost of resolution will be lower. Control of the resolution process remains in the hands of the parties unless and until the dispute escalates. Therefore, we urge **immediate action to resolve the dispute** or at least advance towards resolution — particularly during construction. Equipped with the project record developed during construction, we will promptly analyze any claim so the City and the contractor can react with the benefit of an objective assessment of potential liability and costs. Following this approach, the City will be able to effectively deny claims that are without merit and acknowledge claims that have merit. We assist in preparing and presenting claims analysis findings and are experienced with all forums of alternative dispute resolution as well as litigation and can effectively assist in a manner that is appropriate to the process selected.

Claims Avoidance Success Strategies

- Verifying completeness of documents through constructability reviews and value engineering
- Conducting a quantitative risk assessment to evaluate cost and schedule in terms of risk and corresponding risk mitigation strategies
- Establishing procedures for project documentation to ensure the project record is complete and continuously maintained
- Making a video to document preconstruction conditions of personal and public property

Claims Negotiation Success

Robert and Carl successfully negotiated two potential contractor claims on the City of El Centro's Public Library project, saving the City $225,000 on an extended overhead claim and $20,000 on a potential escalation claim.

SchneiderCM's claims resolution services include:

- Schedule/delay/acceleration analysis
- Extended overhead claims
- Loss of efficiency claims
- Extra work claims
- Preliminary analysis
- Mediation
- Expert witness testimony and litigation support

SchneiderCM's mediation support includes conducting preliminary analyses, developing support graphics and studies, developing negotiation strategies and more. We participate in all forms of discovery including interrogatories, depositions and document discovery.

Challenges and Solutions: Establishing the timeline and activities that led to a claim after the fact can be challenging — especially for complicated, lengthy projects. Our approach follows the adage "the best offense is a good defense." We will review and recommend appropriate procedures that will generate and maintain critical contemporaneous project records, which are often key to diffusing a potential claim or dispute.

Project Closeout

On every project, we will track project warranty dates so the City can perform a final warranty walk one month prior to the end of the warranty period for the review and repair of potential warranty items such as cracked and lifting concrete or failure of asphalt in any location.

A final punch list tracked through our management software with the engineer's final acceptance will be completed for each project or task. A final audit and measurements of each unit per the schedule of values at each location will be submitted for approval of final payments. A compilation of all testing and inspection reports will be provided with the closeout documents and warranty letters for each phase. Tasks to be completed by our team during this phase include:

- Punch list coordination
- Change order/claims resolution/closeout

- Post-construction audits and compilation of test reports
- Assist in scheduling and facilitating commissioning and training sessions for client staff
- Use Procore to track punch list completion status
- Establish a warranty checklist for required warranties, operations and maintenance manuals, as-built drawings and certified surveys
- Provide a final project cost accounting of budgets

Challenges and Solutions: Confirming attainment of substantial completion and full closeout, including completion of all punch list items and turnover of all required contractor warranties, can be challenging as project participants move on to their next assignment.

SchneiderCM Team's Inspection and Testing Approach

Daily Inspection: SchneiderCM will perform daily quality assurance and serve as an administrative liaison between the City and our subconsultant firm UES for any special inspection and testing needs. UES will conduct special inspection items and perform the required laboratory work, such as soil compaction testing, concrete cylinders, pull testing and welding inspection where required. SchneiderCM will confirm construction complies with the plans and specifications and keep daily logs that record the work, any issues and other data the City may require. We will coordinate special inspections as needed for subgrade compaction at all new concrete locations prior to allowing concrete placement. We will also correct depths on all cold mill grinding and check labels to ensure that the correct tack coat is applied, that it meets or exceeds requirements and that it is placed correctly.

Quality Assurance, Inspection and Materials Testing: SchneiderCM's subconsultant UES will provide special inspection and, as requested, materials testing services for this contract. **UES's project team consists of an experienced group of engineers, certified inspectors and technicians** who will contribute significantly to the effort to deliver the project on schedule, within budget and to the elevated level of construction quality expected. UES's qualified and fully certified independent material testing laboratory will be responsible for performing material qualification and job control testing required for this project. All UES testing personnel have proper qualifications and certifications for the projects anticipated under this contract.

10+
Years of experience working with UES in Southern California

UES's approach to inspection and materials testing is founded on their experience performing similar services on numerous construction projects. The firm's approach to providing QA construction inspection and materials testing services will consist of:

- Providing project development team consulting
- Project QA coordination including daily check-off lists of nonconformances
- Planning and manpower scheduling
- Preparing and maintaining records
- Technical and administrative reporting and oversight by UES professional staff

Observation of Construction Materials and Methods: UES's local, qualified and certified technicians to help ensure they are familiar with the local geotechnical conditions. Many of the firm's soil technicians are also certified to provide inspection services for small concrete pours on site as needed, allowing for an efficient use of resources.

Batch Plant Inspection/Reporting: UES provides asphaltic concrete inspection services including batch plant inspection and reporting. Their expertise includes flatness evaluation, prestress/precast inspection, welding and metal fabrication inspection, as well as wood framing and mass timber building special inspections.

Additional Services

In general, we recommend bringing in a third-party commissioning agent early in design stages to provide input, monitoring and final commissioning with the objective of reducing building life-cycle costs. The added effort of final commissioning, equipment start-up and training is also useful for facilities maintenance staff. We provide additional CM services to support successful projects including:

Special Engineering Study Support: SchneiderCM offers coordination and project management support services for special engineering studies, such as water quality management plans, slope evaluation and others.

Staff Augmentation: Our team offers more than 75 locally based construction management, inspection and materials testing professionals with experience providing as-needed staff augmentation to municipalities.

Personnel Relocation: When maintaining ongoing facility operations or tenant improvement phasing is complex, we can help establish temporary swing space facilities and manage move-in and move-out processes.

Move Coordination: In addition to maintaining facility operations, our team will also help coordinate moving between buildings as part of our CM services as needed. We will prioritize maintaining systems during the move process and preventing system downtime to minimize impacts to City and police services.

Community Outreach Support: We will help the City identify a point person — whether it be one of our staff members or a City representative — who is responsible for community interaction and can help streamline the communication process and support consistent and accurate messaging.

Availability

Our team has the CM and inspection capacity to respond to all of the City's needs. Our key personnel are committed to supporting the City's upcoming program. **Our team offers an expert CM team with a robust depth of resources without the added overhead costs or inefficiency of larger firms**. We are a lean, efficient team committed to providing the City only the resources the City needs when resources are needed. The involvement of Project Manager/Lead Construction Manager Robert Polley, CCM, DBIA, LEED AP, QCM, QSD/P, during the procurement and design phases of projects under this on-call contract where possible provides the City the right expertise in a cost-efficient manner.

As task orders are assigned, Robert and Principal-in-Charge Carl Schneider, CCM, LEED AP, CPESC, will assess the level of effort required and assign committed resources with availability to provide both on-site and off-site support for the project duration. In addition to Carl, SchneiderCM has a team of construction managers based in San Diego County who are available to provide as-needed support on site should multiple projects come online concurrently.

We will coordinate with the City to ensure on-site needs are planned for and addressed, and we will consider location as we make staffing assignments and develop schedules. We have a demonstrated history of providing on-site CM and inspection support for projects throughout Southern California including Imperial County.

Our teaming partner, UES, also has a depth of resources to support the City's projects. With a staff of more than 50 professionals and three offices in Southern California, the firm's construction and special structural inspection capabilities include all field inspection required to be performed on most construction projects.

UES can perform all California and Uniform Building Code, federal, state and local municipality requirements for construction inspection. The firm employs a large staff of ICC-certified and city-certified inspectors for concrete, post-tensioned concrete, masonry, structural steel, fireproofing, building inspection and mechanical, plumbing and electrical inspection.

UES also operates several fully accredited, independent and capable laboratory facilities in Southern California and can provide mobile laboratories as needed. From initial project design through final approval, the firm's regional laboratory services ensure rapid and timely test data turnaround. UES's certified and licensed laboratories offer a full range of site inspection, testing and quality management programs that allow clients the distinct opportunity to work with a single, reliable and dedicated materials testing laboratory throughout the longevity of the project.

See **Figure 6** below for current workload and availability of key personnel and backlog. Additional detail about our team's depth of resources is provided in the Team Qualifications section.

FIGURE 6. SchneiderCM Current Workload and Backlog

Owner	Project	Personnel	Completion
SDUSD	Solar at 5 Sites	Nevine Grosso	Oct-25
County of San Diego	Village View Park	Robert Polley	Oct-25
County of San Diego	Lake Morena Restrooms	Connor Markart	Oct-25
City of Carlsbad	Emergency Operations Center	Robert Polley	Nov-25
County of San Diego	San Pasqual Fire Sprinklers	Connor Markart	Nov-25
SDUSD	Solar at 6 Sites	Nevine Grosso	Dec-25
San Dieguito Union High School District (SDUHSD)	Bond Program Management	Rick Mortazavi Kevan Potter	Dec-25
SDUSD	Crown Point Roofing & Solar	Carl Schneider	Dec-25
County of San Diego	City Heights Center TI	Connor Markart	Jan-26
City of Carlsbad	Police HQ Chiller Replacement	Aimee Khazraie	Feb-26
County of San Diego	HHSA Warehouse TI	Connor Markart	Apr-26
City of Carlsbad	Carlsbad Blvd Beach Access	Aimee Khazraie	Jun-26
SDUSD	Marvin Elementary School	Carl Schneider	Dec-26
SDUSD	Audeo Charter School	Justin Devers	Jan-27
SDUSD	Chesterton Elementary School	Miranda Wendt	Jan-28

Team Overview

Our team comprises personnel from two firms, SchneiderCM and our longtime inspection and testing partner UES Professional Services. **Together, we offer the City a highly qualified and locally based team with resources and expertise to support your capital improvement programming.**

Meet SchneiderCM

SchneiderCM A certified SBE firm, SchneiderCM is a San Diego County-based construction management firm that was established in 2008. Specialists in municipal construction and capital improvement projects, we have provided CM services for more than 17 years and have a proven track record of consistently delivering projects on time, under budget and without substantiated claims. Our team's experience includes multiple public works and transportation projects involving close coordination among multiple stakeholders. On all of these projects, we have consistently earned the respect of our clients, the community, the administrators and users of facilities and the design professionals and contractors with whom we work.

In our capacity as an owner's representative/agency CM firm, **we have successfully managed many capital improvement projects and on-call task orders for the City of El Centro, City of Carlsbad, City of El Cajon, City of La Mesa, City of San Diego, County of San Diego, SDUSD** and numerous other municipalities and owner agencies in Southern California. We are familiar with local jurisdictional standards, protocols, procedures and requirements including traffic control processes. We have also worked with local utility owners including gas and electric owners, AT&T, Cox and the various local and regional water districts.

SchneiderCM's Construction Management and QA Inspection Capabilities

The SchneiderCM team — under the leadership of Project Manager/Lead Construction Manager Robert Polley, CCM, DBIA, LEED AP, QCM, QSD/P — brings extensive knowledge and experience with both design coordination and on-call CM contracting experience. We have the expert resources and experience to provide tailored CM services that will serve as the foundation for your projects' success. Our personnel's licenses, certification, education, training and technical expertise is detailed in the resumes included in the Team Qualifications section.

In our capacity **as an owner's representative/agency CM firm, we have successfully managed more than $1.3 billion in construction contracts in Southern California**. We understand the complexities of working in the region — for example, managing the removal of unexploded ordnance or complying with strict stormwater pollution prevention requirements. We have extensive knowledge of local policies and design standards and drainage design manuals, regional standard drawings and Caltrans Standard Specifications and Plans. Our diverse CM experience includes ADA improvements, curb and gutter repair, waterway improvements, parks, street improvements and vertical construction such as fire stations, community centers, athletic and recreation facilities, libraries, performing arts centers, school facilities and more.

Federal, State and Local Coordination Experience

- Imperial County and County of San Diego
- Regional water districts
- U.S. Army Corps of Engineers
- Caltrans District 11
- California Department of General Services
- CalOSHA
- California Department of Fish and Wildlife
- California State Historical Building Code
- Native American Heritage Commission
- Regional Water Quality Control Board
- Imperial County Department of Environmental Health
- Imperial County Air Quality Control District
- El Centro Fire Department and Fire Marshall
- U.S. Department of Defense
- U.S. Naval Command Southwest Division
- Resident Officer in Charge of Construction, multiple military bases (CA, NV and AZ)
- U.S. Veteran's Administration
- Southern California Municipalities
- Utilities including Imperial Irrigation District (IID), SoCal Gas, El Centro Water & Sewer, Spectrum, AT&T, IVTA, El Centro IT and SDG&E

Meet UES Professional Services

UES is a premier environmental consulting, geotechnical engineering, construction inspection and materials testing firm. With a nationwide network of more than 4,000 professionals and 80 laboratories — with locations in San Diego, Riverside, Pasadena and Ventura — UES brings the resources and expertise to tackle even the most complex capital improvement and infrastructure projects.

UES and SchneiderCM have worked together successfully on more than a dozen projects in Southern California over the past 15 years, including the **El Centro Public Library** and several other projects in Imperial County.

The firm's recent, relevant project also includes QC inspection and testing on the City of El Centro Police Station and quality management on the Calexico West Land Port of Entry.

Recent or Pending Litigation

Neither SchneiderCM nor our subconsultant UES has any history of termination for default or convenience, litigation settled or judgments entered within the last five years related to past or current clients. Neither firm has convictions for falsification of information or submission of deceptive or fraudulent statements in the past five years. SchneiderCM has experience representing our clients to defend against claims by contractors as part of our standard CM/owner's representative services.

Employee Count

Our team's employee count is listed in **Figure 7**. This count includes employees from both SchneiderCM and UES.

FIGURE 7. SchneiderCM Team Count

Title/Discipline	Number
Full-time Construction Managers	12
Full-time Scheduler	1
Part-time Estimator	1
Construction Inspector	10
Field Testing Technician	15
Laboratory Testing Technician	4
Civil Engineer	3
Environmental Engineer	1
Foundation/Geotechnical Engineer	8
Geologist	6
Land Surveyor	1
Project Manager	6
Survey Technician	6
Cost Engineer/Estimator	1
CADD Technician	1
Administrative	3
Total Team Employee Count	**79**

An Award-Winning Team

SchneiderCM has delivered more than 20 award-winning projects over the past 17 years, including several for projects where we collaborated with UES.

City of El Centro Public Library: 2023 APWA San Diego-Imperial Counties Chapter Project of the Year – Structures (with UES)

SDUSD La Jolla Elementary School Whole Site Modernization: 2024 National Association of Women in Construction Project Excellence Award

City of Carlsbad Leo Carrillo Ranch Roof Repair: 2024 APWA San Diego-Imperial Counties Chapter Public Works Project of the Year

City of Carlsbad Fire Station No. 2: 2023 APWA San Diego-Imperial Counties Chapter Honor Award – Structures Category ***and*** 2023 CMAA San Diego Finalist – Buildings Less than $25M

City of La Mesa Collier Park Renovation: 2024 APWA San Diego-Imperial Counties Chapter Honor Award

City of Carlsbad Poinsettia Community Park Phase IV (Dog Park): 2023 APWA San Diego-Imperial Counties Chapter Project of the Year – Parks

Previous Experience and References

SchneiderCM has provided project management, CM and support services for more than 17 years through our staff of qualified, educated and highly experienced professionals. Our team brings a strong background in municipal and public works construction programs and projects. We have supported numerous on-call task order assignments ranging in size from $45,000 to $118 million, and bring the agility and responsiveness needed to add value while remaining cost efficient.

Project References

Descriptions and references for successfully delivered projects with similar scopes of work begin on page 18.

Recent Similar Construction Management Experience

SchneiderCM operates solely as an owner's representative/agency CM firm. Our proven track record of consistently delivering projects on time, under budget and without substantiated claims has earned us the respect of our clients, the community, the administrators and users of facilities and the design professionals and contractors with whom we work.

In our capacity as an owner's representative/agency CM firm, we have successfully managed more than **$21.2 million in contract fees** in Southern California over the past five years. **Our recent CM experience includes public facilities, parks and recreation facilities, first responder facilities and more.**

On-Call Contract Experience

Our 17 years of local CM experience includes multiple on-call contracts for municipalities and school districts across the San Diego region. As part of our on-call history, we have successfully delivered projects and task orders across a wide range of sizes, types, levels of complexity and risk profiles, including:

- Tenant improvements
- Whole site modernizations
- Renovations and retrofittings
- Facility rehabilitations
- Building expansions
- Demolition
- New construction
- Roof replacements
- Solar installations
- ADA improvements
- Road resurfacing
- Curb ramp replacements
- Water/sewer group projects
- Mechanical system upgrades
- Fire sprinkler system upgrades
- EV charging installations
- Parking lot rehabilitations

Working on Operational Facilities

We understand that our municipal project sites are public facilities first and work sites second.

We implement best practices to minimize the spread of dust, fumes and loud noises from the work area to the operating facility. We know how to collaborate with users, designers, facilities maintenance and operations staff and contractors to develop solutions that maximize the value of taxpayer dollars while minimizing impacts to ongoing public services.

Cost Savings

On the City of Carlsbad's Fire Station No. 3, our team worked with the low bidder and their structural steel trade partner to determine the specific type of weld required when those details were omitted from the structural drawings. This effort prevented potentially significant cost and time impacts had this issue been left unresolved during construction.

Scope Changes

The Georgina Cole and Dove Lane Library projects for the City of Carlsbad included the addition of five prime contracts to our management scope during construction of one prime contract. We adapted to this scope change quickly, and, through proactive coordination and the use of pull-planning, the initial contract and the five additional contracts were all completed on time and within budget. We also realized 25 percent savings for the City through change order negotiations.

FIGURE 8. SchneiderCM Specialized Experience and Past Performance

Project/Contract and Owner	Features							Services								
	On-Call Contract	Capital Improvement Project	Municipality Project	Multiple Stakeholders	ADA	CalOSHA/OSHA	Title 24 Building Standards	Construction Management	Special Inspection Coordination	Preconstruction Support	Value Eng./Constructability Rvw.	Procurement/Bid Support	Construction Progress Meetings	Compliance	Change Order Management	Project Closeout
El Centro Public Library | City of El Centro		●	●	●	●	●		●	●	●	●	●	●	●	●	●
Fire Station No. 1 | City of Chula Vista	●	●	●	●	●	●		●	●	●	●	●	●	●	●	●
Fire Station No. 2 | City of Carlsbad	●	●	●	●	●	●		●	●	●	●	●	●	●	●	●
Emergency Operations Center Modernization | City of Carlsbad		●	●	●	●	●		●	●	●	●	●	●	●	●	●
Ruby G. Schulman Auditorium Renovation | City of Carlsbad	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
City of Carlsbad Roofing Projects | City of Carlsbad	●	●	●	●	●	●		●	●	●	●	●	●	●	●	●
Poinsettia Community Park Phase IV (Dog Park) | City of Carlsbad	●	●	●	●	●	●		●			●			●	●	
Poinsettia and Aviara Park Improvements | City of Carlsbad	●	●	●	●	●	●		●			●			●	●	
San Diego Unified School District On-Call CM Services | SDUSD	●	●		●	●	●	●	●	●	●	●	●	●	●	●	●
As-Needed Construction Management Consulting Services | County of San Diego	●	●	●	●	●	●	●	●			●			●	●	
New Solar Power Generation System | San Diego Unified School District	●	●		●		●	●	●			●			●	●	
Fire Station No. 3 | City of Carlsbad	●	●	●	●	●	●	●	●			●			●	●	
Sweetwater Union High School District On-Call CM Services | SUHSD	●	●		●	●	●	●	●	●	●	●	●	●	●	●	●
San Dieguito Union High School District On-Call CM Services | SDUHSD	●	●		●	●	●	●	●	●	●	●	●	●	●	●	●

SchneiderCM Offers Unmatched On-Call Construction Management Expertise

We have delivered CM excellence on hundreds of on-call task orders for municipalities and public agencies across the San Diego region.

Over the past five years, SchneiderCM has delivered:

98
On-call CM task orders for San Diego County

37
On-call CM task orders for City of Carlsbad

7
On-call CM task orders for City of San Diego

Our on-call CM delivery experience includes the cities of Carlsbad, El Cajon, San Diego and La Mesa, school districts such as San Diego Unified School District and San Dieguito Union High School District, and agencies such as San Diego County Department of General Services.

El Centro Public Library | City of El Centro | El Centro, CA

This $14 million project involved the construction of the City's new 19,800-square-foot public library, **a public works project commissioned by the City** to replace the existing City Library. The new library not only provides a learning center for the community, but it also provides community rooms, age-specific study/learning centers and adjoining covered patios for community meetings and events.

The library building comprises reinforced concrete substructure and structural steel superstructure. The building envelope is insulated and waterproofed and the enclosure is clad with combination of architectural materials including porcelain panels, stucco, aluminum composite metal panels and fiber cement panels. Site works include a large **parking area** for visitors; drought-resistant **landscaping**; automatic drip irrigation; and hydromodification of stormwater runoff through proprietary modular wetland before discharging it into the City's stormwater drainage system.

Challenges and Solutions: Due to the City's remote location, one risk that SchneiderCM addressed during the bid qualification phase of the project was the availability of labor resources, subcontractors and necessary materials and equipment locally. Robert Polley and Carl Schneider worked closely with the City, third parties and the contractor to ensure that all personnel, materials and equipment would be available as the project required.

Another project risk was the number of **utilities on and adjacent to the project site**. To prevent delays to the schedule, Robert set up meetings to establish communication and coordination processes with utility stakeholders immediately after the project was awarded.

Additionally, the SchneiderCM team coordinated closely with the contractor and subcontractors to ensure that all site personnel remained adequately hydrated during the warm, dry summer season to prevent heat stroke. SchneiderCM closely monitored occupational safety in the work environment resulting in **zero hours lost due to safety violations and zero cases of heat stroke**.

Meeting Deadlines and Budget Estimates: The SchneiderCM team diligently worked with the City, design team, general contractor and trade subcontractors to achieve **value-engineered solutions** to issues encountered during the construction phase. The team facilitated pull-planning sessions to ensure that milestones were achieved as scheduled, and worked with the design team to ensure that contractor submittals were reviewed and processed in a timely manner. This project was completed within budget and with zero claims.

SchneiderCM

Reference

Owner: City of El Centro

Contact: Michael Wilson, Ferguson Pape Baldwin Architects

Phone: (619) 955-2795

Email: mwilson@fpbaarch.com

Relevance

- City of El Centro Public Works Project
- Public Facility
- New Vertical Construction
- Value Engineering
- Quality Assurance/Quality Control
- Safety
- Change Order Negotiations Resulting in Savings
- Building Construction/ Renovation
- Utilities
- Temporary Library Occupied and Operational During Construction
- On-site Bio-filtration
- Adjacent to Major Thoroughfares
- Construction Materials Testing & Inspection (UES)

Date of Services

2020 - 2022

Services Provided

- Construction Management
- Quality Assurance Inspection
- Specialty Testing and Inspection
- Labor Compliance

Personnel

- Robert Polley – Project/ Construction Manager
- Carl Schneider – Principal
- UES – Inspection/Testing

City of Carlsbad Roofing Projects | City of Carlsbad | Carlsbad, CA

As part of an **ongoing on-call CM and inspection contract** with the City of Carlsbad, SchneiderCM helped deliver this re-roofing initiative to replace and repair roof systems on municipal buildings throughout the City of Carlsbad. Re-roofing tasks range in cost from $300,000 to $2.1 million with roof sizes ranging from 4,500 square feet to 29,000 square feet.

SchneiderCM has provided CM services on nine roof repair/replacement tasks for the City of Carlsbad including Dove Library, City Hall, Farraday Building, Village Arts, Leo Carrillo Ranch, Carlsbad Senior Center, Water Recycling Center, Calavera Hills Community Center and Las Palmas Campus.

Project Feature: Carlsbad Senior Center

This $2.1 million task replaced more than 28,000 square feet of roofing on an operational City facility over 255 working days. The scope included removal of the existing low-slope roofing and replacement with new single-ply membrane roofing; removal of the existing tile roofing, battens and underlayment; and replacement with a new standing seam metal roofing system with compatible underlayment. The task also included repairing damaged or deteriorated substrate, resloping of low-slope roof areas as required to eliminate ponding and removal and replacement of existing, identified mechanical equipment with new mechanical equipment.

Challenges and Solutions: The Senior Center task included both reroofing and installation of new HVAC equipment, electrical and controls. The awarded general contractor was exclusively a roofing company without significant experience managing trade contractors as a general contractor. To mitigate potential schedule delays, safety and quality control issues, SchneiderCM provided increased onsite oversight to improve coordination between the general contractor/roofing contractor and their trade contractors, particularly the HVAC trade contractor. The CM team assisted with standard templates for project phasing, safety, site laydown and crane lift plans. They also provided direction with continuous review of plans and specifications and helping them understand the constructability of details.

Cost Control: This project was completed within budget with minimal change orders.

Schedule Management: The Senior Center project was awarded shortly after the release from the shutdowns caused by COVID in 2023. The contract completion was originally scheduled for January 2024, but due to ongoing supply chain issues related to the pandemic, the HVAC equipment was delayed until August of 2024. The CCD was revised to September 2024 to allow for the procurement. SchneiderCM held scheduling meetings to assist in the development of the phasing schedules and the revised baseline due to the procurement delays. This task was completed on schedule in August 2025.

SchneiderCM

Reference

Owner: City of Carlsbad

Contact: Steve Stewart

Phone: (442) 339-2938

Email: steven.stewart@carlsbadca.gov

Relevance and Unique Features

- CM Services
- Occupied and Operational During Construction
- Security Features
- MDF/IDF IT Rooms
- Traffic Control Plans and ROW Permits
- Utility Coordination
- Value Engineering
- Special Inspection Coordination
- Contract/GMP Negotiations
- Quality Assurance
- Claims/Change Orders Resulting in Savings
- Start-up, Testing, Acceptance, Transfer of Facilities

Date of Services

04/2016 – 01/2025 (part of an ongoing on-call contract)

Services Provided

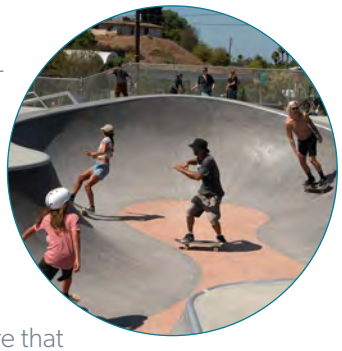
- Construction management
- Quality assurance inspection

Personnel

Robert Polley – Project/Construction Manager

Aimee Khazraie – Field CM

Village View County Park Improvements | County of San Diego | Fallbrook, CA



SchneiderCM is completing closeout on this park improvement project — using $3 million in grant funds — executed under an **on-call CM and inspection contract** for County of San Diego. The project included 6.8 acres of **park improvements** for the County, including **a skatepark, a playground with resilient surfacing, a new lawn area,** wayfinding and informational signage and parking including accessible parking stalls, concrete paths and curbs.

The new all-wheel skatepark is a highly anticipated feature that includes a signature avocado-shaped bowl (recognizing Fallbrook's avocado-farming roots), quarter pipes, rails, kickers, a volcano, wedge ramps and stairs, designed for first-time skaters and seasoned pros. The park improvements also include installation of accessible play areas designed for ages 2 to 5 and 5 to 12, as well as an 18,000-square-foot off-leash dog park divided into two areas for small and large dogs. The site also offers parking for 68 vehicles and has an ADA-accessible restroom. There are several water fountains with bottle fillers located throughout the park.

Work included SWPPP best practices and stormwater and erosion control, as well as various ADA upgrades for path of travel and various shade cover structures.

Overcoming Staffing Challenges to Meet Milestones: The ribbon-cutting ceremony for this high-profile and long-awaited park project was challenging to schedule around critical stakeholders' calendars, particularly the County District Supervisor who spearheaded its approval process with the County Board of Supervisors. Once the ceremony was scheduled, it could not be changed, so maintaining the schedule during late construction and closeout was vital. However, the contractor team experienced major turnover at all levels during the 24 months of construction, which presented risks to the schedule as new personnel had to catch up on project procedures, background and goals on a frequent basis.

Robert worked closely with County staff to **bridge gaps in project information tracking, transfer and training and to build a cohesive and collaborative environment** that allowed new contractor personnel to get up to speed more quickly. He kept each new contractor team focused on project goals and milestones, enabling the whole team to successfully meet the ribbon-cutting deadline.

SchneiderCM

Reference

Owner: County of San Diego Parks and Recreation

Contact: Riley DeWitt-Rickards

Phone: (619) 695-6010

Email: riley.dewittrickards@sdcounty.ca.gov

Relevance and Unique Features

CM Services

Schedule Management

Document Control

Field Observation

Environmental Coordination

Construction/Contract Closeout

Date of Services

09/2023 - 11/2025

Services Provided

Construction management

Quality assurance inspection

Personnel

Robert Polley – Lead Construction Manager

El Centro Police Station Headquarters | City of El Centro | El Centro, CA

This $49.7 million voter-approved Measure P half-cent sales tax fund will help to build a new El Centro Police Department Headquarters. The groundbreaking was on November 13, 2023, for the new 44,477-square-foot two-building facility.

The main building is two stories, and includes a public lobby, community meeting/ multi-purpose space, and an office for administration, investigations and records.

The second building is 11,806 square feet and contains space for property, evidence, a K-9 Unit, a fingerprinting laboratory and other support/storage functions.

UES performed the project's geotechnical engineering, materials testing and special inspection services.

Above: City of El Centro Police Station Headquarters key stakeholders break ground on the new facility in 2023.

Below: Rendering of the new facility courtesy of Arrington Watkins Architects.

UES

Reference

Owner: City of El Centro

Client Contact: Dan Ferguson, Balfour Beatty Project Manager

Phone: 619.733.7978

Email: danferguson@balfourbeattyus.com

Relevance and Unique Features

City of El Centro Public Works Project

Public Facility

New Vertical Construction

Date of Services

08/2023 - 10/2025

Services Provided

Geotechnical Engineering

Materials Testing

Special Inspections

Team Qualifications

SchneiderCM offers a team of expert construction managers organized to deliver professional CM and inspection services efficiently. Led by Project Manager/Lead Construction Manager Robert Polley, CCM, DBIA, LEED AP, CQM, QSP/D, the SchneiderCM team — illustrated in **Figure 9** on the following page — includes a pool of senior CM professionals and support staff able to provide services on City projects of all types. As task orders are assigned, Robert will collaborate with the City to assemble the staffing and organizational approach that best serves each project's needs. Each project team is crafted to address anticipated project needs by providing the right personnel with direct, relevant experience in project elements.

Staffing Approach

We make a personal commitment to each and every contract, to each of our clients and to every project and task under our management. **SchneiderCM operates solely as an owner's representative/ agency construction management firm.** To manage personnel changes, we select the most qualified professionals who are committed and available for assignment and staff the positions so that personnel changes are seldom, if ever, necessary. Consequently, in developing our team, approach and staffing plan, we have reviewed the scope of work and workloads for those individuals best suited to perform the work. We have proposed only those qualified individuals who are available during the contract at the completion of current assignments.

We are dedicated to safeguarding our clients' best interests and adding value to all facets of each project through our proactive and hands-on approach. We believe in proactive leadership, strict conformance to contract documents and a strong commitment to ethics and integrity. We believe in developing and maintaining a close working relationship with each of our clients. And we believe in actively and consistently fostering strong communication across the entire project team.

To retain the best staff and maintain our low employee turnover rate of approximately 3 percent, our team fosters a positive working environment and provides opportunities for learning and career development. Robert will emphasize collaboration and open communication on site and among project personnel and will pay attention to training needs and opportunities. In addition, we will provide for specialized technical training or orientation that may be required during each project.

Our robust employee retention program includes checking in with our employees on a regular basis and making sure they have everything they need to fulfill their assignments with the full support of our office staff. This means they can focus on the project and provide the best services possible to our clients. We offer retention incentives ranging from succession planning and career development to securing new and exciting work for our employees and offering competitive compensation packages and deep benefit offerings for our employees and their families. We also work closely with our employees to facilitate any training and education they need throughout the year so they can be up to date on all the trends and technologies in our industry.

Our Staffing Approach

Members of this same team recently worked on the City of El Centro's Public Library project, providing significant benefits on projects under this contract:

- **No learning curve**: We understand how to work effectively with the City to deliver a successful project and how to build risk mitigation for anticipated challenges of working in El Centro into schedule, budget and resource planning from the start.
- **Quick start**: We have established relationships with City personnel and area contractors and vendors so we can kick off right away.
- **Strong dynamic**: Robert, Carl and our construction management personnel will bring their unique interpersonal dynamic that has proven effective in creating win-win solutions and keeping the contractor accountable to the plans, requirements, budget and schedule on multiple projects including the El Centro Public Library project.

Current Workload and Availability of Key Personnel

Our team has the capacity and depth of resources to effectively support the City's on-call projects. Our project team comprises locally based residents and our team is committed to the project through closeout.

We have construction/project managers, inspectors and materials testers available to provide services immediately, and Carl is currently available to provide as-needed support throughout the duration of each task order.

FIGURE 9. Organization Chart

Legend
- Key Personnel
- Support Personnel

Principal in Charge

Carl Schneider, MBA, CCM, LEED AP, CPESC

- As-Needed CM Support
- As-Needed Risk Mitigation Support
- Quality Oversight

Inspection and Materials Testing

UES Professional Services

- As-Needed Construction Inspection
- As-Needed Materials Testing

Project Manager/Lead Construction Manager

Robert Polley, CCM, DBIA, LEED AP, CQM, HAZWOPER, QSP/D

- CM Services – Responsible-in-Charge
- Project Management
- Construction Contract Administration
- Preconstruction/ Post-Construction Services
- Correspondence
- Scheduling
- Labor, Health, Safety Compliance
- Community Outreach
- StakeholderCoordination
- Additional As-Needed Support Services

Scheduling and Claims Analysis

Essie Rahbari

Estimating

Kev Kutina

- As-Needed Scheduling, Claims Analysis and Estimating Support

Construction Managers

Nevine Grosso, CQM
Erik Reuter
Miranda Wendt
Connor Markart, CCM, PMP
Justin Devers, CCM
Rick Mortazavi, MBA, CCM
Aimee Khazraie, QSP/D
Kevan Potter, AICP, LEED AP

- All-Phase CM Services
- Communication Protocol Implementation
- Utility/Stakeholder Coordination
- QA Inspection and Checking
- Value Engineering
- Inter-Agency Coordination
- Schedule Review and Support
- Project Meeting Facilitation
- Payment Applications Management
- Change Order Management
- Issue Identification and Resolution
- Risk Management
- Field Observation
- Labor, Health, Safety Compliance Oversight
- Environmental Coordination
- Specialty Testing/ Inspection Coordination
- Reporting, Logging, Filing
- RFI Management
- Bid Analysis
- Additional As-Needed Support Services

Robert will be the primary point of contact for project issues.

Robert will provide contract oversight, staffing management and day-to-day project management.

Assigned CM, inspection and testing team members will provide day-to-day task management support on site.

Carl will leverage his network to ensure the project has all the resources it requires.

Years of Experience 31

Education
AA, General Studies, Palomar College

Licenses/Certifications
Certified Construction Manager (CCM), CMAA; LEED Accredited Professional (LEED AP), Building Design and Construction; Design-Build Institute of America (DBIA) Certification; USACE Construction Quality Management (CQM) Certification; QSD/P; HAZWOPER

Robert Polley, CCM, DBIA, LEED AP, CQM, HAZWOPER, QSP/D | Project Manager/Lead Construction Manager

Robert has more than 31 years of experience in the construction field performing project management, contract administration, CM and QA inspection services. The first 20 years of his construction career were spent managing projects as a prime general contractor on contracts ranging from $1 million to $50 million. He routinely manages projects that include the control and oversight of up to 15 prime trade contractors per project, encompassing all construction trades. In addition to his general contractor expertise, he has extensive CM experience working with clients such as USACE, the U.S. Department of Veterans Affairs and multiple San Diego County municipalities. Robert holds several management certifications including CCM, design-build professional, LEED Accredited Professional and safety certifications including EM385-1-1, OSHA 10-hour and 30-hour safety, confined space, excavation and trenching, fall protection and scaffolding.

- **El Centro Public Library Project, El Centro, CA (2023):** Project manage overseeing contract administration, comprehensive integrated CM services and project controls.
- **Emergency Operations Center Modernization, Carlsbad, CA (2025):** Senior CM delivering CM services to optimize the available space for EOC functions.
- **Collier Park Renovations, La Mesa, CA (2023):** Lead CM overseeing this grant-funded project that includes new playground and fitness structures.
- **Fire Station No. 1, Chula Vista, CA (2024):** Lead CM overseeing delivery of this new fire station construction project.
- **Poinsettia Community Park Phase IV (Dog Park), Carlsbad, CA (2022):** Lead CM for this $1.93 million park project including construction of a new dog park, parking lot, restroom building and supporting infrastructure.

Years of Experience 20+

Education
BS, Management and Accounting

Licenses/Certifications
Construction Quality Management (CQM) Certificate, Associated General Contractors

LEED 101: Green Building

40-hour, 30-hour and 10-hour OSHA Certification

Nevine Grosso, CQM | Senior Construction Manager

With more than 20 years of construction industry experience, Nevine has managed education, city/municipal and federal projects. She has a strong background in project accounting and cost management, regularly manages challenging projects in operating facilities and has worked for both owners and contractors.

- **San Diego Unified School District (SDUSD) Construction of New Solar Power Generation Systems, San Diego, CA (Ongoing):** Construction manager, responsible-in-charge for this $58 million program to install new solar power generation systems in 17 sites across the district.
- **SDUSD School Kitchens Improvement Program, San Diego, CA (Ongoing):** Senior construction manager. Nevine is overseeing SDUSD's kitchen improvements program across multiple school facilities across the district.
- **SDUSD Chesterton, Bay Park and Sessions Elementary Schools, Public Address System, San Diego, CA (2019):** Construction manager. This $375,000 project included furnishing and installing new public address systems at three school sites. Collaborated with the contractor on space constraint issues in equipment room and re-work required when testing identified a delay due to speaker installation methods.
- **City of Chino Parking Structure, Chino Hills, CA (2016):** Project manager. Project included construction of a new $10 million, four-level, 419-space, city-owned parking structure. On a fast-track schedule, the project experienced significant flooding due to a higher-than-anticipated water table.

Connor Markart, CCM, PMP | Construction Manager

Connor has more than 10 years of engineering and construction and project management experience. He has provided services to federal and local municipalities during high-profile betterments projects including parks, arterial roadways, new bridge construction, rehabilitation of historic structures and a plant pathology molecular laboratory. His experience in construction project management has ensured numerous successful deliveries of landmark projects from design to closeout.

- **County of San Diego Department of General Services Polinsky Children's Center, San Diego, CA (2025):** Field construction manager. Connor provided construction management services for this $850k site landscape upgrade project.
- **Collier Park Renovations, La Mesa, CA (2023):** Field CM for this long-term, grant-funded project that includes replacing the restroom, court and playground; installing new playground and fitness structures; and creating ADA accessibility throughout the park.
- **Poinsettia Community Park Phase IV (Dog Park), Carlsbad, CA (2022):** Construction manager for this $1.93 million park project including construction of a new dog park, parking lot, restroom building and supporting infrastructure.
- **Calavera Hills Park, Carlsbad, CA (2022):** Construction manager for this $982,000 park project including landscape irrigation, drainage, planting of trees, shrubs and ground cover, erosion control and water runoff protection.
- **Broadway Creek Restoration, El Cajon, CA (2022):** Construction manager for this $2.7 million project that entails the restoration and improvements of a segment of Broadway Creek between Ballantyne Street and Broadway.

Years of Experience 10

Education
BS, Civil Engineering, Applied Mathematics Minor

Licenses/Certifications
OSHA 30-hour
Engineer-in-Training
Certified Construction Manager (CCM), CMAA
CPR and AED Certification

Aimee Khazraie, QSP/D | Construction Manager

An experienced engineer who pursued advanced education in engineering management to enhance proficiency in project engineering and management, Aimee is engaged in scope definition, time and cost control, and effective client communication. She brings demonstrated excellence as a team player, dedicated to delivering high-quality results. With a previous firm, Aimee provided project management and cost estimating for construction projects of a range of sizes belonging to municipal, state, federal and private owners. Aimee's background also includes working as a structural engineer.

- **City of Carlsbad Re-roofing Project, Carlsbad, CA (Ongoing):** Field construction manager helping deliver this re-roofing initiative to replace and repair roof systems on municipal buildings throughout the City of Carlsbad. Re-roofing tasks range in cost from $300,000 to $2.1 million with roof sizes ranging from 4,500 square feet to 29,000 square feet. Aimee has managed construction services on multiple re-roofing projects including Calavera Hills Community Center, Las Palmas Senior Center and Water Recycling Facility.
- **City of Carlsbad Emergency Operations Center Modernization, Carlsbad, CA (2025):** Field construction manager. This project reconfigured several portions of the City of Carlsbad Police and Fire Headquarters building to optimize the available space for EOC functions.

Years of Experience 10+

Education
MS, Engineering Management
BS, Structural Engineering

Years of Experience 25

Education

MBA, Accounting and Finance Concentration

BS, Construction Management

Licenses/Certifications

- Certified Construction Manager (CCM), CMAA
- Primavera P3 Certified

Rick Mortazavi, MBA, CCM | Senior Construction Manager

Rick has 25 years of diversified experience in CM and project/program controls. He has successfully managed more than $200 million in projects for SDUSD since 2004 without a single litigation.

- **San Dieguito Union High School District Bond Program Management, Encinitas, CA (2025):** Serving as the Executive Director of Planning Services, Rick is responsible for managing budgets and cost reporting across numerous fund sources, including: $60 million remaining in the $495 million Prop AA General Obligation Bonds passed in 2012; the remaining funding from the $22 million 2016 Series CFD bonds and the $19.5 million 2018 Series CFD bonds; $9 million in remaining Mello-Roos funding; and $3 million in remaining developer fee funding.
- **SDUSD Hoover High School Theater and Administrative/Classroom Building Lease/Lease-back, San Diego, CA (2020):** Construction manager. This project — delivered under a lease/lease-back method — included demolition of the existing administration building, theater building and counseling building.
- **SDUSD University City High School (UCHS) Athletic Fields and Site Improvements, San Diego, CA (2017):** Construction manager, responsible-in-charge. Rick was responsible for management and oversight of the design and construction teams, and acted as the liaison between the active school site and the project team.
- **SDUSD Propositions MM, S, Z & Measure YY Bond, San Diego, CA (Ongoing):** Served as Lead Construction Manager, Responsible-in-Charge on over 50 school construction and modernization projects for SDUSD since 2004 totaling over $300M.

Years of Experience 22+

Education

BS, Environmental Engineering

Licenses/Certifications

Certified Construction Manager CMAA CCM (expires 12/2022)

Member, U.S. Green Building Council

Member, CMAA

Justin Devers, CCM | Senior Construction Manager

With 22+ years of CM experience and a specialty in K-12 and other public facility improvements, Justin has managed numerous complex modernization and new construction programs. His background includes change order negotiations, low-bid project delivery and coordination with owners, end users and other project stakeholders.

- **SDUSD Marston Middle School Whole Site Modernization, San Diego, CA (2024):** Lead construction manager. The whole site modernization work at Marston Middle School includes construction of a new gymnasium, joint-use field with perimeter track and parking lot with student campus access from new pick-up and drop-off area.
- **SDUSD Point Loma High School Whole Site Modernization, San Diego, CA (2023):** Lead construction manager. The Point Loma High School Whole Site Modernization project includes design and construction of a new three-story, 38,000-square-foot building, renovation of the 200 and 300 buildings, relocation of the campus main distribution frame (MDF) and upgrades to the athletic facilities.
- **SDUSD Pacific Beach Middle School Whole Site Modernization, San Diego, CA (2022):** Lead construction manager. Increment 2 of this whole site modernization includes the construction of a new two-story classroom building along with upgraded data, HVAC and fire alarm throughout campus.
- **SDUSD Pershing Middle School Whole Site Modernization, San Diego, CA (2016):** Senior construction manager. Construction management services for $15 million modernization of 16 buildings at Pershing Middle School over six phases within an 18-month schedule. The existing, 60-year-old, 5-acre site serves nearly 900 students and is being upgraded to 21st century education standards. Improvements including ADA, HVAC and site upgrades.

Years of Experience 17

Education
BA, Linguistics
BA, Anthropology

Licenses/Certifications
General Contractor B License (2012)
OSHA 30-Hour Construction Safety
EMSA CPR, AED and First Aid Certification

Miranda Wendt | Senior Construction Manager

Miranda has 17 years of diverse construction and project management experience. She has successfully managed and assisted in projects amounting to more than $145 million without litigation. As a General Contractor B license holder, her strengths include contract negotiation and interpretation, financial management, cost estimating and reporting, change order negotiation, subcontractor management, production tracking, scheduling, cost-loading, time impact analysis creation, payment application creation, quantity takeoffs, specification reviews, RFIs and submittal generation, as-built plan detailing, safety plan implementation and quality control planning. Miranda has extensive experience on public and private works projects, from conception and design to construction completion, turnover and warranty period.

- **SDUSD La Jolla Elementary School Lease/Leaseback, La Jolla, CA (2024):** Construction manager. This is a multi-phase lease-leaseback project consisting of interim housing, demolition of nine existing portable classrooms and one multi-classroom building, construction of three new classroom and administrative buildings, modernization of nine buildings and major site improvements.
- **SDUSD Single Point of Entry Projects, San Diego, CA (2024):** Construction manager. This set of projects involve the installation of single point of entry (SPOE)/site security measures at several high schools including Marcy, Mission Bay and New Dawn.
- **SDUSD Mira Mesa High School Athletic Facilities, San Diego, CA (2023):** Construction manager. Construction manager. This project's scope includes replacement of existing track and field surfacing, new LED stadium lighting, new multipurpose artificial turf field, renovation of existing restrooms and concessions buildings, new press box with elevator access and ticket booth renovations.

Years of Experience 30+

Education
BS, Mechanical Engineering

Licenses/Certifications
Member, CMAA

Erik Reuter | Senior Construction Manager

Erik has more than 30 years of experience as a construction manager specializing in education facility projects. He has served as a construction manager for SDUSD, Carlsbad Unified School District and Grossmont-Cuyamaca Community College District projects.

- **SDUSD Pacific Beach Elementary School, San Diego, CA (2025):** Lead construction manager. This $22 million project includes new construction of a four-classroom building and renovation of all existing classrooms and other spaces on campus.
- **SDUSD Mann Middle School Modernization, El Cajon, CA (2019):** Senior construction manager. Erik provided CM services on this multi-phase $27 million project that featured new construction consisting of a three-story, combination classroom and administrative buildings totaling 32,000 square feet.
- **SDUSD Transportation System Bus Wash, San Diego, CA (2017):** Construction manager. This $1 million bus wash system was for SDUSD under Proposition S and Z Bond Programs. Erik was responsible for management of the construction, serving as the overall liaison between the contractor, the school district's transportation department and the project manager.
- **SDUSD Crawford High School Automotive Center Upgrade, San Diego, CA (2022):** Construction manager. This project revamped the automotive center that is part of the College, Career and Technical Education CTE program with bond funding.

Years of Experience 17

Education

MArch, Master of Architecture, NewSchool of Architecture and Design

BA, Studio Arts, University of Texas Austin

Licenses/Certifications

Registered Architect: CA

LEED AP

Kevan Potter, AICP, LEED AP | Construction Manager

Kevan is a construction manager with extensive architecture and design experience specializing in K-12 project development, coordination and construction. Over his five-year tenure as a facilities development project coordinator for SDUSD, Kevan managed the construction and successful delivery of multiple K-12 facility projects, including monitoring budgets, schedules and contracts. As a project architect, Kevan designed and completed multiple projects for K-12 and higher education districts, municipalities and other public agencies.

- **San Dieguito Union High School District Bond Program Management, Encinitas, CA (2025):** Serving as the Deputy Executive Director of Planning Services, Kevan is responsible for helping manage budgets and cost reporting across numerous fund sources, including: $60 million remaining in the $495 million Prop AA General Obligation Bonds passed in 2012; the remaining funding from the $22 million 2016 Series CFD bonds and the $19.5 million 2018 Series CFD bonds; $9 million in remaining Mello-Roos funding; and $3 million in remaining developer fee funding.
- **San Diego Unified School District, San Diego, CA (2024):** Facilities Development Project Coordinator/Senior Project Manager. Successfully managed multiple K-12 construction project sites. Created and monitored budgets, schedules and contracts. Collaborated with District stakeholders through development to completion of projects.
- **AVRP Studios, San Diego, CA (2019):** Project Architect. Designed and completed multiple project types to include: K-12 education, higher education, city and local government agencies and commercial work. Designed and worked on multistory mixed-use projects and high-rise residential towers.

Years of Experience 30+

Education

MBA, University of Phoenix

BS, Building, University of the Witwatersrand, South Africa

National Diploma in Construction Supervision, Technikon Witwatersrand, South Africa

Licenses/Certifications

Certified Construction Manager (CCM); LEED AP, Building Design and Construction; Certified Professional in Erosion and Sediment Control (CPESC); General Contractor B License 1013485, State of California

Carl Schneider, MBA, CCM, LEED AP, CPESC | Principal-in-Charge

Carl has 30+ years of experience in project and construction management. His responsibilities include serving as owner's representative managing all aspects of projects from inception through closeout. Carl brings applicable and recent design-build and lease/lease-back delivery method experience and is proficient with the management tools of Oracle's CM14, P6, Unifier, Procore and SharePoint. He has been on the CMAA San Diego board for nine years and is serving as the current past president. Carl's background includes serving as lead construction manager for nearly 50 school construction and modernization projects and one cold storage facility and distribution center under SDUSD MM, S and Z and Measure YY bond programs to the value of more than $400 million. These complex projects involved resource agency coordination, UXO removal, riparian wetlands mitigation and restoration and environmentally sensitive stormwater management.

- **Poinsettia/Aviara Park Improvements (Phase II-III) and Poinsettia Dog Park (Phase IV), Carlsbad, CA (2022):** Principal in charge for improvements at two parks and construction of a new dog park. Amenities included new playground and a multi-sport outdoor arena, as well as a 2,000-square-foot covered picnic area with a catering support room and restrooms, turf areas, a stage with a signature shade structure and four small picnic areas.
- **SDUSD Logan/Memorial Education Campus, San Diego, CA (2022):** Lead construction manager. This project entailed two main portions. The $62 million project reconfigured the existing Logan K-8 campus to provide a new elementary school for TK to 5th grades with a 6th grade academy.
- **Emergency Operations Center Modernization, Carlsbad, CA (2025):** Principal in charge. This project reconfigured several portions of the City of Carlsbad Police and Fire Headquarters building to optimize the available space for EOC functions.

EXHIBIT D

LEVINE ACT STATEMENT

Levine Act Statement
PRIME PROPOSER AND SUBCONSULTANTS MUST SUBMIT A SIGNED LEVINE ACT STATEMENT

California Government Code § 84308, commonly referred to as the "Levine Act," precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than $500 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the officer, or received by the officer on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

This statement must be provided for the company and for each consultant who will work with the City.

City of El Centro Council Members as of the date of this RFP are as follows:

Mayor Sonia Carter
Mayor Pro-Tem Marty Ellett
Sylvia Marroquin
Claudia Camarena
Michael Crankshaw

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than $500 to any City of El Centro Council Member in the 12 months preceding the date of the issuance of this RFP?
_____ YES ____X___NO
If yes, please identify the Council Member: _____

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than $500 to any City of El Centro Council Member in the three months following the award of the contract? _____ YES ____X___NO
If yes, please identify the Council Member:_____

Answering yes to either of the two questions above does not preclude City of El Centro from awarding a contract to your firm. It does, however, preclude the identified Council Member from participating in the contract award process for this contract.

October 10, 2025
DATE

(SIGNATURE OF CONSULTANT)

SchneiderCM

EXHIBIT B

FEE SCHEDULE

FEE PROPOSAL FOR

City of El Centro On-Call Services RFP

DISCIPLINE: CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES

October 10, 2025

Submitted by

SchneiderCM

Prepared for

CITY OF EL CENTRO

Attention

ABRAHAM CAMPOS, PE, PUBLIC WORKS DIRECTOR/ CITY ENGINEER

City of El Centro

CONFIDENTIAL

October 10, 2025

CONFIDENTIAL

Attn: Abraham Campos, PE
Public Works Director/City Engineer
City of El Centro
1249 W. Main Street
El Centro, CA 92243

Subject: **Fee Schedule – Request for Proposals for City of El Centro Public Works On-Call Services for Construction Management and Inspection**

Dear Mr. Campos and Members of the Selection Panel,

SchneiderCM's Fee Proposal is based on the services provided in our written proposal and is broken down as follows:

Category	Hourly Rate
Senior Construction Manager (with CCM credential, e.g., Robert Polley)	$232
Construction Manager/Field Engineer (without CCM credential)	$210
Project Administrative Support	$120
Estimating	$210
Scheduling	$210
Principal (as required)	$300

Reimbursable Expenses	Cost
Reprographics, as needed	Pass-through, no markup
Procore Management Software Subscription	Pass-through, no markup

Notes:

- Quality assurance inspection services are provided by the Senior Construction Manager as outlined above.
- We will provide a Procore management software subscription at approximately $15,000/year if required and in consultation with the City of El Centro. This will be a straight pass-through of the actual invoice without markup.
- Costs are in dollars per hour, fully burdened (inclusive of mileage, travel expenses, all equipment, cell phones, laptops, insurance, and vehicle charges, etc.).
- Our pricing shall remain firm for the initial two-year term. If the City elects to extend the Agreement, the costs of services can be increased by a maximum of 4% per extension term, if agreed to by both parties.
- A subcontract will be held with UES for specialty inspection and laboratory testing. UES's rates to SchneiderCM are shown on the following page, with these being marked up 10% to the client.

Thank you for your consideration. Please contact me at 619-905-5522 if there are any questions or clarifications needed.

Yours sincerely,

Carl Schneider
CEO, SchneiderCM, Inc.

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Schneider CM Team
City of El Centro RFP On-Call Services
Construction Mangement & Inspection Services

Schedule of Fees and Services - SchneiderCM

	Prevailing Wage Hourly Rate		
INSPECTION SERVICES & QUALITY CONTROL			
Concrete Technician (ACI)	$135		
Senior Field Technician (ACI)	$140		
Concrete / Asphalt Batch Plant Inspector	$140		
Soil Field Technician	$145		
Registered Special Inspector (Concrete, Masonry, Epoxy)	$145		
Registered Special Inspector (Steel, Welding, Fireproofing, Base Plate Grout)	$150		
Pile Driving Inspector / Deep Foundation Inspector	$160		
Mechanical / Electrical / Plumbing Inspector	$160		
Roofing / Waterproofing Inspector	$160		
Roofing / Waterproofing Consultant	Quote		
Shop Inspections (Out of State) /Coordination	Quote		
Inspector of Record / DSA / OSHPD Inspector	Quote		
Quality Control Representative	Quote		
Submittal Reviewer	Quote		
QC Plan Preparation	Quote		
NON-DESTRUCTIVE TESTING SERVICES			
Non-Destructive Testing Inspector (Ultrasonic, Magnetic Particle, Dye Penetrate, PT, Shotcrete)	$160		
NDT Shop Inspections (Out of State) /Coordination	Quote		
Metallic Surface Coatings (Paint or Itumescescent Fireproofing)	Quote		
Radiographic (low power portable and laboratory available)	Quote		
SPECIAL SERVICES			
Vertical Coring / Sawing Operator & Equipment (**Horizontal extra**)	$170		
Floor Flatness Testing	$160		
Mobilization / Demobilization - flat rate	$135		
Anchor Pull Tests - up to 30 tons	$145		
Procedure Qualification per AWS, ASME or Military Standards	Quote		
SUPPORT SERVICES			
Certificate of Completion	$500		
Draftsman	$100		
Express Mail (FEDEX/UPS) (minimum)	$50		
Facsimile (each page)	$3		
File Search, re-issue of report, copies (minimum)	$80		
Pickup/Delivery (50 mile radius of UES office)	$75 / Hr		
Administrative Assistant/Certified Payroll/Word Processing/Secretarial	$100 / Hr		
Sample Pick-up	$85 / Trip		
Sample Pick-up (Large)	$110 / Trip		
PROFESSIONAL ENGINEERING STAFF			
Principal Engineer / Geologist	$250		
Senior Engineer / Geologist / Architect	$210		
Licensed Land Surveyor	$210		
Project Engineer / Geologist / Architect/ Manager Services	$200		
Environmental Consultant / Registered Environmental Assessor	$190		
Project Manger	$190		
Staff Engineer / Geologist / Architect	$180		
One-Man Survey Crew & Equipment	$170		
Two-Man Survey Crew & Equipment	$350		
Three-Man Survey Crew & Equipment	$475		
Survey Technician	$140		
CAD Technician	$140		
QSP Services	$200		
COURT APPEARANCE AND DEPOSITIONS			
Principal Professional Preparation, Deposition or Testimony	$450		
Senior Professional Preparation, Deposition or Testimony	$350		
Travel & Expenses	Actual + 20%		
Evidence Storage (per month)	$100		

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Schneider CM Team
City of El Centro RFP On-Call Services
Construction Mangement & Inspection Services

Schedule of Fees and Services - SchneiderCM

Test Procedure	Price per Specimen	ASTM Designation	Other Method Used
SOILS			
SOILS			
California Bearing Ratio (CBR)	$360	D1883	---
Cement Treated Base, Laboratory Design - Soil Cement, Each Set	$530	D558 / D1633	
Cement Treated Base, Laboratory Compaction (Moisture Density-Each Curve)	$275	D558	
Cement Treated Base, Sample Fabrication & Compression- Per Point	$85	D558 / D1633	CTM 312
Chloride Content of Soil	$70	---	---
Consolidations - Per Point	$200	D2435	---
Direct Shear Test	$195 to $245	D3080	---
Expansion Index	$200	D4829	UBC 18-2
Hydrometer (Particle Size Analysis)	$180	D422	---
Laboratory Compaction Test - 4" Mold (Moisture Density-Each Curve)	$200	D1557 / D698	CTM 216
Laboratory Compaction Test - 6" Mold (Moisture Density-Each Curve)	$210	D1557 / D698	CTM 216
Laboratory Compaction Test - 4" or 6" Mold Requiring Rock Correction	$235	D1557 / D4718	
Moisture Content	$30	D2216	---
Moisture & Density	$50	D2937	---
No. 200 Sieve Wash	$100	D1140	---
Plasticity Index / Liquid Limit/Atterburg Limits	$140	D4318	---
Permeability Test - Constant Head			
Fine Grained Soil	$250	D5084	---
Granular Soil	$375	D2434	---
R - Value (Minimum 3 pts.)	$265	D2844	CTM 301
Resistivity and pH of Soil	$150	D4972	CTM 643
Sand Equivalent	$110	D2419	CTM 217
Shrinkage Limit	$100	D427	---
Soil Classification w/ Atterburg & Gradation	$245	D2487	---
Sulfate Content of Soil	$80	---	---
Organic Content (Organic Burn)	$75	D2974	
AGGREGATES			
Aggregate Conformance Testing for State of California Projects	$260	---	---
(Includes: Sieve Analysis, Specific Gravity, No. 200 Wash, Organic Impurities, Unit Weight)			
Clay Lumps and Friable Particles	$100	C142	---
Cleanness Value	$95	---	CTM 227
Crushed Particles, Percent	$120	---	CTM 205
Durability Index, Coarse Aggregate	$125	D3744	CTM 229
Durability Index, Fine Aggregate	$110	D3744	CTM 229
Los Angeles Rattler	$190	C131 or C535	CTM 211
Organic Impurities in Sand	$50	C40	---
Sieve Analysis (Gradation), Coarse Aggregate	$85	C136	---
Sieve Analysis (Gradation), Fine & Coarse Aggregate (Including 200 Wash)	$100	C136	---
Specific Gravity & Absorption, Fine Aggregate	$90	C128	---
Specific Gravity & Absorption, Coarse Aggregate	$75	C127	---
Sodium Sulfate Soundness (Per Size Fraction)	$80	C88	---
Unit Weight per Cubic Foot, Voids in Aggregate	$75	C29	---
MATERIALS			
ASPHALT CONCRETE			
Asphalt Mix Design	Quote	Marshall & Hveem	---
Asphalt Mix Design Review (Hourly by Engineer)	Quote	---	---
Extraction, % Asphalt (Including Gradation of Extracted Aggregate)	$170	D6307 / D5444	CTM 382
Extraction, % Asphalt	$190	D6307	CTM 382
Hveem Stability & Unit Weight	$210	D1560 / D1561	CTM 304, 308 & 366
Marshall Stability, Flow & Unit Weight (Three Specimens)	$220	D6926 / D6927	---
Maximum Theoretical Unit Weight (Rice Specific Gravity)	$240	D2041	---
Tensile Strength Ratio (TSR)	$550	D4867	
Unit Weight Compacted Sample or Core (Bulk Specific Gravity)	$85	D2726	CTM 308

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Schneider CM Team
City of El Centro RFP On-Call Services
Construction Mangement & Inspection Services

Schedule of Fees and Services - SchneiderCM

Test Procedure	Price per Specimen		ASTM Designation	Other Method Used
MATERIALS				
CONCRETE				
Compression Tests, 6x12" Cylinder	$30		C39	---
Compression Tests, 4X8" Cylinder	$30		C39	---
Compression Tests, Cores - Shotcrete/Gunite Panels, (3 Cut Cores per Panel)	$200		C42 / C1604	---
Compression Tests, Core - Shotcrete/Concrete/Gunite (Includes Sample Preparation)	$75		C42 / C1604	---
Compression Tests, Lightweight Concrete Fill	$75		C495	---
Concrete Flexural Test, 6x6x18" Flex Beam	$95		C78	---
Concrete Mix Design	Quote		---	---
Drying Shrinkage (3 Specimens-28 Days)	$230		C157 (Mod)	---
Modulus of Elasticity, Static	$100		C469	---
Splitting Strength Test - Concrete Cylinders	$100		C496	---
Trial Batch, Includes Mix Design, Aggregate Testing & Six Compression Tests	$950		---	---
Unit Weight, Lightweight Concrete Fill	$75		C495	---
MASONRY				
Absorption Test, Brick	$60		C67	---
Absorption Test, CMU Block	$70		C140 / C90	---
Compression Test, Brick	$55		C67	---
Compression Test, Composite Prism (Half Size 8 x 16 x 8")	$125		C1314	UBC 21-17
Compression Test, Composite Prism (Full Size 8 x 16 x 16")	$125		C1314	UBC 21-17
Compression Test, CMU Block (Full Size or Coupon)	$75		C140 / C90	---
Compression Tests, High Strength Grout/Mortar Cube (2x2")	$30		C109	---
Compression Tests, Grout	$30		C1019	UBC 21-18
Compression Tests, Mortar, 2x4" cylinder	$30		C39 / C780	UBC 21-16
Conformance Package	$475		C90	---
Efflorescence, Block & Brick	$40		C-90 / C67	---
In-Place Shear Test (per test)	$90		---	UBC 21-6
Linear Shrinkage	$110		C426	---
Modulus of Rupture, Brick	$60		C67	---
Moisture as Received, Brick	$35		C67	---
Saturation Co-Efficient (Includes Absorption) Brick	$50		C67	---
Shear Test, Core (Excludes Sample Preparation)	$90		---	CBC Title 24
STEEL	Rate	Unit		
High Strength Bolt, Bolt - Axial Tensile Strength	$75	Each	(ASTM F606 & F3125)	---
High Strength Bolt, Bolt - Wedge Tensile Strength	$75	Each	(ASTM F606 & F3125)	---
High Strength Bolt, Bolt - Proof Load	$60	Each	(ASTM F606 & F3125)	---
High Strength Bolt, Nut - Proof Load	$55	Each	(ASTM F606 & A563)	---
Mechanical Tests, Hardness Test, Rockwell (Includes Nut, Bolt, & Washer)	$40	Each	(F606 & E18)	---
Prestressed Steel, Tensile Test, Strand (7 wire)	$155		---	---
Reinforcing Steel, Bend Test - No. 11 Bars & Smaller	$90		A615 / A706	---
Reinforcing Steel, Bend Test - No.14 Bars	$60		A615 / A706	---
Reinforcing Steel, Tensile Test - No. 11 Bars & Smaller	$80		A615 / A706	---
Reinforcing Steel, Tensile Test - No.14 Bars & Larger (To Min. Requirement Only)	$60		A615 / A706	---
Mechanically Spliced Reinforcing Steel	$90		---	---
Spray Applied Fireproofing Density Tests				
Oven Dry Method	$75		E 605	UBC 7-6
Structural Steel, Tensile Test - Up to 200,000 lbs.	$50		A 370	---
Structural Steel, Bend Test.	$40		---	---
Structural Steel, Pipe Flattening Test	$40		---	---
Welded Specimens, Tensile Test - No. 11 Bars & Smaller	$42		---	---
Welded Specimens, Tensile Test - No. 14 Bars	$70		---	---
Welded Specimens, Tensile Test - No. 18 Bars (To Min. Require. Only)	$90		---	---
Welded Specimens, Tensile Testing - Mechanically Spliced Bar	$90		---	---

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Schneider CM Team
City of El Centro RFP On-Call Services
Construction Mangement & Inspection Services

Schedule of Fees and Services - SchneiderCM

Test Procedure	Price per Specimen	ASTM Designation	Other Method Used
MATERIALS			
ROOFING			
Asbestos Evaluation (per ply)	$50	---	---
Asphalt Softening Point	$175	---	---
Roofing Material Analysis, With Surfacing	$500	D 2829	---
Roofing Material Analysis, Without Surfacing	$250	D 3617	---
Roofing Tile, Absorption (set of 5)	$165	---	---
Roofing Tile, Strength Test (set of 5)	$165	---	---
WELDING CERTIFICATION			
American Welding Society (AWS D1.1)	---	---	---
Limited Thickness Plate (per position)	$220	---	---
Unlimited Thickness Plate (per position)	$250	---	---
Pipe (per position)	$250	---	---
American Welding Society (AWS D1.4)	---	---	---
Bar Sizes #3 through #9 (each)	$220	---	---
Bar Sizes #10 through #11 (each)	$250	---	---
Bar Sizes #14 through #18 (each)	$270	---	---
American Society of Mechanical Engineers (ASME)	---	---	---
Plate or Pipe Procedure Qualification (each)	$575	---	---
Plate or Pipe Welder Qualification (each)	$575	---	---
American Welding Society (AWS D1.3)	---	---	---
Light Gauge Metal (includes butt and plug weld)	$200	---	---
Procedure Qualification per AWS, ASME or Military Standards	Quote	---	---
Fillet Weld Test (Break and Etch Test)	$200	---	---
Fillet Weld Test Plates	$50	---	---
Ultrasonic Testing of Weld Coupons	$100	---	---
Witness time, If Required	$65	---	---
Shop Welding(Out of State)	Additional Cost	Additional Cost	

Schedule of Fees and Services - Terms & Conditions

Testing Samples: A preparation charge will be added to all samples submitted to the laboratory that are not ready for testing. This preparation charge will be based on the actual time required and at the laboratory technician's rate of $50.00 per hour. There will be a 50% premium charge for "RUSH/PRIORITY" laboratory testing. This testing laboratory agrees to exercise reasonable care in obtaining, preserving, and caring, for the samples to be tested, but assumes no responsibility for damages, either direct or consequential, which arise or are alleged to arise from loss, damage or destruction of samples due to circumstances beyond this testing laboratory's control. Samples are discarded after testing unless requested otherwise in writing by the client. A per month fee is charged for retained samples.

Per Diem and Travel Expenses (When Applicable) : Minimum $ 180.00 per day or Actual cost + 20% (when applicable for out of town services)

Scheduling: A minimum of 24 hours notice is required to schedule personnel.

Out of State Shop Inspections/Coordination: Out of State Shop Inspections and Coordination Require Additional Costs.

Overtime Rates: Our rates are based on a typical 8-hour work day generally between the hours of 6:30 AM & 4:30 PM M-F. A premium of 1.5 times the quoted rates for the first 4 hours and 2.0 times thereafter will be charged for work outside of these hours. However, Sundays will be billed at 2.0 times the quoted rate.

Minimum Charges: For inspection callout between 0 & 4 hours a minimum charge of 4 hours will be applied. For inspection callout between 4 & 8 hours, an 8-hour minimum charge will be applied. As an alternate, site time plus two hours, rounded to the next whole hour may be used. A 2 hour minimum or actual time expended will apply. Portal-to-portal charges apply to all field work.

The following are UES holidays:

New Year's Day	Labor Day	Chnstmas Day	MLK Day
Memorial Day	Thanksgiving Day	Veteran's Day	
Independence Day	Day after Thanksgiving	President's Day	

Should a Holiday fall on a Saturday or Sunday the closest previous or following regular work day shall be considered the holiday.

Mileage: Mileage will be charged at $0.75 per mile for services outside a 50 mile radius of this office.

Outside Services/Subcontractors: Cost plus 20% will be charged for any work not directly performed by UES or for any materials procured.

Rate Increases: UES reserves the right to periodically increase all rates indicated herein.

Standard Terms: The attached standard terms and conditions are also considered a part of this agreement .

The Fee Schedule contains only the basic services performed by this office and is not a complete listing. Do not hesitate to call for a quotation or proposal if your service needs are not listed herein.

EXHIBIT C
INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of City, and prior to commencement of work and/or services under this Agreement, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to City.

General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office (Form CG 00 01), in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned, or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement and Consultant agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (statutory limits) and Employer's Liability insurance (with limits of at least $1,000,000).

Consultant shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

Umbrella or excess liability insurance. [If required to meet higher limits.]. Consultant shall obtain and maintain an umbrella liability insurance policy with limits that will provide bodily injury, personal injury, and property damage liability coverage, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason, other than bankruptcy or insolvency of said primary insurer;
- "Pay on behalf of" wording as opposed to "reimbursement";
- Concurrency of effective dates with primary policies.

Should Consultant obtain and maintain an excess liability policy, such policy shall be excess over commercial general liability, automobile liability, and employer's liability policies. Such policy or policies shall include wording that the excess liability policy follows the terms and conditions of the underlying policies.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance and required endorsements to City as evidence of the insurance coverage required herein. Insurance certificates and endorsements must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City for the contract period and any additional length of time required thereafter. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. Consultant shall procure and maintain for the contract period, and any additional length of time required thereafter, insurance against claims for injuries to persons or damages to property, or financial loss which may arise from or in connection with the performance of the Work hereunder by Consultant, their agents, representatives, employees, or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self- insurance shall be called upon to protect it as a named insured.

City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary, and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives

its own right of recovery against City and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non-estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide the City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage. If any of the Consultant's insurers are unwilling to provide such notice, then Consultant shall have the responsibility of notifying the City immediately in the event of Consultant's failure to renew any of the required insurance coverages, or insurer's cancellation or non-renewal.

Additional insured status. General liability, automobile liability, and umbrella/excess liability insurance policies shall provide or be endorsed to provide that City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party who is brought onto or involved in the project/service by Consultant (hereinafter collectively "Subcontractor"), provide the same minimum insurance coverage and endorsements required of Consultant under this Agreement. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. However, in the event Consultant's Subcontractor cannot comply with this requirement, which proof must be submitted to the City,

Consultant may still be able to utilize the Subcontractor provided Consultant shall be required to ensure that its Subcontractor provide and maintain insurance coverage and endorsements sufficient to the specific risk of exposure involved with Subcontractor's scope of work and services, with limits less than required of the Consultant, but in all other terms consistent with the Consultant's requirements under this Agreement. This provision does not relieve the Consultant of its contractual obligations under the Agreement and/or limit its liability to the amount of insurance coverage provided by its subcontractors. This provision is intended solely to provide Consultant with the ability to utilize a Subcontractor who may be otherwise qualified to perform the work or services but may not carry the same insurance limits as required of the Consultant under this Agreement given the limited scope of work or services provided by the subcontractor. Consultant agrees that upon request, all agreements with Subcontractors, and others engaged in the project and/or services, will be submitted to City for review.

City's right to revise specifications. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City and Consultant may renegotiate Consultant's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible, or require proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention through confirmation from the underwriter.

Timely notice of claims. Consultant shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

Claims made: The following provisions shall apply if any of the required policies are written on a claims-made basis:

a. The Retroactive Date of the policy must be shown and must be before the date of the Agreement or the beginning of the contracted work.

b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement or the work.

c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a Retroactive Date that precedes the date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five (5) years after completion of the Agreement or the work. The City shall have the right to exercise, at the Consultant's sole cost and expense, any extended reporting provisions of the policy, if the Consultant cancels

or does not renew the coverage.

d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

EXHIBIT D
CONSULTANT'S FINANCIAL DISCLOSURE STATEMENT [1]

Consultant will comply with all conflict-of-interest laws and regulations including, without limitations, City's Conflict of Interest Code (on file in the City Clerk's Office) as required by Section 4.10 of this Agreement. It is incumbent upon the Consultant to notify the City pursuant to Sections 7.1 and 7.5 of any staff changes relating to this Agreement. The City Manager has made the following determination and Consultant, by his/her signature, acknowledges said determination. [2]

A. In accomplishing the scope of services of this Agreement, all officers, employees and/or agents of Consultant will be performing a very limited and closely supervised function, and, therefore, unlikely to have a conflict of interest arise. No disclosures are required of any officers, employees, and/or agents of Consultant. Consultant duties are as follows:

_____	CARL SCHNEIDER, CEO
City Manager	Consultant Signature & Title

B. In accomplishing the scope of services of this Agreement, Consultant will be performing a specialized or general service for the City, and there is substantial likelihood that the Consultant may make or participate in making a governmental decision, which may have a foreseeable material effect on a financial interest. As a result, the Consultant shall be subject to the Disclosure Category "Consultant" of the City's Conflict of Interest Code.

_____	CARL SCHNEIDER, CEO
City Manager	Consultant Signature & Title

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1. Fair Political Practices Commission Section 18700.3 defines a consultant as follows:
(a) For purposes of Sections 82019 and 82048, "consultant" means an individual who, pursuant to a contract with a state or local government agency:
(1) Makes a governmental decision whether to:
(A) Approve a rate, rule, or regulation;
(B) Adopt or enforce a law;
(C) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
(D) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
(E) Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
(F) Grant agency approval to a plan, design, report, study, or similar item;
(G) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or
(2) Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in Regulation 18704(a) and (b) or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code under Section 87302.
2. Disclosure by Consultants: Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the City's adopted Conflict of Interest Code, subject to the following limitations: The City Manager may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and closely supervised, and, thus, is not required to comply with the disclosure requirements in the City's adopted Conflict of Interest Code. Such written determination shall include a description of the consultant's duties. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as the City's adopted Conflict of Interest Code.

EXHIBIT E

LEVINE ACT STATEMENT

Levine Act Statement
PRIME PROPOSER AND SUBCONSULTANTS MUST SUBMIT A SIGNED LEVINE ACT STATEMENT

California Government Code § 84308, commonly referred to as the "Levine Act," precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than $500 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the officer, or received by the officer on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

This statement must be provided for the company and for each consultant who will work with the City.

City of El Centro Council Members as of the date of this RFP are as follows:

Mayor Sonia Carter
Mayor Pro-Tem Marty Ellett
Sylvia Marroquin
Claudia Camarena
Michael Crankshaw

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than $500 to any City of El Centro Council Member in the 12 months preceding the date of the issuance of this RFP?
_____ YES ____X___NO
If yes, please identify the Council Member: _____

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than $500 to any City of El Centro Council Member in the three months following the award of the contract? _____ YES ____X___NO
If yes, please identify the Council Member:_____

Answering yes to either of the two questions above does not preclude City of El Centro from awarding a contract to your firm. It does, however, preclude the identified Council Member from participating in the contract award process for this contract.

October 10, 2025
DATE

(SIGNATURE OF CONSULTANT)

REQUEST FOR PROPOSALS
FOR
ON-CALL SERVICES

1. ***ARCHITECTURAL DESIGN***
2. ***CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES***

Requested By:

City of El Centro
Department of Public Works
307 W. Brighton Ave.
El Centro, CA 92243
Phone: (760) 336-3152
Abraham Campos, PE
Director of Public Works/ City Engineer
August 2025

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EXHIBITS

A - Architectural Design. Expanded Scope

B – Sample Proposal Evaluation Form

C – Sample Professional Services Agreement, as appropriate

D- Levine Act. Statement

E- Sample Task Order

*No changes shall be made to consultant agreement by consultant.

II. REQUEST FOR PROPOSAL ("RFP")

NOTICE IS HEREBY GIVEN THAT the City of El Centro (the "City") is requesting proposals from qualified consultants to provide Architectural Design, Construction Management, and Inspections (the "Consultant(s)").

DEADLINE

Consultants are requested to submit five hard copies of their proposal before **04:30 p.m.** on **September 26, 2025**. Refer to section IX for further information.

Note: late, emailed, or faxed proposals will not be considered.

OBTAINING DOCUMENTS

The Contract Documents are available through Planet Bids, by accessing our website (www.cityofelcentro.org) and selecting "GOVERNMENT > PUBLIC WORKS> BIDS & PROPOSALS> PROCEED TO SITE".

III. INTRODUCTION AND PURPOSE

INTRODUCTION.

The Department of Public Works – Administration Division of the City of El Centro is seeking professional services from a consulting firm or team (Consultant) for On-Call services for the two (2) disciplines listed below. The City will contract with the primary firm under which subconsultants may operate. The City is requesting services for up the term of the agreement. The term of the agreement shall be for two (2) years, with up to three (3) one (1) year extensions, which extensions shall be at the City's sole option.

Disciplines:

1. Architectural Design.
2. Construction Management and Inspection Services.

Up to three consultants shall be selected for each discipline. The City reserves the right to increase or decrease the number of consultants awarded a contract under each discipline.

<u>Consultant must submit a separate responsive proposal to each discipline that Consultant wishes to be considered.</u> Each discipline will be judged independently. You are not required to submit a proposal for both disciplines.

PURPOSE. The purpose of this RFP is to:

1. Familiarize prospective consultants with the information necessary to understand the consultant selection process and the required documentation consultant must

submit.

2. Receive, review and consider proposals from prospective consultants, and select a consultant to provide the desired services for each discipline.
3. Execute a contract for on-call services in the form of a Professional Services Agreement (PSA) (see RFP Exhibit C – Sample Design Professional Services Agreement), which will include a negotiated rate schedule established at the time of its execution.
4. Advise prospective consultants that the City is not obligated to issue any contract(s) by issuing this proposal.

The Consultant shall provide the Public Works Department with the ability to obtain assistance quickly during peak workload periods, staffing absences and when expedited/fast track support is needed to satisfy City customers. The most important objective is to maintain a level of high-quality, Qualified entities are invited to submit written proposals for consideration in accordance with this request. These services will be conducted under a contract with the City.

The City reserves the right to reject any or all responses received as a result of this solicitation; to extend the submission due date for; to modify, amend, reissue or rewrite this document; and to procure any or all services by other means. Consultants that respond to this RFP shall comply with all applicable laws. There are no M/WBE and/or DBE requirements for this RFP.

The contract will be regulated according to the provisions of all Federal, State and local laws and ordinances that are applicable. This includes compliance with prevailing wage rates and their payment in accordance with the California Labor Code, as applicable.

Consultants are advised to consider whether services to be performed include classifications subject to state or federal prevailing wage requirements. Prevailing wages will apply if the services to be performed will involve land surveying (such as flag persons, survey party chief, rodman or chainman), materials sampling and testing (such as drilling rig operators, pile driving, crane operators), inspection work, soils or foundation investigations, environmental hazardous materials and so forth. California State prevailing wage information is available through the California Department of Industrial Relations website at https://www.dir.ca.gov/OPRL/dprewagedetermination.htm

Labor categories subject to prevailing wage requirements, when employed for any work on this project, are wholly the responsibility of the firm or individual named in any Professional Services Agreement approved by the City. City will not assume any responsibility for Consultant's failure to pay prevailing wages in accordance with State law.

IV. BACKGROUND

The City of El Cento incorporated in 1908 and later became a Charter city. El Centro is the center of one of Southern California's most promising new commercial and industrial regions. There are two international border crossings nearby for commercial and noncommercial vehicles. Covering 11.019 square miles, it is the largest city in Imperial County. El Centro is located 616 miles southwest of San Francisco, 117 miles east of San Diego and 245 miles west of Phoenix, Az. and just 15 minutes from the international industrial complexes in Mexicali, Baja California. El Centro is accessible via Interstate 8, State Highway 86 and State Highway 111. The City population is estimated to be over 45,000 residents; however, population increases during the day as the City is the County seat.

The consultant(s) will work under the direction of the Public Works Director or designee to handle engineering service tasks as they are required. The highest rated consultant(s) will be selected to be on contract for on-call services. Consultant(s) will enter into a master agreement which will specify the billing rates, personnel to be assigned, and other terms. No monthly retainer is anticipated.

Letter proposals will be requested from one or more on-call consultants when engineering service tasks are required. The letter proposals will set forth the scope, fee, personnel, and time of performance for the particular task. The letter proposals will be approved through a task order implementing and attached to the master agreement. Consultant selection for a particular task will be based on qualification as set forth in the Statement of Qualifications. Consultant selection will be at the sole discretion of the City. No consultant is guaranteed work.

V. SCOPE OF SERVICES

Consultants shall submit in their proposal in addition to the main scope the discipline(s) for which they wish to be qualified. The disciplines include, but are not necessarily limited to the following areas of experience and expertise.

Architectural Design

The consultant shall provide professional services as needed for the purpose of improving, development, and enhancement, such as consultation, investigation, reconnaissance, research, planning, design, preparation of plans, specifications, and estimate (PS&E), and responsible construction observation of City owned and leased facilities.
The selected consultant(s) and/or consultant teams shall provide comprehensive architectural and/or engineering services including, but not limited to, repair, modification, and new construction building design, HVAC, plumbing, utilities, site, civil, structural, and geotechnical, for the preparation and support of complete construction drawings, specifications, estimates, contract administration, project inspection, and planning services or studies, as required (building inspection, code compliance review/advice, feasibility studies). The selected consultants(s) shall be familiar with local, state, and federal building

requirements.

Refer to Exhibit A for an expanded scope of work for Architectural Design Services. A copy of the form of Design Services Agreement is attached.

Construction Management and Inspections

The consultant shall provide all services and work required to deliver completed capital improvement construction projects on time and within budget. Services may include, but not limited to: value engineering, cost estimates, constructability review, bid process assistance, contract approval and awards assistance, preconstruction meeting, weekly meetings, schedule management, cost control, submittal, change order and request for information management, quality control, daily inspection, material testing, observe construction materials and methods, inspect batch plant and report on them to the City, permit and environmental compliance, progress payments management, monthly status report, claims management, and project close-out. Consultant must be experienced in federal and state funded projects.

The above list is not intended to be exclusive; other services will likely be sought as the need arises. The statement of qualifications does not need to include a fee proposal for any of these specific tasks; fee proposals for individual tasks would be requested during the course of the on-call contract.

Periodically, the City has the need for assistance with special engineering studies or general staff augmentation. The consultant must be able to assist the City through this contract to provide the necessary services.

The consultant shall utilize its' in-house staff and/or sub-consultants to complete the assignments to meet the City standards. For specialized work for which the prime consultant will require a sub-consultant, the prime consultant will serve as an administrative liaison between the City and the sub-consultant. The prime consultant mark-up for sub-consultants shall not exceed 10%. A copy of the form of Professional Services Agreement is attached.

VI. PROJECT SCHEDULE

The following is a tentative schedule for the project:

Release of RFP	**08/29/2025**
Proposal Due	**09/26/2025**
Consultant Interview (if needed)	**Week of October 13th.**
Contract Award	**11/04/2025**

VII. DELIVERABLE ITEMS

The Consultant will be required to verify that all information submitted as services rendered is accurate and current. Furthermore, the Consultant will be required to document the source(s) of all compiled information. All information generated as part

of the Consultant's or sub-consultant's work shall become part of City of El Centro record of the project.

VIII. CORRECTIONS

Proposing Consultants are encouraged to amplify the scope of services, to identify any supplemental tasks necessary, and to recommend any alternatives that may enhance the project or reduce costs. Where applicable, consultant is encouraged to describe the anticipated level of effort for each task.

IX. DELIVERY OF PROPOSALS

Proposals must be submitted to 307 W. Brighton Ave., El Centro CA 92243 by at 4:30 pm on September 26, 2025 with subject reading as follows:

Response for City of El Centro On-Call Services RFP
Discipline: (*Enter Discipline to be considered here*)
Attn: Abraham Campos, PE
Public Works Director/City Engineer

On a separate envelope, submit a hard copy Fee Schedule to the same address and by the same date in a sealed envelope marked:

Fee Proposal for City of El Centro On-Call Services
Discipline: (*Enter Discipline to be considered here*)
Attn: Abraham Campos, PE
Public Works Director/City Engineer

Proposals and Fee Proposals received after the stated deadline will not be accepted. Advance submittals are permitted. The City will not be liable for any costs incurred by the Consultant incidental to the preparation of proposals or for developing and carrying out interview presentations.

Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of El Centro and the Consultant selected.

Questions concerning the RFP must be submitted via the Planet Bids portal. All questions must arrive at least ten (10) calendar days prior to the proposal due date to allow time for distributing answers and/or clarifications.
No questions or inquiries may be directed to any individual (s) at the location detailed in this document. All inquiries must be submitted in writing per the process described in this document. Attempts to contact any City employee other than the designated contact for this RFP may result in rejection of a submitted proposal. No questions will be answered after the ten-ten-day period.

X. SELECTION PROCESS

City staff will evaluate the proposals based on effectiveness and efficiency in supporting each of the following items.

1. Overall responsiveness to the RFP
2. Consultant (and project team) qualifications, experience and referenced projects
3. Qualifications, experience and commitment of the project manager and team members. The project manager shall preferably have successfully completed at least three (3) projects of similar nature, complexity, and size during the last 10 years
4. Project understanding, innovative approach and proposed scope of work
5. Ability to deliver the project scope of work within the stated estimated level of effort
6. Project management plan and schedule
7. Ability to sign the City's Standard Professional Services Agreement and provide the City's standard insurance coverages listed therein

Based on this evaluation, the City may choose to invite up to three (3) Consultants from each discipline to participate in an oral presentation/interview session or select the Consultant based on the results from the evaluation of the proposal.

In the event the City chooses to conduct interviews as part of the selection process, the selected Consultants will be asked to bring an interview panel including the project manager and up to three (3) (maximum) key staff members who will be directly involved in providing the services. The Consultants selected for the interview will be allowed thirty (30) minutes to present their Consultant experience and project approach. Following the presentation there will be a thirty (30) minute informal question and answer discussion.

At the conclusion of the evaluation, the City may enter into contract negotiations with the top three ranking Consultants. If negotiations with the top-ranking Consultants are unsuccessful, negotiations will terminate and the City may undertake negotiations with the fourth-ranked Consultant. City staff then will make recommendations to the City Council, which reserves the right to reject any or all proposals. The selection process will be completed when a contract is executed.

Furthermore, the City reserves the right to reject any or all proposals, and to waive any and all irregularities to choose the Consultant which, in the City's opinion, best serves the City's interests. The City will not be liable for any costs incurred by the Consultant incidental to the preparation of proposals or for developing and carrying out interview presentations.

All Consultants issued this RFP were previously asked to certify that they would execute a contract with the City of El Centro with no exceptions or additions.

XI. SUBMITTAL REQUIREMENTS

Proposals shall be formatted for 8-1/2" x 11" portrait pages for written materials and 11" x 17" landscape pages for drawings, consisting only of the specified materials requested

below. If interviews are required, presentation boards may be used. Presentation boards shall be 30” x 42”, unframed with appropriate scale and identification.

It is imperative that all Proposers responding to the RFP comply exactly and completely with the instructions set forth herein. Proposals must be concise, but with sufficient detail to allow accurate evaluation and comparative analysis. Proposals should be straightforward and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Do NOT include marketing brochures or other promotional material not connected with this RFP. **Responses must be limited to 30 pages maximum.**

To be responsive, each Proposal must include only the following information in the format indicated. Proposals not organized according to the following format may be rejected.

1. Cover with title and date
2. Cover Letter that documents the proposal offer, lists subconsultants and their roles, location of office where work will be done, is signed by an officer of the Consultant (or by another person with authority to act on behalf of and bind the Consultant), and indicates the contact person for the proposal
3. Table of Contents
4. Executive Summary
5. Approach to satisfying scope of work, which should highlight key issues as well as special processes, tools and lessons learned that will be applied
6. Scope of Work based on the respective discipline above
7. Availability to meet the expected schedule for this work, including current workload and backlog
8. History, general qualifications, employee count by title and discipline, and recent or pending litigation for Consultants and subconsultants
9. Proposer must provide three (3) references for which Proposer has provided similar services performed in California of the nature and scope as set forth in the RFP within the last five (5) years. Include name of business, name of contact person, telephone number of contact person, and description and date of services provided. References for public agency projects are preferred.
10. Qualifications of Project Manager and Key Staff of Consultant and subconsultants, including individual resumes listing required licenses, credentials and relevant experience addressing qualifications requirements specified herein, with relevant experience focused on similar projects completed within the last 10 years. City will place considerable emphasis on the commitment by the Proposer to provide qualified personnel for the services being considered. The Proposer shall furnish resumes in outline form for the key personnel committed to this account. Proposer shall also include the number and type of additional support personnel who will be providing services. The substitution or addition of individuals shall be allowed only with prior written approval of the City.
11.

EXHIBIT A

ARCHITECTURAL DESIGN. EXPANDED SCOPE

1.0 Scope of Work

1.1 General Conditions

All work shall be performed in conformance with the State of California and/or City of El Centro policies, procedures and standards.

Consultant shall carry out the instructions received from the City and shall cooperate with the City and other involved agencies.

The Consultant has total responsibility for the accuracy and completeness of the plans and related designs, specifications and estimates prepared and shall check all such materials accordingly. The plans will be reviewed by the City for conformity with the requirements of the Agreement. Reviews by the city do NOT include detailed review or checking of design or the accuracy with which such designs are depicted on the plans. The responsibility for accuracy and completeness of such items remains solely that of Consultant.

The consultant or its Subconsultants shall not incorporate in the design any materials or equipment of single or sole source origin without the written approval of the City.

The plans, specifications, estimates, calculations, and other documents furnished under the Agreement shall be of a quality acceptable to the City. The criteria for acceptance shall be a product of neat appearance, well organized, technically and grammatically correct, checked, and dated and having the maker and checker identified. The Consultant shall modify its work as necessary to meet the level of acceptability defined by the criteria above.

The Consultant shall have a quality control plan in effect during the entire time work is being performed under the Agreement. The Quality control plan shall establish a process whereby plans are independently checked, corrected and back checked, and all job related correspondence and memoranda dated and received by affected persons and then bound in appropriate job files.

From time to time, the Consultant may be asked to develop site plans and/or elevations for various projects envisioned by the City. The Consultant will be provided with a general concept or vision by the City and will be expected to use their creativity and experience to develop conceptual plan based on the City’s input.

1.2 Design Development Services

Design development (DD) services use the initial design documents from the schematic phase and advances them further. This phase lays out mechanical, electrical, plumbing, structural, and architectural details.

The main task that must be accomplished in design development is preparation of drawings and documents that detail project scope, quality, and design. Specifications and details of selected materials and systems are part of the DD package, with more technical detail provided by Sub-Consultants. The DD products make possible a more refined cost estimate and a better understanding of how different building systems are integrated and how the building is likely to perform.

The drawings and specifications shall specify design elements such as material types and location of windows and doors.

Deliverables:.

- *Site plan: Zoning and site development requirements, property lines, elevations, pavement and sidewalks, walls and curbs, landscaping, utilities, typical site details*

- *Floor plans: Rooms, corridors, and other spaces; windows and doors; fire ratings and compartments; expansion joints; reflected ceilings; structural grid; major dimensions*

- *Building elevations: Materials and features, major dimensions and elevations, typical windows and doors*

- *Building sections: Materials, fire ratings and compartments, expansion joints, major dimensions and elevations, outline specifications*

- *Typical wall sections: Partition types, fire-rated assemblies*

- *Integrated sections/plans: Architectural, structural, mechanical, electrical, and plumbing systems depicted on the same drawings to show how they fit together*

- *Schedules: Room finishes, doors, windows, vertical transportation*

- *Structural: Foundation plan, floor framing, roof framing, typical notes and details, outline specifications*

- *Mechanical: Equipment rooms and distribution zones, riser diagrams, equipment rooms, outline specifications*

- *Electrical: Equipment rooms and distribution zones, riser diagrams, equipment schedule, outline specifications*

- *Plumbing: Equipment rooms and distribution zones, riser diagrams, equipment rooms, outline specifications*

- *Outline specifications: Brief description of the project, architectural materials and systems, engineering specifications*
- *Visualization: Models, mockups, material samples, renderings, computer models, animations, sketches, lighting studies*
- *Other material: Code and zoning analysis, floor area summaries, LEED rating summary*

- *Meeting with City staff to present DD deliverables*

1.3 Construction Document Services

The Consultant shall produce drawings with greater detail than the DD drawings. These drawings shall include specifications for construction, details and materials. The construction drawings shall show, in graphic and quantitative form, the extent, configuration, location, relationships, and dimensions of the work to be done. They shall contain site and building plans, elevations, sections, details, diagrams, and schedules.

In addition to drawn information, they may include photographs, other imported graphics, and printed schedules.

The construction specifications shall be finalized for inclusion into the bid package.

The Consultant shall submit 90% complete building plans to the City's Building Department for plan check (no fee). Corrections and comments shall be included in the 100% complete plans and specifications. The Consultant shall receive Building Department approval of the plans and specifications to complete the construction document phase.

Deliverables:

- *The final plans, specifications that include all pertinent information required for a Consultant to price and build the project.*

- *Final Construction Cost Estimate*

- *Meetings with City staff to present both the 90% and 100% plans and specifications.*

1.4 Construction Bidding Phase

Bidding procedures will be the responsibility of the City. While the construction package is being advertised for bids, all questions concerning the intent shall be referred to the City for resolution. In the event that any items requiring interpretation in the drawings or specifications are discovered during the bidding period, said items shall be analyzed by the Consultant for decision and bid addendum by the City, or by a covering change order after the award of the construction contract.

1.5 Construction Support Phase

(1) All construction support work shall be coordinated with the City.

(2) Consultant shall furnish, at the Consultant's sole cost and expense, all necessary drawings for corrections and change orders required by errors and omissions of the Consultant. The original tracing(s) of the drawings and contract wording for the change orders shall be submitted to the city for duplication and distribution.

(3) Consultant will receive written notification of the award of a construction contract. Upon such notification, Consultant will proceed with the services required by the Agreement.

(4) Consultant is required to attend the pre-construction meeting with the successful construction Consultant upon notification by the City.

(5) Consultant shall review and approve all submittals and shop plan drawings required supporting the construction contract. Consultant shall complete shop drawings reviews within one (1) week of receipt. Contract Change Order reviews shall be completed within two (2) working days of receipt.

(6) Consultant shall be available as requested by the City to resolve discrepancies in the contract documents. Consultant shall bring to the attention of the City any defects or deficiencies in the work by the construction Consultant which the Consultant may observe. Consultant shall have no authority to issue instruction on behalf of the City, or to deputize another to do so.

(7) The Consultant shall prepare and deliver to the City the final as-built plans incorporating field-marked prints supplied by the City. Upon completion of construction, the City will submit field-marked prints to the Consultant. Consultant shall incorporate all changes to the plans electronically with all necessary revision notations and submit to the City.

1.6 Standard of Performance

All work performed by the Consultant or any Sub-Consultants on this project is to be first class and performed to the highest professional and architectural standards.

1.7 Work To Be Performed or Provided By the City

1. Prepare and execute all utility Agreements

2. Distribute public information

3. Advertise and award construction contracts

4. Prepare and execute Agreements with other agencies or entities

5. Administer construction contract

6. Resolve all construction claims

7. Upon contract award, City will:

Provide copies of record plans as available

Provide standard city boilerplate specifications

Furnish electronic design file with City title block and title sheet (24" x 36")

Process plans for governmental agency approvals having jurisdiction over the project and pay for all plan check fees.

Act as a liaison with the appropriate decision making bodies.

1.8 Compensation

The fees for On-Call services shall be billed on a time and material basis based on the hourly fee schedule of the Consultant.

Other direct costs, intended to be charged to the City, need to be stated. No mark-ups will be allowed for other direct costs.

EXHIBIT B

SAMPLE PROPOSAL EVALUATION FORM

CONSULTANT/FIRM NAME:		
Criteria	Max Points	Rating
Understanding of the work to be done	25	
Experience with similar kinds of work	25	
Quality of staff for work to be done	15	
Capability of developing innovative or advanced techniques	10	
Familiarity with state and federal procedures	10	
Financial responsibility	10	
Familiarity with local and regional approving agencies	5	
Total	100	

Evaluator

Print Name: _____

Signature: _____

Date: _____

Contract Manager

Initials:_____

Date: _____

EXHIBIT C

SAMPLE DESIGN PROFESSIONAL SERVICES AGREEMENT
SAMPLE PROFESSIONAL SERVICES AGREEMENT (non-design)

EXHIBIT E

LEVINE ACT STATEMENT

Levine Act Statement
PRIME PROPOSER AND SUBCONSULTANTS MUST SUBMIT A SIGNED LEVINE ACT STATEMENT

California Government Code § 84308, commonly referred to as the "Levine Act," precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than $500 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the officer, or received by the officer on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

This statement must be provided for the company and for each consultant who will work with the City.

City of El Centro Council Members as of the date of this RFP are as follows:

Mayor Sonia Carter
Mayor Pro-Tem Marty Ellett
Sylvia Marroquin
Claudia Camarena
Michael Crankshaw

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than $500 to any City of El Centro Council Member in the 12 months preceding the date of the issuance of this RFP?
_____ YES _____NO
If yes, please identify the Council Member: _____

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than $500 to any City of El Centro Council Member in the three months following the award of the contract? _____ YES _____NO
If yes, please identify the Council Member:_____

Answering yes to either of the two questions above does not preclude City of El Centro from awarding a contract to your firm. It does, however, preclude the identified Council Member from participating in the contract award process for this contract.

_____ _____
DATE (SIGNATURE OF CONSULTANT)

EXIBIT E

SAMPLE TASK ORDER

SAMPLE CONSULTANT TASK ORDER #
FOR CITY OF EL CENTRO ON-CALL CONTRACT

PROJECT NAME:	On-Call Services	CONSULTANT: Engineering Firm
LOCATION:	Various in City of El Centro	ADDRESS: Somewhere, CA

This task order scope is made by and between the CITY OF EL CENTRO, acting through the Public Works Director, "CITY", and Engineering Firm, Somewhere, CA "CONSULTANT."

WHEREAS, CITY and CONSULTANT have entered into a contract, known as "AGREEMENT FOR ON-CALL CONSULTING SERVICES BETWEEN THE CITY OF EL CENTRO AND _____SERVICES"; which was fully executed on _____ by Resolution No. _____

WHEREAS,

1. CITY has solicited proposals for specific scope of work (Sub-Tasks) to be performed through this Task Order, herein attached as Exhibit A in accordance with section 1.2 of the On-Call agreement.
2. CITY has received a cost proposal for said Task Order herein attached as Exhibit B in compliance with Article III of the On-Call agreement.

NOW THEREFORE, it is mutually agreed to supplement the agreement as follows:

1. The original agreement is extended by a period of 0 yrs as it relates to the scope of this Task Order from today's date in order to complete the work independent of any other extension to the original agreement.
2. CITY and CONSULTANT may mutually elect to further extend this Task Order's time in order to complete its scope of work.
3. In accordance with section 1.4 of the On-Call Agreement, CITY directs CONSULTANT to proceed with said Task Order at the rate established in the cost proposal.
4. Said scope and cost shall be tracked solely under this Task Order and shall be independent of other Task Orders executed under the original on-call contract.

Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

IN WITNESS WHEREOF, this Task Order is executed by the City of El Centro, acting by and through the Director of Public Works, pursuant to section 1.2 of the On-Call agreement, authorizing such execution, and by the Consultant.

Dated this _____ day of _____, 20__.

THE CITY OF EL CENTRO

By:

_____
Abraham Campos P.E., Public Works
Director, City Engineer

Date: _____

I HEREBY CERTIFY I can legally bind _____ and that I have read all of this Task Order, this _____ day of _____, 20__.

By: _____
Authorized Representative

Title:

Print Name: _____

Date: _____

EXHIBIT G

SAMPLE CONSULTANT TASK ORDER #
FOR CITY OF EL CENTRO ON-CALL CONTRACT

PROJECT NAME:	On-Call Services	CONSULTANT: Engineering Firm
LOCATION:	Various in City of El Centro	ADDRESS: Somewhere, CA

This task order scope is made by and between the CITY OF EL CENTRO, acting through the Public Works Director, "CITY", and Engineering Firm, Somewhere, CA "CONSULTANT."

WHEREAS, CITY and CONSULTANT have entered into a contract, known as "AGREEMENT FOR ON-CALL CONSULTING SERVICES BETWEEN THE CITY OF EL CENTRO AND _____SERVICES"; which was fully executed on _____ by Resolution No. _____

WHEREAS,

1. CITY has solicited proposals for specific scope of work (Sub-Tasks) to be performed through this Task Order, herein attached as Exhibit A in accordance with section 1.2 of the On-Call agreement.
2. CITY has received a cost proposal for said Task Order herein attached as Exhibit B in compliance with Article III of the On-Call agreement.

NOW THEREFORE, it is mutually agreed to supplement the agreement as follows:

1. The original agreement is extended by a period of 0 yrs as it relates to the scope of this Task Order from today's date in order to complete the work independent of any other extension to the original agreement.
2. CITY and CONSULTANT may mutually elect to further extend this Task Order's time in order to complete its scope of work.
3. In accordance with section 1.4 of the On-Call Agreement, CITY directs CONSULTANT to proceed with said Task Order at the rate established in the cost proposal.
4. Said scope and cost shall be tracked solely under this Task Order and shall be independent of other Task Orders executed under the original on-call contract.

Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

IN WITNESS WHEREOF, this Task Order is executed by the City of El Centro, acting by and through the Director of Public Works, pursuant to section 1.2 of the On-Call agreement, authorizing such execution, and by the Consultant.

Dated this _____ day of _____, 20__.

THE CITY OF EL CENTRO

By:

_____
Abraham Campos P.E., Public Works
Director, City Engineer

Date: _____

I HEREBY CERTIFY I can legally bind _____ and that I have read all of this Task Order, this _____ day of _____, 20__.

By: _____
Authorized Representative

Title:

Print Name: _____

Date: _____

RESOLUTION NO. 26-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH SCHNEIDERCM FOR ON-CALL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES

WHEREAS, on-call professional Construction Management and Inspection services agreements are an effective way to retain consultants to ensure that public works projects and programs are delivered in a timely and cost-effective manner; and

WHEREAS, pursuant to City Code Section 2-174, the City of El Centro ("City") identified a need for on-call, specialized Construction Management and Inspection consulting services and released a Request for Proposal for such services through the City's Public Works Department; and

WHEREAS, on October 10, 2025, the City received proposals which were ranked and evaluated to determine the most qualified consultants; and

WHEREAS, SchneiderCM ("Consultant") was amongst those consultants chosen to enter into an on-call agreement with the City; and

WHEREAS, such services will be awarded on a Task Order basis as the budget allows; and

WHEREAS, it is necessary for the City Council of the City of El Centro, California (the "City Council") to approve a Professional Services Agreement with Consultant for On-Call Construction Management and Inspection Services ("Agreement"); and

WHEREAS, the City Council finds that its approval of the Agreement is in the best interest of the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL CENTRO, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

1. That the foregoing is true, correct and adopted.

2. That the City Council authorizes the Agreement in a not-to-exceed amount of one million dollars ($1,000,000) for the total term of the Agreement (for two years, with the possibility of up to three (3) one-year extensions), with the understanding that services will be provided on an as-needed basis and Task Order basis as further set out in the Agreement, with no guarantee of any level of effort from Consultant.

3. That the City Manager is hereby authorized to sign the Agreement on behalf of the City, a copy of which is on file in the Office of the City Clerk.

4. That the Public Works Director is hereby authorized to execute Task Orders up to fifty thousand dollars ($50,000) each for budgeted projects.

5. That the City Manager is hereby authorized to execute Task Orders for budgeted projects above fifty thousand dollars ($50,000) and under two-hundred thousand dollars ($200,000); task orders above that amount shall be approved by the City Council.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of El Centro, California, held on the day of , 2026.

CITY OF EL CENTRO

By_____
Sonia Carter, Mayor

ATTEST:

By_____
Norma Wyles, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney

By_____
Elizabeth L. Martyn, City Attorney

STATE OF CALIFORNIA)
COUNTY OF IMPERIAL) ss
CITY OF EL CENTRO)

I, Norma Wyles, City Clerk of the City of El Centro, California, do hereby certify that the foregoing Resolution No. 26- was duly and regularly adopted at the regular meeting of the City Council of the City of El Centro, California, held on the day of , 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

By_____
Norma Wyles, City Clerk

City Council of the City of El Centro
1275 W. Main Street
El Centro, CA 92243
SUBMITTED
ACTION ITEM (ID # 2025-401)

Item: 7.
Meeting: 1/6/2026 3:30 PM
Department: Public Works
Category: Resolution
Prepared by: Rocio Ruelas , Staff Assistant
Department Head: Abraham Campos
DOC ID: 2025-401

Adopt Resolution No. 26- , RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH DUDEK FOR ON-CALL CIVIL ENGINEERING- WATER AND WASTEWATER TREATMENT SERVICES.

CITY MANAGER'S RECOMMENDATION:

Adopt Resolution No. 26- RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH DUDEK FOR ON-CALL CIVIL ENGINEERING- WATER AND WASTEWATER TREATMENT SERVICES.

FISCAL IMPACT:

Contract is not to exceed one million dollars ($1,000,000.00) through out the term of the agreement. This will be through the approval of various task orders through out the life of the contract.

Award of the contract will not obligate the City to purchase any specific level of effort from any firm as task orders will be issued by the City Manager or Public Works Director to assign work on an as-needed, project-by-project basis. Funding for each project will be budgeted in the Citywide Capital Improvement Program (CIP) budget which is adopted through the annual budget process. If a non-budgeted project arises, staff will return to Council to request funding as needed. Funding sources may include the general fund, enterprise funds as well as other sources such as Measure D, Gas Tax, SB1 and other grants.

STRATEGIC PLANNING PROGRAM 2022-2027 RELATION:

Financial & Governance Stability & Sustainability

DUE DILIGENCE CHECK FOR CONTRACTORS/CONSULTANTS: DID THE DEPARTMENT VERIFY CURRENT EL CENTRO BUSINESS LICENSE, CONTRACTOR'S LICENSE, REFERENCE CHECKS, INSURANCE, ETC.:

The consultant went through a request for proposals and an evaluation process. Any missing documentation, such as a business license, will be obtained before issuance of Notice to Proceed ("NTP").

BACKGROUND:

In late 2020, the City Council awarded a series of contracts to on-call consultants. These contracts in essence, pre-approve consultants for design work, construction management work, special studies, etc. This expedites the award of work and eliminates the need to do RFP's, interviews, etc., for contract which may be small in value, which may discourage firms from submitting due to the cost of preparing for a RFP and interview process.

Generally, these contracts are not utilized for certain grant funds, as grant funds have

added language that may not be included in the on-call contracts and that does not apply for all projects. As such, grant funded projects generally go through contracts outside of the on-call approved contract list.

On-call contracts have been used in the past to do design work funded by park impact fees, general fund, water enterprise, wastewater enterprise, Measure D and SB1 funds. Individual Task Orders are issued for projects that fit within the scope of the on-call contract.

Projects in the past have included the Imperial Avenue Extension design, studies and portions of the Southern Pump Station project, various construction management contracts for Measure D projects and some water and wastewater projects to name a few. Task Orders are funded from approved budget funds.

DISCUSSION:
The current list of On-Call contracts began to expire at the beginning of August 2025. To replace the contracts, Public Works' staff divided the on-call disciplines into two groups. One Request for Proposals (RFP) was prepared for Civil Engineering- General and Civil Engineering- Water and Wastewater Treatment, while another was prepared for the On-Call Architectural Design and Construction Management and Inspection Services.

On August 19, 2025, the City Council, during its regular meeting, approved the Request for Proposals(RFP) for four on-call disciplines. Each RFP was advertised and released as follows:

1. Request for Proposals (RFP) for On-Call Civil Engineering - General and On-Call Civil Engineering- Water and Wastewater Treatment was published in the Imperial Valley Press on August 22, 2025, with an initial deadline of September 19, 2025, and then revised via addendum to October 3, 2025.

2. Request for Proposals (RFP) for On-Call Architectural Design, and Construction Management and Inspection Services was published in the Imperial Valley Press on August 26, 2025, with an initial deadline of September 26, 2025, and then revised to October 10th, 2025.

These are the disciplines where we expect to have the need for these contracts. Each applicant was required to specify the discipline for which they were submitting a proposal.

Under this Council approval request, we are focusing on consultants who submitted proposals for the Civil Engineering — Water and Wastewater Treatment Services portion of the RFP. For this discipline, the City received four proposals. The proposals were evaluated by a panel of three city staff members. Based on the scores, four firms were selected and will be recommended for contract award, which includes the following in no particular order:

- Dudek.
- Lee and Ro, Inc.
- NV5, Inc.
- The Holt Group, Inc.

A separate Council agenda report, agreement, and resolution is being prepared for each

firm. Each agreement would be limited to $250,000 per fiscal year for each fiscal year the agreement is active. However, as each agreement will be for on-call, as-needed services, there is no guarantee on any level of services from any firm. Each contract has an initial Two (2) year life with the option to provide for three (3) individual one (1) year extensions for a possible total five (5) year contract.

In this report, staff seeks approval of an on-call contract for the Civil Engineering — Water and Wastewater Treatment Services with Dudek.

CONCLUSION:

Adopt Resolution No. 26- RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH DUDEK FOR ON-CALL CIVIL ENGINEERING- WATER AND WASTEWATER TREATMENT SERVICES.

ATTACHMENTS:

1. Design Professional Services Agreement- Dudek
2. Resolution 26-

DESIGN PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement"), is made and effective as of the last signature date in this agreement, between the City of El Centro ("City"), a municipal corporation, and Dudek ("Consultant"), a stock corporation. In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

I. TERM

This Agreement shall commence upon the issuance of the Notice to Proceed ("NTP") and shall remain and continue in effect until the professional services described herein are completed, but in no event later than two (2) years from the date of approval and may be extended for up to three (3) one (1) year extensions by mutual agreement unless sooner terminated pursuant to the provisions of this Agreement. All days set out in this Agreement are calendar days unless otherwise provided.

II. SERVICES

Consultant shall perform the tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full (the Tasks to be Performed or Tasks). Consultant shall complete the Tasks according to the schedule of performance which also is set forth in Exhibit A. To the extent that Exhibit A is a proposal from Consultant, such proposal is incorporated only for the description of the scope of services and no other terms and conditions from any such proposal shall apply to this Agreement unless specifically agreed to in writing. A sample Task Order is attached as Exhibit G.

III. PERFORMANCE BY CONSULTANT

A. Consultant shall at all times faithfully, competently, and to the best of their ability, experience, and talent, perform all Tasks. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

B. Consultant immediately shall notify the City Representative in writing of any delay in completion of the services. Such notice shall include the reason for such delay and a reasonable estimate of the length of the delay. If the delay materially effects performance of the Services, the City may terminate this Agreement under Section VI (Termination) or VII (Default).

C. Force Majeure. If delays in performance of the services are caused by the following unforeseen events or conditions beyond the reasonable control of City or Consultant, the time for performance may be extended by City only for the period of such events: war, changes in law or government regulation, labor disputes or strikes; fires, floods, adverse weather or other natural conditions preventing work; or inability to obtains materials, equipment or labor when the Consultant provides the City with timely evidence of its inability to obtain personnel.

D. Consultant may terminate this Agreement without cause upon providing at least 60 days prior written notice to the City of such termination. Within such time period, the Consultant shall complete any work necessary for the orderly termination of its consulting services

IV. CITY REPRESENTATIVE

City's Public Works Director shall represent City in all matters pertaining to the administration of this Agreement, review and approve all products submitted by Consultant, but not including the authority to change the compensation due to Consultant except as provided in this Agreement (the "City Representative")

V. PAYMENT

A. The City agrees to pay Consultant in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed One million dollars ($1,000,000.00) for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City. Consultant shall be compensated for any such authorized additional services in the amounts and in the manner as agreed to by the City and Consultant at the time City's written authorization is given to Consultant for the performance of such services and/or as set for in Exhibit B.

C. Consultant shall submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. City shall use reasonable efforts to pay within forty-five (45) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's fees, it shall use its best efforts to give written notice to Consultant within forty-five (45) days of receipt of an invoice of any disputed fees set forth on the invoice.

D. It is understood and agreed that the City's obligation to proceed under this Agreement is conditioned upon the appropriation of funds. If anticipated funds for payment under this Agreement are not forthcoming or are insufficient, the City shall have the right to terminate this Agreement without penalty upon ten (10) days prior written notice to Consultant. Notwithstanding, the City also may determine a source of additional funds.

VI. CITY'S SUSPENSION OR TERMINATION OF AGREEMENT

A. Except as otherwise provided herein below, the City may suspend or terminate this Agreement, or any portion hereof, without cause and for convenience by serving written notice of termination upon the other party at least ten (10) calendar days prior to the date of termination. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City terminates a portion of this Agreement, such termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this section, the City shall pay to Consultant the actual value of the work performed up to the time of termination, less any disputed amounts. Upon termination of the Agreement pursuant to this section, the Consultant will submit an invoice to the City as provided above.

VII. DEFAULT

A. Either Party's failure to comply with the provisions of this Agreement shall constitute a default. In the event that either party is in default for cause under the terms of this Agreement, the affected party shall promptly notify the deficient party of such default and following such notice shall have no obligation or duty to continue compensating or providing any work after the date of default and terminate this Agreement immediately by written notice to the other party. If such failure hereunder arises out of causes beyond either party's control under Section III C above (force majeure), the provisions of that sub-section shall apply.

B. If the City Representative determines the Consultant is in default in the performance of any of the terms or conditions of this Agreement, City shall cause to be served upon the Consultant a written notice of the default. The Consultant shall have ten (10) days after service of default to cure the default as directed by the City in the notice of default. In the event the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

VIII. OWNERSHIP OF DOCUMENTS

A. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the City at reasonable times to such books and records; shall give City the right to examine and audit said

books and records; shall permit City to make transcripts or copies therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files, Consultant shall make available to the City, at the Consultant's office and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. Consultant hereby grants to City all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by Consultant in the course of providing the services under this Agreement.

IX. INDEMNIFICATION AND DEFENSE

To the fullest extent permitted by law, Consultant shall indemnify, defend, and hold harmless City and any and all of its officials, employees, agents, and volunteers ("Indemnified Parties") from and against any and all claims, losses, liabilities, damages, costs, and expenses, including attorney's fees and costs, to the extent they arise out of, pertain to or relate to the negligence, recklessness, or willful misconduct of the Consultant.

Consultant's duty to defend shall consist of reimbursement of defense costs incurred by Agency in direct proportion to the Consultant's proportionate percentage of fault.

Consultant's percentage of fault, for both indemnity and defense, shall be determined, as applicable, by a court of law, jury, or arbitrator. In the event any loss, liability, or damage is incurred by way of settlement or resolution without a court, jury or arbitrator having made a determination of the Consultant's percentage of fault, and the parties cannot mutually agree on Consultant's percentage of fault, the parties agree to mediation with a neutral third-party to determine the Consultant's proportionate percentage of fault for purposes of determining the amount of indemnity and defense cost reimbursement owed to the Agency.

X. INDEPENDENT CONTRACTOR

A. Consultant is and shall at all times remain as to the City a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have

control over the conduct of Consultant or any of Consultant's officers, employees, or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

XI. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached hereto and incorporated herein by this reference as though set forth in full.

XII. LEGAL RESPONSIBILITIES

A. The Consultant shall keep itself informed of local, state, and federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its services pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. The City, its officers, agents and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this section.

B. Licenses. At all times during the term of this Agreement, Consultant shall have in effect all licenses required for the performance of the services described in this Agreement.

C. City Business License: At all time during the term of this Agreement, Consultant shall have in effect a City business license.

D. Non-discrimination. Consultant shall not discriminate on the basis of any protected state or federal class or association with such class in its solicitation, selection, hiring or treatment of its employees, vendors or suppliers. Consultant understands that violation of this requirement shall be a material breach of this Agreement and may result in its termination, debarment or other sanctions. This requirement shall be placed in all agreements between the Consultant and its employees, vendors and suppliers.

E. Drug-free Workplace. Consultant agrees to insure a drug free workplace. The Consultant shall certify to the City that it will provide a drug-free workplace by submitting a Consultant Certification for a Drug-Free Workplace form as provided

by the City. The Consultant shall publish a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace, and specifying the actions that will be taken against employees for violations of the prohibition. The Consultant also shall establish a drug-free awareness program to inform employees about all of the following: the dangers of drug abuse in the workplace; the policy of maintaining a drug free workplace; available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations. In addition, the Consultant shall post the drug free policy in a prominent place.

F. No Use of City logo or Product Endorsement. The Consultant agrees that any advertisement or notification identifying or referring to the City as a client of the Consultant requires the prior written approval of the City. No City logo or other identifying mark may be used without the prior written approval of the City.

XIII. CONFLICTS OF INTEREST XX

A. Undue Influence. Consultant declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the City in connection with the award, terms, or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City has or will receive compensation, directly or indirectly, from Consultant, or from any officer, employee, or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

B. No Benefit to City Employees. During their tenure and for one year thereafter, no officer or employee of City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the services under this Agreement shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the services performed under this Agreement.

C. Consultant covenants that neither Consultant nor any officer or principal of their firm have any interest in, or shall acquire any interest, directly or indirectly, which will conflict in any manner or degree with the performance of their services hereunder. Consultant further covenants that in the performance of this Agreement, no person having such interest shall be employed by them as an officer, employee, agent, or subconsultant. To the extent applicable, Consultant further covenants that Consultant has not contracted with nor is performing any services, directly or indirectly, with any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the City or the study area and further covenants and agrees that Consultant and/or its subconsultants shall provide no service or enter into any agreement or agreements with a/any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the City or the study area prior to the completion of the work

under this Agreement.

D. Form 700. Consultant is subject to all applicable federal, state and local conflict of interest laws, regulations and policies applicable to its contract with the City and procurement practices related to such contract, including but not limited to the those under the Political Reform Act and its regulations or California Government Code Section 1090 et seq. Consultant may be required to complete Form 700's or similar forms as determined under Exhibit D, attached and incorporated.

E. Levine Act Compliance. The Consultant shall complete and comply with the provisions of Exhibit E, attached and incorporated, regarding compliance with the Levine Act.

XIV. RELEASE OF INFORMATION

A. All information gained by Consultant in the performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization. Consultant, its officers, employees, agents, or subconsultants, shall not without prior written authorization from the City Attorney or designee, or unless requested by the City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena.

B. Consultant promptly shall notify City should Consultant, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the City, unless the City is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless Consultant is prohibited by law from informing the City of such Discovery. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with City and to provide the opportunity to review any response to Discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

XV. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by: (i) personal service; (ii) delivery by a reputable document delivery service (e.g., Federal Express), which provides a receipt showing date and time of delivery; or (iii) United States mail,

certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To CITY: City of El Centro
1275 Main St.
El Centro, CA 92243
Attention: City Clerk

TO CONSULTANT: Dudek

687 S. Coast Highway 101, Ste. 110
Encinitas, CA 92024

Attention: Ken Deibert, P.E., Project Manager

XVI. ASSIGNMENT

A. Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Due to the personal nature of the services to be rendered pursuant to this Agreement, only Consultant shall perform the services described in this Agreement.

B. Before retaining or contracting with any subconsultant for any services under this Agreement, Consultant shall provide City with the identity of the proposed subconsultant, a copy of the proposed written contract between Consultant and such subconsultant which shall include an indemnity provision identical to the one provided herein identifying City as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed subconsultant carries insurance at least equal to that required by this Agreement or obtain a written waiver from City for such insurance.

C. Dudek may use assistants, under their direct supervision, to perform some of the services under this Agreement. Consultant shall provide City fourteen (14) days' notice prior to the departure of Ken Deibert, P.E. from Consultant's employ. Should Ken Deibert, P.E. leave Consultant's employ, the City shall have the option to immediately terminate this Agreement. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the Governing Board and the Consultant.

XVII. GOVERNING LAW

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal

district court with jurisdiction over the City.

XVIII. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, negotiations, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

A. No waiver or failure of either Party to insist upon the strict performance by the other shall be a continuing waiver of any breach of this Agreement, nor shall such waiver affect or alter this Agreement, and each provision hereof shall continue in full force and effect. No change to any term or condition of this Agreement, nor any verbal understanding of the Parties shall be valid unless in writing as set forth in this Agreement.

B. Nothing contained this Agreement shall be considered a limit upon the charter city powers of the City.

C. This Agreement shall not be construed in favor of or against either Party by reason of the extent to which each Party participated in its drafting.

D. In any conflict between the body of this Agreement and the Exhibits, the body of this Agreement shall control. If a conflict exists between any applicable law, rule, or regulation, that law, rule or regulation shall control. The most stringent requirements shall control. Each Party shall notify the other immediately upon identification of any apparently conflict or inconsistency.

XIX. SEVERABILITY

Any part, provision, or representation of this Agreement or any of its exhibits, including, which is held to be invalid, void or unenforceable by a court of competent jurisdiction, shall be limited to that part, provision or representation and all other parts, provisions, or representations herein shall remain in full force and effect.

XX. CONTENTS OF REQUEST FOR PROPOSAL AND PROPOSAL

Consultant is bound by the contents of the proposal submitted by the Consultant, attached and incorporated as Exhibit A In the event of conflict, the requirements of City's Request for Proposal and this Agreement shall take precedence over those contained in the Consultant's proposal. The incorporation of the Consultant's proposal shall be for the scope of services to be provided only, and any other terms and conditions included in such proposal shall have no force and effect on this

Agreement or the relationship between Consultant and/or City, unless expressly agreed to in writing.

XXI. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of Consultant warrants and represents that they have the authority to execute this Agreement on behalf of the Consultant and have the authority to bind Consultant to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

Dudek By: _____
(Signature)

Eric Wilson
(Typed Name)

Chief Operating Office, Executive Vice President
(Title)

City of El Centro
A Municipal Corporation

_____
Robert Sawyer, City Manager

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:
City Attorney

By: _____

Attachments:	Exhibit A	Consultant's Proposal
	Exhibit B	Fee Schedule Exhibit C Insurance Requirements
	Exhibit D	Conflict Financial Disclosure
	Exhibit E	Levine Act Certification
	Exhibit F	City RFP
	Exhibit G	Sample Task Order

EXHIBIT A

CONSULTANT'S PROPOSAL

PROPOSAL

ON-CALL SERVICES, CIVIL ENGINEERING - WATER AND WASTEWATER TREATMENT

CITY OF EL CENTRO

OCTOBER 3, 2025

687 S. Coast Highway 101, Ste. 110 / Encinitas, CA 92024 / 760.942.5147

DUDEK

Cover Letter

October 3, 2025

Abraham Campos, PE
Director of Public Works/City Engineer
City of El Centro
Department of Public Works
307 W. Brighton Avenue
El Centro, California 92243

Subject: On-Call Services for Civil Engineering – Water and Wastewater Treatment

Dear Abraham Campos:

Dudek understands that the Department of Public Works – Engineering Division of the City of El Centro (City) is seeking qualified professionals to provide on-call civil engineering services for water and wastewater treatment. We will provide the following strengths:

OFFICE LOCATION

687 S. Coast Highway 101, Suite 110

Encinitas, California 92024

SUBCONSULTANTS

Kelsey Structural: Structural Engineering

NV5, Inc.: Geotechnical and Surveying

On-Call Experts with Extensive Local Experience. Dudek offers technical services and expertise under one roof with active management and point-of-contact responsiveness. Dudek has performed on-call contracts for more than 200 cities, counties, state agencies, and special districts throughout California. We provide specialized expertise to manage both small- and large-scale projects, serving as an extension of staff to support our clients. Dudek deeply understands regulatory agencies and their associated processes. This knowledge and experience allow us to complete the requested work in a timely and cost-effective manner. Together with the City, we will demonstrate the ability to adaptively manage and complete any project task order to a successful conclusion.

Team Personnel That Know and Understand the City's Needs. Our project team is well versed in municipal standards, procedures, and expectations. Our proposed team includes technical leads and multiple engineers for each area of expertise, including pipelines, condition assessment, rehabilitation, reservoirs, pump/lift stations, treatment, wells, electrical and controls, planning, hydraulic modeling, and construction management, allowing us to build the right team for each assignment and tackle multiple concurrent task orders and/or projects. Dudek also offers a comprehensive range of collateral services, including full-service environmental and habitat restoration services, providing a one-stop shop that the City can confidently rely on.

Consistently On-Time and Under Budget. The management team will work together to ensure performance, meet communication goals, and keep the City's projects on schedule and within budget. Tools to monitor individual task status will be dependent on the complexity of individual task orders, with multiphase or multidisciplinary task orders employing a schedule- and deliverable-tracking tool to monitor progress toward important milestones.

The Dudek team has the talent, experience, flexibility, and agility to manage and staff this on-call contract. The City can be confident that we are using the right staff and team for the right tasks.

Acceptance of the Professional Services Agreement. Dudek acknowledges and accepts the City of El Centro's Standard Professional Services Agreement as provided in the RFP and agrees to execute it without exceptions or modifications.

MAIN POINT OF CONTACT

Ken Deibert, Project Manager
760.496.4458
kdeibert@dudek.com

We are pleased to have this opportunity to submit a Statement of Qualifications and look forward to discussing how Dudek can assist the City. If you have any questions or require any additional information, please do not hesitate to contact Project Manager Ken Deibert at 760.496.4458 or kdeibert@dudek.com.

Sincerely,

Joseph Monaco
President and CEO

Ken Deibert, PE
Project Manager

Joseph Monaco is an officer of Dudek with the authority to bind the firm.

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APPENDIX

A Required Attachments

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Executive Summary

Public agencies face the challenge of delivering superior services while managing tighter budgets, fluctuating workloads, more regulations, and increasingly complex projects requiring in-depth technical specialization. Maintaining full-time, in-house staff to meet all those requirements can be difficult and expensive.

Dudek engineers routinely serve as extension of staff for municipalities. The key to extension of staff services is seamless integration into our clients' processes. Our professionals work to understand your team's processes and apply our expertise within that structure. The result is maximized efficiency without sacrificing valuable time and energy. Our method of integration has led to **close to 350 successful municipal on-call and extension-of-staff contracts, some lasting more than 20 years**. The following sections describe similar work performed, including three reference projects (with client contact information) for each discipline.

Multidisciplinary Engineering Expertise

Our multidisciplinary team specializes in engineering solutions that meet the unique challenges of each project, ensuring long-term performance. Decades of experience allow us to take a meticulous approach to our scopes of work, evaluating requirements and comparing the return on investment against ultimate project goals. We have a deep understanding of what is required to successfully deliver these services. Our proposed scopes of work, schedules, and fees are based on our understanding of project-specific requirements, experience with similar projects, and our ability to view each project through the lens of larger City of El Centro (City) goals. The cross-disciplined technical expertise of our staff also allows us the flexibility to adapt the scope or address unforeseen conditions without compromising quality.

DUDEK SUPPORTS THE COMPLETE PROJECT LIFE CYCLE

- *Policy Development*
- *Funding and Administration*
- *Master Planning*
- *Feasibility Studies*
- *Site Assessments*
- *Permitting*
- *Environmental Compliance*
- *Agency Coordination*
- *Retrofit Design*
- *Infrastructure Planning and Design*
- *Construction Management and Inspection*

We prioritize energy efficiency, operational reliability, and environmental sustainability in our designs, ensuring long-term performance. With experience spanning municipal, industrial, and private-sector projects, Dudek is well-versed in navigating permitting requirements, hydraulic modeling, and integrating advanced technologies. Our collaborative approach ensures tailored solutions that align with client needs and regulatory standards. Our proposed team understands the importance of adhering to strict regulations, aggressive schedules, and narrow budgets while navigating and complying with conditions of approval to design projects that are technically practical, economically viable, and realistic given the regulatory environment.

The Dudek team of in-house engineers and strategically selected subconsultants specialize in the following areas that relate to project areas specifically described in the City's Request for Proposals.

Project Subconsultants

Dudek has a comprehensive array of in-house services; however, in some cases, it is necessary to subcontract for the expertise we do not provide or where it is more economically feasible, efficient, or better meets our client's goals. Dudek builds strong relationships with subconsultants who work at the same levels of excellence and quality that Dudek expects from our employees. We view subconsultants as an extension of our staff. As such, we review their work under our quality assurance/quality control program for interdisciplinary coordination and require that they conduct independent technical reviews of all deliverables.

Our project team will be joined by strategically selected subconsultants Kelsey Structural and NV5, both of whom we have worked with on many similar assignments.

Kelsey Structural | Structural Engineering

Kelsey Structural is a Southern California small business enterprise (SBE) structural engineering firm specializing in the design, assessment, rehabilitation, and retrofit of water and wastewater infrastructure facilities. Their firm was founded in 2015 and has continued to thrive and grow over their 10-year history, providing quality engineering services to their clients. Their services include structural design for new and existing structures, seismic analysis and retrofit design, condition assessment, technical reports, life cycle analysis, cost estimating, and construction support services. Their staff has a diverse background in the design of infrastructure facilities, including pump stations, treatment plants, reservoirs, and pipelines with an emphasis on concrete-masonry unit buildings, below grade concrete structures, and structural repair and rehabilitation. They work closely with design teams, contractors, and clients to provide the most cost-effective solutions that help ensure safe and reliable water and wastewater treatment, storage, and conveyance.

Kelsey Structural has worked on many as-needed engineering contracts to provide structural engineering services throughout California, including with local agencies such as the Coachella Valley Water District, Indio Water Authority, and the San Diego County Water Authority. Dudek has teamed with Kelsey Structural on over 70 projects in the last 10 years, including the ongoing City of El Centro Water and Sewer Master Plan updates.

NV5 | Geotechnical and Survey

NV5, Inc. (NV5) has been providing engineering and consulting services to public and private sectors for more than 70 years, delivering solutions through six business verticals: Testing, Inspection and Consulting; Infrastructure; Utility Services; Environmental Health Sciences; Buildings and Program Management; and Geospatial Technology. With more than 100 offices nationwide and abroad, NV5 has access to over 5,000 employees in a variety of fields who help clients plan, design, build, test, certify and operate projects that improve the communities where they live and work. NV5's San Diego office was established in order to better serve local needs throughout Southern California. Their local team includes more than 500 highly qualified professionals who have collectively worked for multiple local agencies in Imperial and San Diego counties. NV5 has a key partnership with Dudek, having teamed together on multiple conveyance and hydraulic modeling projects in Southern California.

Water and Wastewater Infrastructure Engineering

Pipelines. Dudek has extensive qualifications and technical experience in water, wastewater, and recycled water pipeline design, ranging from small-diameter PVC sewer design to large-diameter cement mortar-lined and coated, welded steel pipe water mains. As experts in trenchless design (ranked in the top 50 by Trenchless Technology in 2022), Dudek has successfully designed a variety of unique

horizontal directional drilling, microtunneling, and jack and bore pipeline installations that have helped our clients reduce their overall project costs and reduce impacts to environmentally sensitive areas, high-traffic zones, and other utilities. Our trenchless designs include the analysis of specialized external loading characteristics, such as deep installation beneath a river, considering groundwater, or H-20 loading beneath the California Department of Transportation (Caltrans) right-of-way (ROW).

Potable and Recycled Water Storage and Conveyance Facilities. Dudek has a wealth of reservoir design and rehabilitation experience, having recently completed design projects for 9 concrete and 13 steel reservoirs. New reservoir projects often start with a current market analysis comparing steel and concrete tank costs to select the option with the lowest lifecycle cost. We have also designed reservoir projects with multiple material options to enhance competition. As many of our clients are reaching "buildout" conditions, reservoir retrofit, and rehabilitation work has become the predominant type of assessment and design. Rehabilitation designs require accurately assessing and depicting existing conditions and often developing creative solutions to address unique structure or site defects or deficiencies. The key to good rehabilitation project bid documents is to control risk by minimizing unknowns (i.e., through subsurface investigations and well-documented interior and exterior inspections, including lead testing), identifying shutdown and sequencing constraints, and providing "contingency-type" bid items where appropriate.

Lift and Pump Stations. The Dudek team includes engineers who specialize in lift and pump station design for potable water, wastewater, and recycled water systems. This design experience ranges from preliminary planning and modeling to pump and motor selection; transient design; and detailed valving, flow control, metering, piping, and structural and electrical instrumentation and control. In addition, our engineers consider the aesthetic concerns of the local community. Visual, sound, and other community factors often define the success of a project as much as the technical and operational requirements.

Site Assessments. Dudek routinely conducts site visits to characterize water-related resources and needs. We survey and evaluate the condition of pumps and equipment used at the site. When possible, Dudek meets with water system operators to document operations and gain a historical perspective of the system and water demand. Where appropriate, site visits are conducted in conjunction with in-person interviews of community representatives to better establish relationships than is possible through remote methods. Tasks conducted during site visits would typically include the following:

- Survey water systems and supplies
- Create or update map(s) of water sources, supplies, monitoring and production wells, water storage facilities and power sources, treatment systems, and primary water distribution points
- Identify number and depth of domestic and irrigation supply wells
- Identify possible contaminant sources
- Measure the depth of groundwater in available supply and monitoring wells where possible
- Collect groundwater samples for analysis of constituents associated with potability and/or irrigation suitability if recent data is lacking
- Collect and transport all samples using standard chain of custody procedures
- Analyze all samples by a state-certified laboratory
- Create a brief technical memorandum at the conclusion of these site visits

Electrical Engineering

The in-house Dudek electrical, instrumentation, and controls team specializes in industrial facility electrical and control system design, with a major focus on the water and wastewater industry. Our electrical engineers seamlessly collaborate with our civil engineers, environmental experts, and our partners to deliver reliable solutions that help ensure uninterrupted operations for critical facilities. Our electrical, instrumentation, and controls services include electrical and power distribution design, instrumentation design, PLC-based plant control system design, control system network and telemetry design, condition assessment and recommendations, and engineering services during construction. Our third-party owner's representatives ensure that design and construction adhere to agency standards and represent our client's best interests. Services include design drawing and specification review, construction observation as the owner's agent, and start-up and commissioning support services. Our project experience includes water treatment plants, wells, aquifer storage recovery wells, booster pump stations, finished water pump stations, reservoirs, pressure reducing stations, wastewater treatment plants, lift stations, reclaimed water storage and pump systems, and facilities/plants that are planned, designed, and constructed in phases.

Mapping and Surveying

Dudek brings decades of experience delivering reliable and precise surveying services to support a wide range of public agency needs. Our team specializes in American Land Title Association surveys, lidar topo surveys, design level site mapping, and web-based mapping solutions.

We specialize in construction verification, construction staking, land surveying, and topographic surveys, ensuring accurate data collection and compliance with project specifications. We excel in establishing control points, preparing legal descriptions and plats for easements, and resolving boundary issues, all while providing high-quality deliverables tailored to client requirements. The Dudek team understands the complexities of land surveying in California. All land survey work will be conducted by a licensed Professional Land Surveyor and will be in conformance with California survey standards and industry practices. Our team is well versed in a variety of survey services to provide the City with solutions that are cost-effective and delivered on time. We specialize in the use of uncrewed aerial vehicle (UAV) technology when appropriate to streamline project deliverables and create a cost-competitive solution for our clients.

Our experience includes completing survey tasks for water districts, state and local jurisdictions, utility providers, and private developers. Our services also include preparing record drawings, plot plans, and documents for lot line adjustments or consolidations, all in adherence to applicable agency standards. By leveraging advanced technology and proven methodologies, Dudek ensures efficient and effective execution of on-call tasks, such as verifying facilities, determining ROW limits, and preparing topographic maps. With a focus on quality, accuracy, and client collaboration, Dudek is well equipped to provide the dependable surveying support for the City.

Project Approach

The Dudek team is exceedingly accustomed to providing exceptional services to a wide range of municipal customers with equally wide project sizes. Unlike large projects that can extend over many years, smaller projects are unique because there is no inherent cushion of time or budget. **Smaller projects must be approached with clear direction and specific requirements, and highly experienced and efficient resources must be used to minimize the risk of rework.** In addition to establishing team logistics in advance, senior leadership representing task leaders from multiple disciplines can complete different tasks concurrently. The Dudek team structure is set up to allow the subtask leader to manage current subtasks. Most task leaders are cross trained in multiple disciplines, which our clients highly value. This broadening of the experience base allows flexibility to utilize engineers and managers for various design elements without the restriction of having only one competent person in each discipline.

Dedicated Lines of Communication

The most effective project manager is one who facilitates the continuous flow of information, data, instructions, and guidance between our clients, the project team and identified interested parties. When maintaining this flow, we utilize resources efficiently and minimize wasteful rework. We achieve constant communication through the following:

- Regular contact with the client's key contact staff person to discuss project milestones, activities, and potential issues
- Regular project management meetings with key project staff to coordinate work efforts, monitor task completion, and review budget conformance
- Updating, as necessary, the project description, schedule, work progress reports, and inventories of available data so that all team members are aware of information that may affect their work products and schedules
- Meeting with client staff at design milestones and other strategic junctures
- Diligent documentation of issues, action items, and decisions

Quality Assurance and Quality Control

Quality assurance (QA) is the responsibility of ensuring quality control (QC) reviews are conducted. QA is a project management responsibility that must follow the standard QC practice or a documented QC plan. For major milestone deliverables, Dudek project managers typically assign the QC review to a principal-level engineer familiar with the unique aspects or technology related to the project. QA and QC documentation can vary with each project depending on the requirements.

Constructability Review

Constructability review is an integrated process in the QC effort associated with design projects. Generally, constructability is initially considered early in a project at the Preliminary Design Review or conceptual stage to support defining general site constraints, mainly related to the impact area, and for alternative analysis. Constructability review is most focused at approximately 50% design level as the project progresses. At this point, the project must be fully confirmed as constructible. From the midpoint to the final design, constructability is a QC review effort to identify issues or solutions to support the physical construction process.

Scheduling

The project schedule is initially prepared and reviewed at the kickoff meeting to obtain consensus on task durations, milestone dates, critical path items, and anticipated constraints (i.e., permit processing durations, construction budgetary planning deadlines, and seasonal construction work restrictions). At this point, whenever practical, future meetings and workshop dates will be defined to allow all parties to capture the date. As the project continues, the schedule is adjusted as needed to reflect the actual meeting and deliverable dates and provide for the adjustment of future deliverable dates as needed. By preparing monthly progress reports and maintaining an up-to-date project schedule, the project manager and the City can identify the timing of when long lead work elements must begin to provide efficient completion of the project. Schedule updates are provided as needed and typically during progress review meetings.

Dudek keeps schedules flexible to ensure timely, coordinated project delivery

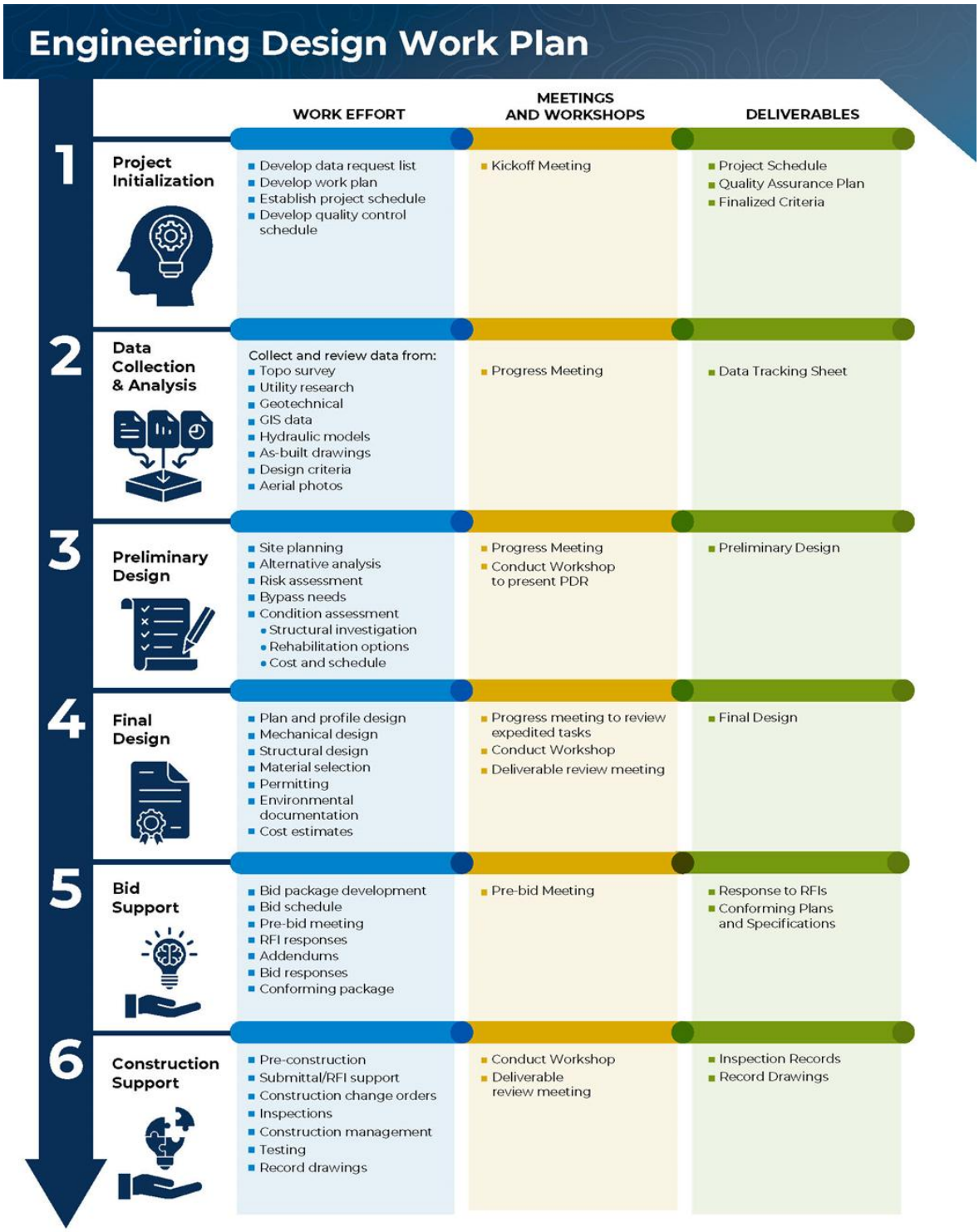
Error Mitigation

Generally, the QC review process ensures that we avoid design errors. In the rare event of error identification in the project construction phase, time is of the essence. Upon notification, Dudek staff will immediately assume the lead in investigating the situation. **The primary goal is to keep the project moving forward, maintain project safety, and minimize downtime by the contractor. Time is money.** Dudek will coordinate a field meeting with the City, the contractor, construction management team, and other interested parties to brainstorm and investigate the best solution as quickly as possible. Once the appropriate corrective action has been determined, Dudek will assist in researching the root cause of the error. Trust is a foundational characteristic of Dudek, and we will do all that is necessary to mitigate the situation while maintaining trust with the City.

Typical Design Approach

Figure 1 illustrates the typical Dudek flow-of-work practices, including general project integration and progression as they relate to a specific task order and associated scope of work. This workflow will be customized to meet specific project needs and incorporate review processes as determined by the City and other relevant specific project needs.

Figure 1. Engineering Design Work Plan



Track Record of Delivering Projects on Time and Under Budget

Dudek has built a reputation for delivering projects on time and under budget, thanks to our strategic client-focused approach and deep, multidisciplinary technical expertise. Our track record speaks for itself—by fostering collaboration, optimizing resources, and proactively addressing challenges, Dudek consistently provides clients with reliable results while maximizing value.

Our staff work at the intersection of science, engineering, regulations, and interested party concerns to ensure efficient project execution. The management team will work together to ensure performance, meet communication goals, and keep the City's projects on schedule and within budget. Tools to monitor individual task status will be dependent on the complexity of individual task orders, with multiphase or multidisciplinary task orders employing a schedule- and deliverable-tracking tool to monitor progress toward important milestones.

Scope of Work

Dudek is prepared to provide all services and work required to complete studies, designs, plans, specifications and estimates for City projects as identified in the current city water, wastewater, and stormwater Master Plans or as may be requested by the City. Dudek is also prepared to update said Master Plans. For reference, we have identified the following anticipated projects from the first 5 years of the wastewater Master Plan.

Water Pipeline Improvements	
FF-3	S 2nd Street Upsizing
Water Pump Station Improvements	
PS-3	La Brucherie Reservoir–Mechanical and Electrical
Reservoir Improvements	
RES-1	Old WTP Reservoir No. 1
RES-2	Old WTP Reservoir No. 2
Sewer Pipeline Improvements	
PCON-1	Excavation Point Repairs
PCON-2	CIPP Lining - No Excavation
Sewer Lift Station Improvements	
LS-1	Bypass Connection Program
LS-2	Instrumentation and Control Program
LS-3	Hatch and Door Program
LS-5	Structures Program
LS-7	Pumps, Piping, Supports, and HVAC Program
LS-8	Arc Flash/Short Circuit Study Program
LS-9	Testing and Studies Program
LS-10	Force Main Program - No. 1
Wastewater Treatment Plant Improvements	
WWTP-2	Primary Clarifiers Rehab
WWTP-5	Digesters
Sewer and Wastewater Treatment Plant Studies	
AD-1	Brick Sewer Study
PCAP-1	Eastside Basin Inflow and Infiltration Study and Total Dissolved Solids Sampling

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Availability

The Dudek team specifically chosen for this contract has the availability and capacity to provide services on upcoming City projects. We have included a wide range of team members with different specialties to accommodate the specifics of any impending project.

Current Workload and Backlog

Currently, Dudek has over 2,000 active projects, ranging in contract fee amounts from less than $1,000 to over $20,000,000. The Dudek team specifically chosen for this contract has the availability and capacity to provide services on upcoming City projects. Ken Deibert has relevant project management experience and will make this contract a top priority. In addition, Dudek offers the City a team of accessible, committed staff members who are ready to begin work immediately.

100%

Our team is 100% committed to this project

Dudek's project team is supported by a nationwide network of more than 1,000 professionals across 20 offices and are equipped to draw on deep internal resources across disciplines to meet project needs. This structure allows us to mobilize quickly and deliver integrated, responsive support tailored to each task order. Dudek personnel will be committed to the respective task order assignments, and no substitution of task order managers or technical discipline leads will be made without prior approval from City.

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Firm History and Qualifications

Dudek was founded in 1980 in Encinitas, California, as a civil engineering consulting practice for San Diego County municipal wastewater agencies and private land developers. The firm has steadily grown its civil engineering practice, serving clients throughout California.

Dudek's 45-year history also includes the development of an environmental practice in response to expanding state and federal environmental regulations, hydrogeologic practice, construction management, and water/wastewater district management (including contract wastewater treatment plant operations). Dudek now serves clients in the municipal, energy, transportation, education, and healthcare sectors; consists of 15 major practices; employs over 1,000 employees in 20 offices across the nation; and has projects spanning all states in the United States.

Employee Count

We operate through 15 major practice areas and manage projects in every U.S. state. Our firm includes more than 50 engineers, over 50 California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA) practitioners, and over 100 compliance specialists, all of which are ready to mobilize quickly to meet project demands. The number of employees is outlined in Table 1.

Table 1. Number of Employees

Discipline	Number of Employees	Discipline	Number of Employees
Administrative	2	Construction Management	14
Facilities/Fleet	4	Cultural/Paleontology	129
Federal Services	7	District Management	16
Finance	37	Engineering	56
Human Resources	17	Environmental Technical Group	24
Information Technology	18	Habitat Restoration	25
Legal	4	HRS (subsidiary)	41
Marketing	21	Hazardous Materials	37
Project Delivery Services	53	Mapping/Surveying	15
Safety	3	Operations Management	2
Mountain West Emerging Regions	7	Planning/Urban Design	20

Table 1. Number of Employees

Discipline	Number of Employees	Discipline	Number of Employees
Northwest Emerging Regions	62	Urban Forestry/Fire Protection	36
Biologist	95	Watercraft Inspection Services	56
CEQA/NEPA	50	Watershed Sciences	8
Compliance	114	Southwest Emerging Regions	34

Recent and Pending Litigation

Elsinore Valley Municipal Water District v. Water Works Engineers, LLC, et al.

On November 12, 2021, Elsinore Valley Municipal Water District (the "District") filed a civil complaint against Water Works Engineers, LLC (WWE) in California Superior Court, County of Riverside, for alleged design defects in a water reclamation facility. The District filed a first amended complaint against WWE on September 26, 2022, for breach of contract and professional negligence. WWE subsequently cross-claimed against the construction firm as well as Dudek (and other firms) for its role as construction manager. Dudek was not involved in the design of the project and denied any liability. The Court dismissed the cross-complaint against Dudek in 2024.

Sunhi Kim vs. Golden Rain Foundation of Walnut Creek, et al.

On November 18, 2024, Golden Rain Foundation of Walnut Creek filed a Cross-complaint against Dudek in California Superior Court, County of Contra Costa, for (1) indemnification; (2) apportionment of fault; and (3) dangerous condition on public property. Dudek intends to file for a motion for summary judgment, and should that fail, it intends to defend itself vigorously. Dudek was and remains fully insured for all of its professional services.

Keep the Funk, Inc. v. City of Santa Barbara; City Council of the City of Santa Barbara, respondents and Carolyn Groves [Dudek]; Wright Family H Limited Partnership, real parties in interest

On January 27, 2025, a group of local artists and small businesses in Santa Barbara filed suit against the City of Santa Barbara, the City Council of Santa Barbara and real parties in interest, including the Dudek project manager, objecting to the development of a 200-room hotel in downtown Santa Barbara. Dudek serves as a professional environmental consultant to the architect for the development. The causes of action include (1) violations of CEQA; (2) inadequate findings; and (3) project incompatibility with Specific Plan, General Plan and Coastal Land Use Plan Policies and Requirements. The matter is currently stayed while the California Coastal Commission reviews plaintiff's appeal.

Project References

Dudek has been providing civil engineering services with an emphasis on civil and water/wastewater infrastructure for more than 45 years. Our multidisciplinary team integrates traditional linear pipeline and vertical tank/pump station design projects and advanced hydrologic and hydraulic modeling, trenchless pipeline design, and condition assessment services to deliver resilient, cost-effective systems. From booster and pump station rehabilitation to groundwater recharge planning and treatment optimization, Dudek engineers tailor each design to meet regulatory standards, operational efficiency, and long-term sustainability.

We are currently supporting 150+ on-call contracts worth over $168,600,000

ELLIS CREEK WATER RECYCLING FACILITY IMPROVEMENTS

Client: City of Petaluma
Reference: Steve Worrell, Senior Civil Engineer; 707.687.6488; sworrell@cityofpetaluma.org
Project Dates: 2023–Ongoing

Dudek is currently providing engineering design services for multiple projects at the City of Petaluma's Ellis Creek Water Recycling Facility. Our projects include rehabilitation of the Oxidation Ponds Transfer Structures, and both Phase I and Phase 2 of the Chemical System Upgrade Project.

PETALUMA
SONOMA COUNTY
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Oxidation Ponds Transfer Structure Rehabilitation. Petaluma owns and operates a recycled water program on the former site of their original wastewater treatment plant. The original plant construction being oxidation ponds linked via hydraulic control structures. Dudek was hired to provide a feasibility study of increasing storage volume of recycled water at the ponds site; develop a digital product allowing the operations department to take freeboard measurements and be able to predict the total stored recycled water available to sell; and produce construction drawings and an engineer's estimate of probable construction cost for rehabilitation of the failing hydraulic control structures. Rehabilitation construction documents include provisions for mechanical replacement of control devices, condition assessment of transfer pipes, and repair/replacement of degraded transfer pipes. Challenges for this project include the presence of bay mud (a highly compressible sediment) and shallow groundwater. This project is currently in the design phase at 75% complete.

Chemical System Upgrade Phase 1 and Phase 2. This project involves chemical system upgrades, specifically focusing on relocating the primary sodium hypochlorite storage and feed. Dudek designed a new sodium hypochlorite dosing and chemical storage facility for the recycled water storage system. The project included a new storage facility, chemical storage, and dosing. The project also included bringing utility water and potable water from the existing treatment plant out to the new chemical facility and paving the access roads in and around the recycled water storage ponds. Dudek is currently providing engineering services during construction. Phase 2 involves demolishing and replacing the aged lab building and chemical storage building. It is currently in the design phase at 30% complete.

ID-5, SNOWS, TANK 4, AND SDCE TANK NO. 1 TANK REHABILITATION

Client: Ramona Municipal Water District
Reference: Joe Lomeli, Water Operations Manager; 760.789.1330; jlomeli@rmwd.org
Project Dates: 2021–2024

Dudek completed the rehabilitation of multiple tanks: ID-5 Tank (0.5 million gallons), Snows Treated Tank (0.5 million gallons), Tank 4 (1 million gallons), and San Diego County Emergency (SDCE) Tank No. 1 (2 million gallons). Rehabilitation of all listed reservoirs required removing the existing interior coatings, repairing corroded metals, and recoating the tank interior with epoxy. In addition to the recoating activities, the following list identifies site-specific improvements that were made to each reservoir:

- ID-5 Tank required exterior recoating and installation of a new safety railing around the roof. The design of temporary storage tanks and booster pumps was included in this project to maintain service to the water zone during construction.
- The Snows Treated Tank required removing and replacing existing corroded steel rafters and tie rods. In addition to repairing the rafters, the center column and center column plate were repaired and recoated. All vent screens were removed and replaced.
- Tank 4 experienced heavy corrosion, warranting removal and replacement of all Cathodic Protection anodes. Corroded rafters, tie rods, and piping were repaired, and the inlet piping was upsized to improve hydraulics.
- SDCE Tank No. 1 is an ongoing project for a reservoir experiencing heavy corrosion. Rafters, tie rods, and the interior ladder are all showing signs of heavy corrosion. Structural members will be removed and replaced, and the interior ladder will be replaced with a corrosion-resistant design. All CP anodes will be removed and replaced, as well as 500 linear feet (LF) of 8-inch asbestos cement inlet piping, which will be upsized to 12-inch PVC piping to improve hydraulics.

AVENUE 66 TRANSMISSION MAIN PHASE 2

Client: Coachella Valley Water District (CVWD)
Reference: Mario Zamora, Domestic Water Engineer; 760.298.2661 ext. 2273; mzamora@cvwd.org
Project Dates: 2021–2023

Dudek assisted the Coachella Valley Water District (CVWD) with the engineering design and ROW services for the Avenue 66 Transmission Main, Phase 2. The goal of the Avenue 66 Transmission Main, Phase 2 Project, is to connect the Manuela Garcia Small Water System to the CVWD system to provide safe, affordable, and accessible drinking water to this rural, disadvantaged community, and provide water supply redundancy to the community of Mecca. The Manual Garcia Small Water System is currently served by local wells where the groundwater supplies have shown elevated concentrations of arsenic, fluoride, and other constituents that are currently regulated by the state. Consolidating to the CVWD system addresses these concerns while also increasing water supply reliability and fire protection within the project vicinity. The pipeline design includes 16,300 LF of 30-inch diameter Zinc-Coated Ductile Iron Pipe installed using open trench construction, and trenchless methods utilized at separate major crossings of existing stormwater and irrigation utilities, as well as a new pressure reducing station to drop pressure between two pressure zones. The pipeline will be constructed mainly within County of Riverside public ROW along Avenue 66 and within proposed easements on tribal lands and private property. The design considers

how best to minimize easement acquisition to reduce potential project schedule delays. Additionally, Dudek is providing support services to CVWD to assist in preparation of applications for state and federal funding through both the State Water Resources Control Board and the U.S. Department of Agriculture. This is a high-profile environmental justice project for the region, bringing safe drinking water to underserved communities in eastern Coachella Valley/Thermal.

Additional Project Experience

LIFT STATION 1269 FORCE MAIN REPLACEMENT

Client: Western Municipal Water District (WMWD)
Client Reference: Sonia Huff, Deputy Director of Engineering; 951.571.7232; shuff@wmwd.com
Project Dates: 2019–2021

WMWD's existing force main from LS 1269, within the cantonment area of March Air Reserve Base (MARB), conveys sewage from MARB through a 10-inch diameter AC pipeline to the Western Water Recycling Facility. The existing line was taken out of service after a series of inaccessible leaks, and flows were temporarily diverted to the EGETS 8-inch force main to allow for a long-term solution to the existing force main challenges. Dudek evaluated alternative alignments considering constructability, environmental impacts, multiple jurisdictional agency concerns, avoidance of MARB critical facilities, and overall costs. The preferred alignment included approximately 22,000 LF of 14-inch diameter pipe, almost entirely within the public ROW. The design includes over 1,400 LF of jack and bore construction, including five separate crossings (Caltrans/Southern California Rail Road Authority ROW, three extensive flood control facilities, and a large intersection). Dudek coordinated with MARB, the City of Moreno Valley, the City of Perris, the County of Riverside, Caltrans, and the Southern California Rail Road Authority. Additionally, Dudek prepared the CEQA and NEPA environmental documentation required for the project, including a mitigated negative declaration.

SANTA MARIA WASTEWATER TREATMENT PLANT HEADWORKS UPGRADE AND IMPROVEMENTS

Client: Ramona Municipal Water District
Client Reference: Erica Wolski, General Manager; 760.789.1330; ewolski@rmwd.org
Project Dates: 2017–2023

In 1981, the Ramona Municipal Water District (District) took ownership of the Santa Maria Wastewater Treatment Plant (SMWWTP) from the County of San Diego. In 1995, the Regional Water Quality Control Board approved the expansion of the SMWWTP to a capacity of 1.0 million gallons per day (MGD). Since construction, the SMWWTP has not included preliminary treatment. Influent flow is lifted into influent equalization basins before conveyance to the secondary treatment process. The influent pump station has experienced significant ragging challenges, and the equalization basins are regularly taken offline to remove grit accumulation. Dudek designed a new influent lift station utilizing Archimedes-style screw pumps to eliminate ragging concerns, a headworks with mechanical screening, a vortex grit chamber, and an influent flow meter. The design also included relocating the main influent trunk sewer to allow the existing lift station to function during construction. A standby generator was also designed for reliability and uninterrupted operation.

EL MONTE WATER TRANSMISSION PIPELINE REHABILITATION DESIGN

Client: City of San Diego
Client Reference: Parita Ammerlahn, Senior Engineer; 619.533.5406; pammerlahn@sandiego.gov
Project Dates: 2020–Ongoing

The City of San Diego's El Monte Transmission Pipeline is the City's largest raw water transmission main and was constructed in four sections between 1942 and 1948, delivering raw water from the San Vicente and El Capitan reservoirs and the San Diego County Water Authority's (SDCWA) First Aqueduct to the Alvarado Water Treatment Plan. A 2015 City condition assessment recommended repairs to extend the life of this vital City asset and provide a means for safe routine access to extend the design life further. Dudek is managing the design for the longest two segments (Segments 2 and 4) of the El Monte Pipeline as part of a larger design consultant team.

Segment 2 includes repairs to over 6 miles of 68-inch-diameter reinforced concrete steel cylinder pipe. Repairs include designing pipeline replacement sections and appurtenances, adding isolation valves, improving access locations (manways), designing lining and joint repairs, performing spot repairs (including preparation activities for pipeline shutdowns), and developing shutdown procedures needed for future pipe entry and inspection.

Segment 4 consists of approximately 2.4 miles of 68-inch reinforced concrete pipe constructed in 1947 and approximately 250 LF of 72-inch cement mortar-lined and coated (CML&C) steel pipe constructed in 2004. Design improvements include internal spot repairs, exposing buried manways and blow-offs, raising air valves above grade, replacing a leaking 72-inch butterfly valve at the Water Treatment Plant, repairing or replacing a 72-inch CML&C steel pipe at the Water Treatment Plant showing signs of early failure, and adding isolation valves. The design includes extensive coordination with city operations staff and local municipalities through which the pipeline traverses. Dudek coordinated requirements for encroachment, access, traffic control, construction within their ROW, easement, and permitting with multiple jurisdictional agencies, including Caltrans, Metropolitan Transit System, City of Santee, City of El Cajon, City of La Mesa, County of San Diego, and Gillespie Field.

DOLPHIN WELL, TAMURA WELL, AND 16TH STREET PUMP STATION UPGRADES

Client: City of Newport Beach
Client Reference: Mike Sinacori, Assistant City Engineer; 949.644.3342; msinacori@newportbeachca.gov
Project Dates: 2022–Ongoing

Dudek provided preliminary design, final design, and construction support services for upgrades to all three facilities. The work at the Dolphin and Tamura Wells involved replacing four solid-state soft-start motor controllers with 18-pulse variable frequency drives (VFDs) and inverter duty motors. The new VFDs at each well site were 400 horsepower (hp) and 250 hp, respectively, and allowed the wells to pump at a constant rate without using a pulsed flow control type of diaphragm check valve. This project aimed to reduce energy consumption, which was partially paid for with Southern California Edison rebates.

Subsequently, Dudek provided preliminary design, final design, and construction support services for the replacement of two constant-speed, 1,200-revolutions-per-minute (RPM), 350-hp vertical turbine booster pumps with two variable-speed, 1,800-RPM, 300-hp pump assemblies at the 16th Street Pump Station site. Dudek is currently providing preliminary design and final design for adding a 1,000-kilowatt generator and replacing three

constant-speed, 1,200-RPM, 350-hp vertical turbine booster pumps with three variable-speed, 1,800-RPM, 300-hp pump assemblies. Work at the pump station included replacing the solid-state soft-start motor controllers with 18-pulse VFDs and replacing the diaphragm-type booster pump check valves with slanted-disc check valves. Additional work related to the addition of the generator included adding a 3,000 Amp automatic transfer switch and a 4,000-gallon external fuel tank.

E RESERVOIR REPLACEMENT AND BOOSTER PUMP STATION

Client: Vista Irrigation District
Client Reference: Greg Keppler, Engineering Project Manager; 760.597.3136; gkeppler@vid.org
Project Dates: 2018–2024

The District contracted Dudek to provide hydraulic analysis, surge analyses, preliminary and final design, and CEQA services for the replacement of the existing 90-year-old 1.5-million-gallon (mg) E Reservoir and a new 3,000-gallons per minute (gpm) booster pump station, aiming to provide a redundant water supply to higher-pressure zones. Multiple analyses and scenarios were modeled, culminating in a recommendation for a 3,000-gpm pump station comprising five duty pumps and one standby 50-hp pump, situated within a 35-foot × 25-foot concrete masonry unit building and operated with VFDs. The project also involves a new 3.1-mg cast-in-place concrete reservoir, valve vault, piping, landscaping, new fencing, and a new 480-Volt, 3-phase electrical service.

SAN CARLOS RESERVOIR REPLACEMENT PROJECT

Client: City of San Diego
Client Reference: Julie Adam, project manager; 619.533.7412; jadam@sandiego.gov
Project Dates: 2022–2024

Due to aging infrastructure and lower demands, the City of San Diego needed to replace the 4.8-mg reservoir with a new 130-foot diameter (3.3-mg) American Water Works Association D110 circular prestressed concrete reservoir to serve the 849 San Carlos pressure zone. In addition to the structure itself, the Dudek team designed the replacement of all on-site piping and valves, approximately 325 LF of off-site 24-inch cement mortar-lined and tape-coated steel transmission main, altitude valve vault, access and drainage facilities, and all electrical, instrumentation, SCADA, and security equipment. Additional off-site improvements include a widened driveway entrance, curb ramp, and pavement reconstruction. The design includes additional landscaping to screen the reservoir from the nearby homes to the south.

4S RANCH WRF HEADWORKS SCREENING SYSTEM IMPROVEMENTS

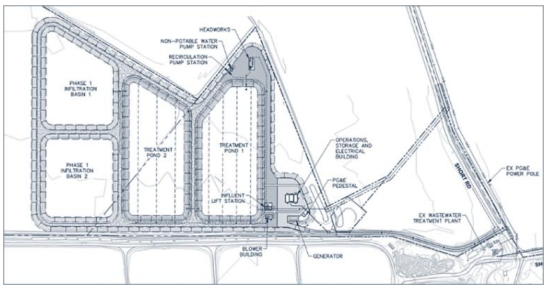
Client: Olivenhain Municipal Water District (OMWD)
Client Reference: Lindsey Stephenson, Engineering Manager; 760.753.6466; lstephenson@olivenhain.com
Project Dates: 2021–2023

OMWD contracted with Dudek to provide desig n services for the headworks screening system improvements project. The project will replace the aging mechanical band screen and bypass bar rack with two

new Parkson Aquaguard mechanical screens, wash-presses, and associated instrumentation and control systems. The scope also includes rehabilitating influent channels and new epoxy liners, new slide gates, odor control improvements, building modifications and access improvements, a new grit classifier, and more. Key project challenges include the existing building's tight space and working conditions and the need for raw influent bypass pumping. During the design, OMWD also added scope for miscellaneous improvements in the water recycling facility (WRF), such as high flow and off-spec diversion pumping and yard piping, to improve operational reliability and emergency contingency measures. The design is currently 90% complete and is scheduled for construction in Fiscal Year 2024–2025.

DESIGN OF NEW SEPARATE INDUSTRIAL WASTEWATER RECYCLING FACILITY AND COLLECTION SYSTEM

Client: City of Gonzales
Client Reference: Patrick Dobbins, Public Works Director; 831.675.5000; pdobbins@ci.gonzales.ca.us
Project Dates: 2022–Ongoing



The City of Gonzales contracted Dudek to design a new separate industrial wastewater collection system and treatment facility to convey and treat up to 1.0 MGD of fruit and vegetable processing wastewater. The City needed to expand treatment capacity and protect their existing domestic wastewater treatment plant (WWTP) from contaminants in the industrial wastewater, affecting the biological treatment process, and proceeded with a new separate facility. Dudek was responsible for the alternative evaluation and preliminary design and completed the final design for the new 1.0 MGD Industrial Wastewater Treatment Plant (IWTP) and over two miles of the new 24-inch through 27-inch gravity collection system, a new influent pump station, headworks, and much more. Dudek also assisted the City in preparing a low-interest loan treatment facility to convey and treat up to 1.0 MGD of fruit and vegetable processing wastewater. The City secured financing and bid the project in the second half of 2023. Currently, Dudek is providing the following:

- Engineering support services during bidding and construction for industrial sewer collection system and industrial wastewater treatment facility projects
- Environmental mitigation measures required to construct the City of Gonzales IWTP: (1) preparation of a paleontological resources mitigation plan, (2) preparation of a GHG reduction plan, and (3) preparation of a scoping plan to identify potential soil contamination at the IWTP site.

REHABILITATION OF THE LA SALINA WASTEWATER TREATMENT PLANT DIGESTERS

Client: City of Oceanside
Client Reference: Sarita Lemons, project manager; 760.435.5873; slemons@oceansideca.org
Project Dates: 2021–2022

The City of Oceanside contracted with Dudek through their As-Needed Small to Medium project design services contract to design cleaning, rehabilitation, and improvements to the primary and secondary anaerobic digesters at the La Salina WWTP. The City was experiencing clogging and leaking issues in their thermal recirculation and drain lines connected to both digesters, as well as a need for cleaning and rehabilitation due to a prolonged period without taking the digester offline. There were also concerns about the condition of existing digester gas handling piping, valves, pressure safety

valves, flame arrestor, moisture trap, and other appurtenances along the roof of the digester to the flare. Dudek performed several field inspections, measurements, and photo documentation to assist in preparing design plans and specifications for construction. Due to master services agreement contract limits, Dudek had to be flexible and creative in our design approach to defer some aspects of the design to the contractor's responsibility, such as the design of overhead piping supports. Project challenges included estimating quantities for residual sludge to be dewatered and hauled off site by the contractor, the unknown extent of digester structural rehabilitation and repairs, and plant operation maintenance because the plant did not have an offline digester available.

COACHELLA HEADWORKS SCREENINGS IMPROVEMENTS

Client: City of Coachella
Client Reference: Castulo Estrada, utilities director; 760.398.3502; cestrada@coachella.org
Project Dates: 2023–2024

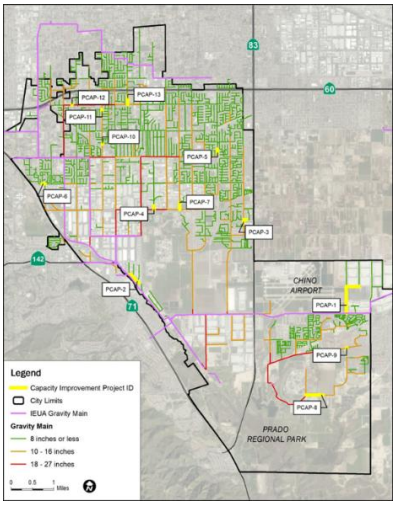
The headworks facility at Coachella Treatment Plant has three incline 58-inch Archimedean screw pumps powered by 75-hp motors. The headworks lift station handles a flow range between 0.3 MGD and 14 MGD, lifting influent flows 40 feet to a flow distribution channel and feeding into three screening channels.

Dudek provided design of headworks screenings improvements for the City of Coachella. Improvements included assessment for an additional screening device and improvements to headworks mechanical, electrical, and civil assets. The project added an additional screening unit, a new screenings screw conveyor serving both existing and new screening units, and a new washer compactor. Electrical improvements included consolidation of instrumentation and electrical controls into a single control panel. Civil improvements included the addition of a new concrete pad for the new washer compactor tied into existing facilities.

SEWER MASTER PLAN, CONDITION ASSESSMENT, AND GIS UPDATE PROJECTS

Client: City of Chino
Client Reference: Natalie Avila, project manager; 909.364.2770; navila@cityofchino.org
Project Dates: 2020–2023

Dudek recently completed the City of Chino's Sewer Master Plan and geographic information system (GIS) Update. The overall goal was twofold: (1) evaluating existing and future sewer system capacity and existing sewer asset condition for the development of a phased approach for the City's sewer capital improvement program (CIP) with capacity and condition-related projects and (2) creating a dynamic GIS database that can be leveraged for multiple operational and project planning purposes, including integration into an asset management system to streamline data collection.



The project includes a comprehensive GIS update, sewer flow monitoring using ADS Environmental, a manhole survey, condition assessment, development and calibration of a new InfoSWMM hydraulic model, capacity analysis of existing and future conditions, and development of a 10-year CIP.

HUSTON CREEK WWTP DEWATERING BUILDING AND PRIMARY CLARIFIER DESIGN

Client: Crestline Sanitation District
Client Reference: Rick Dever; General Manager; 909.338.1751; rdever@crestlinesanitation.com
Period of Performance: 2019–2021

Dudek completed engineering design drawings and specifications for a new two-story biosolids dewatering building and primary clarifier for Crestline Sanitation District's 1.0 MGD Huston Creek WWTP. The project includes new structures, process equipment, pumps, channels, electrical systems, and a new emergency generator. On the solids handling side, the project included the design of new thickened sludge transfer pumps (progressive cavity style), a new thickened sludge holding tank with a mixing system, and a new dewatering system installed within the new two-story building that included a progressive cavity sludge feed pumps, polymer storage, blending, and feed system, dewatering equipment, and sludge cake conveyor system to transport sludge cake to a hauling truck. Project challenges included sloped topography, which required careful structural design and retaining wall construction to support new facilities, maintenance of plant operation during construction and construction phasing, electrical service upgrades, and site drainage improvements. Project completion provides the District with improved reliability and performance of the facility for regulatory compliance, mitigated health and safety concerns, and reduced operations and management costs.

On-Call Project Experience

Dudek has a proven track record of delivering responsive and reliable support under on-call contracts across a wide range of engineering and environmental disciplines. Dudek is currently supporting more than 150 on-call or as-needed services contracts worth more than $168,600,000. Table 2 details additional on-call experience relevant to this proposal.

Table 2. Example Dudek On-Calls and Project-Specific Experience

Client and Reference	Contracts/Projects/Task Orders		Services Provided Under This Contract
Coachella Valley Water District Mario Zamora Senior Engineer 760.398.2651 mzamora@cvwd.org	▪ On-Call Biennial Engineering Services (2016–Ongoing) ▪ On-Call Biennial Construction Inspection Services (2018–Ongoing) ▪ Avenue 66 Transmission Main Replacement ▪ WRP 10 T1 Filter Assessment and Repair	▪ Lift Station 80-03 Upgrade Condition Assessment Alternative Evaluation Sky Mountain Pressure Zone Enhancements ▪ Streetscape Frontages for Reservoirs 5643-1 and 5643-2 ▪ Canal 5-Year Grant Funding Plan	✓ Project management ✓ Planning/preliminary engineering ✓ Technical reports ✓ Environmental documentation support ✓ Final engineering ✓ Subconsultant management ✓ Bid and construction support ✓ Construction management and inspection

Table 2. Example Dudek On-Calls and Project-Specific Experience

Client and Reference	Contracts/Projects/Task Orders		Services Provided Under This Contract
Moulton Niguel Water District Alex Thomas Principal Engineer 949.312.2500 athomas@mnwd.com	▪ Engineering Services for CIP (2017–Ongoing) ▪ Plant 3A Consequence of Failure Analysis ▪ Pressure Reducing Station Rehabilitation ▪ Update to Districts Standard Drawings and Specifications ▪ Concept-Level Solids Handling Analysis ▪ Town Center Water Supply Assessment ▪ Construction Management and Inspection at Interstate-5 and Oso Creek ▪ Moulton Peak Radio Tower ▪ Camino Capistrano Relocation	▪ Hydraulic Modeling & Analysis ▪ Concept-Level Facility and Process Review ▪ Pump Station Electrical Upgrades ▪ Secondary Feed to the 1050 Zone ▪ Southerly Takeout Rehabilitation Construction Management and Inspections for Reservoir Management ▪ Mission Viejo High School Vault ▪ Pipeline Adjustments ▪ 54-Inch Central Intertie Pipeline Improvements ▪ Culturing Monitoring for Effluent Treatment Main (ETM) Pipeline Removal in San Juan Creek ▪ ETM Pipeline Removal in San Juan Creek ▪ 650-Zone Niguel Road Intertie	✓ Project management ✓ Planning/preliminary engineering ✓ Technical reports ✓ Environmental documentation support ✓ Final engineering ✓ Subconsultant management ✓ Bid and construction support ✓ Construction management and inspection
Orange County Sanitation District (OC San) Hardat Khublall, PE Project Manager 714.962.2411 hkhublall@ocsan.gov	▪ FE16-14 Slater Pump Station ▪ P1-135 Digester Ferric Chloride Replacement ▪ FE14-04 Primary Influent Channel Repair ▪ FE12-06 84-Inch Treatment Plant No. 2 Primary Influent Line ▪ FE15-19 CenGen Hot Water Pipe Bracing at P1 ▪ FE18-14 Plant No. 2 Water Pipe Replacement in Kinnison,	▪ P2-106 Boiler System Rehabilitation ▪ FE20-04 CenGen Cooling Water Pipeline Replacement at Plant No. 2 ▪ FR1-0017 Trickling Filter Valve Replacement ▪ FE20-08 Olive Sub Trunk Siphon Rehabilitation ▪ FRJ-0003R Interplant Gas Line Blow-Off Vault Repairs ▪ Fairview Trunk Rehabilitation (Project No. 6-20) ▪ 5-68 Newport Beach Pump Station	✓ Project management ✓ Planning/preliminary engineering ✓ Technical reports ✓ Environmental documentation support ✓ Final engineering ✓ Subconsultant management ✓ Bid and construction support ✓ Construction management and inspection

Table 2. Example Dudek On-Calls and Project-Specific Experience

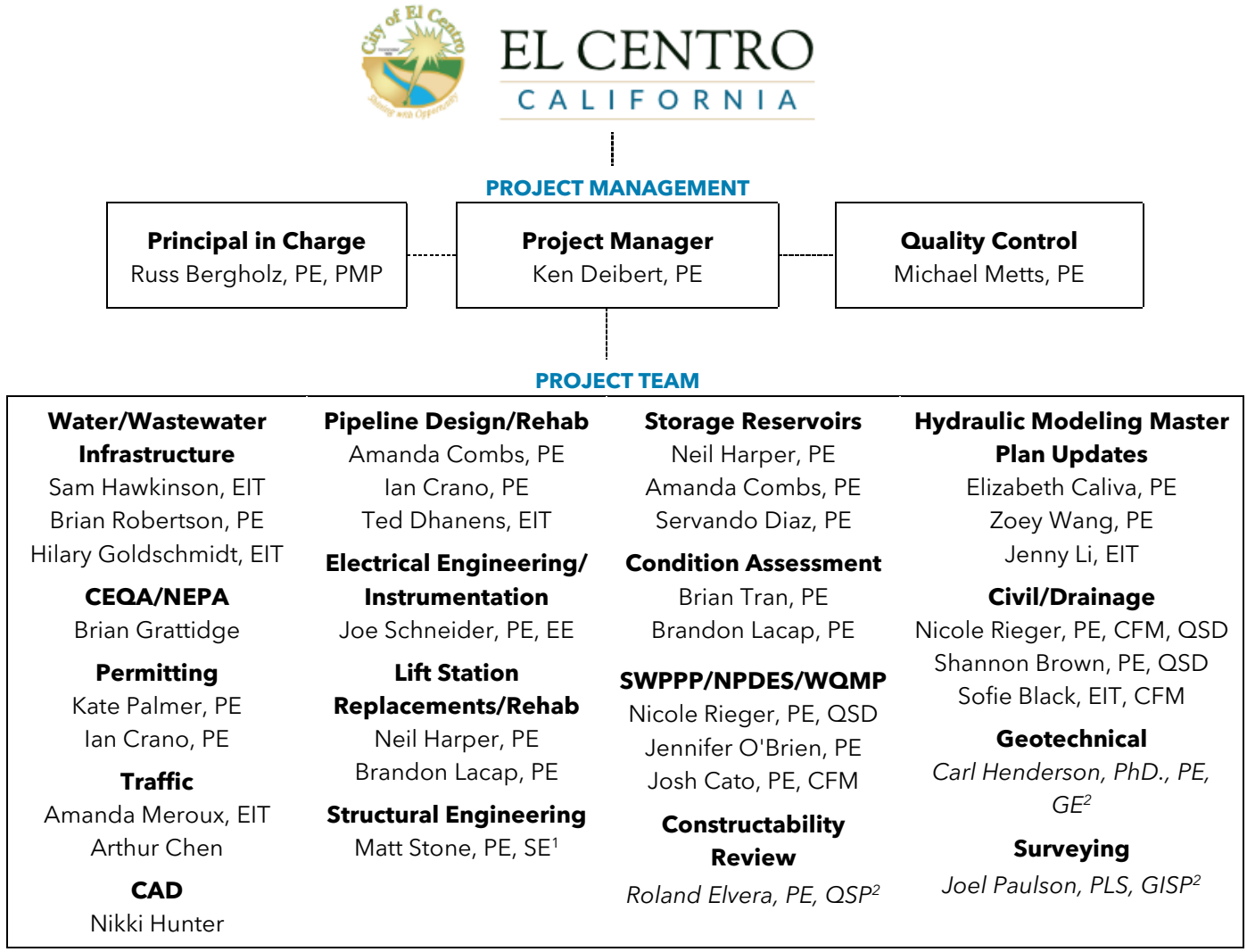
Client and Reference	Contracts/Projects/Task Orders		Services Provided Under This Contract
	Lindstrom, and Scott Tunnels ▪ 5-61 Bayside Drive Improvements	Pressurization Improvements	
Eastern Municipal Water District Chris Teague Contracts Manager 951.928.3777 teaguech@emwd.org	▪ As-Needed Engineering Design – Potable and Recycled Water ▪ As-Needed Engineering Design – Pipelines ▪ As-Needed Engineering Non-Design – Facilities Planning ▪ As-Needed Engineering Hydraulic Modeling Services ▪ As-Needed Hydrogeological Services for Groundwater and Wells ▪ As-Needed Grant Application Services ▪ Hydraulic Modeling and Analysis – numerous projects	▪ Citrus Tank II Structural Repairs ▪ Wells 65, 66, and 209 Construction Management and Testing Services ▪ Mountain Avenue East Recharge Basins ▪ Proposition 1 San Jacinto Valley Watershed Water Supply Projects Development ▪ Water Availability Analysis – Well 55 ▪ Mountain Avenue West Basin Final Design and Replenishment Basin ▪ Sherman Road Brackish Transmission Main ▪ Citrus II and Markum Tank Recoating and Improvements ▪ Judson Transmission Main Preliminary and Final Design	✓ Project management ✓ Planning/preliminary engineering ✓ Technical reports ✓ Environmental documentation support ✓ Final engineering ✓ Subconsultant management ✓ Bid and construction support ✓ CM and inspection

Key Staff Qualifications

Ken Deibert, PE, will be the contract manager and City's primary contact for initiating task orders and managing task budgets and the overall contract budget. Ken is a licensed civil engineer with 30 years' experience specializing in project management and wastewater conveyance, disposal, and reuse.

Figure 2 outlines our team composition and organization. This structure provides the City with both depth and breadth of experience and enables efficient project initiation coordinated through a single point of contact. The Dudek project team is backed by a nationwide workforce of over 1,000 professionals, including more than 50 engineers.

Figure 2. Dudek Team Organization



[1] *Kelsey Structural*
[2] *NV5 Engineering*

Project Management Resumes

Russ Bergholz, PE, PMP
PRINCIPAL IN CHARGE

Qualifications

- *30 years' experience in managing and designing water, wastewater, and recycled water infrastructure*
- *Solid skills and a proven record in tracking, monitoring, delegation, deliverable quality control, and subconsultant coordination*
- *Expertise in trenchless design construction methods, including HDD, micro tunneling, slip lining, cured-in-place pipe, and jack and bore*

Related Experience

- *Citywide Recycled Water Conveyance System, City of Oceanside*
- *As-Needed Professional Consulting Services, Moulton Niguel Water District*
- *As-Needed Design Services, City of Laguna Beach*

Education/License(s)

BS, Civil Engineering

Professional Civil Engineer (PE), CA No. 59396

Program Management Professional (PMP) No. 14722209

Ken Deibert, PE
PROJECT MANAGER

Qualifications

- *30 years' professional experience as a civil engineer specializing in wastewater treatment, conveyance, disposal, and reuse*
- *Experience in Capital Improvement Project Management for a Wastewater District, including lift stations, force mains, and sewer replacements*

Related Experience

- *Hilltop Green Force Main Replacement, West County Wastewater District*
- *Hilltop Green Lift Station Rehabilitation, West County Wastewater District*
- *Lakeside Force Main Replacement, West County Wastewater District*

Education/License(s)

BS, Civil Engineering

Professional Civil Engineer (PE), CA No. 62246

Michael Metts, PE
QUALITY ASSURANCE/ QUALITY CONTROL

Qualifications

- *40 years' experience in civil engineering*
- *Experience encompasses water, wastewater, and recycled water engineering design, permitting, water resources planning, facility design, and construction management and assistance*
- *Project experience encompasses the evaluation and expansion of existing facilities as well as the design of new facilities*

Related Experience

- *Chino Product Water Pipeline and 32-inch HDD Crossing at the Santa Ana River*
- *On-Call Engineering, Drainage, Hydrologic and Hydraulic Services, City of Oxnard*
- *On-Call Engineering Services (Water, Wastewater), City of Oxnard*

Education/License(s)

BS, Civil Engineering

Professional Civil Engineer (PE), CA No. 42586

Key Personnel Resumes

Our team is outlined in **Table 3**.

Table 3. Key Personnel Resumes

Name, Role and Years' Experience	Education and Certifications	Select Relevant Experience
Sam Hawkinson, EIT Water/Wastewater Infrastructure 8 Years' experience, 3 years with Dudek	BS, Environmental Engineering Professional Civil Engineer (PE), CA No. 105379	▪ Ignacio Pump Station Electrical Upgrades Project, Novato Sanitary District ▪ Engineering Services for Aeration System Optimization, Fresno Wastewater Reclamation Facility
Brian Robertson, PE Water/Wastewater Infrastructure 19 years' experience, 5 years with Dudek	PE, CA No. 77990 CFM, No. 13348 Certified QSD, No. 24471	▪ Farmersville Wastewater Treatment Plant Design, City of Farmersville ▪ On-Call Engineering Services for Prado Dam Improvements, Orange County Flood Control District
Hilary Goldschmidt, EIT Water/Wastewater Infrastructure 1 year experience, 1 year with Dudek	BS, Civil Engineering EIT, No. 183513	▪ Petaluma Chemical Systems Upgrade, City of Petaluma ▪ Ignacio Transfer Pump Station Electrical Upgrades, Novato Sanitary
Brian Grattidge CEQA/NEPA 29 years' experience, 12 years with Dudek	MA, Political Science BA, International Relations	▪ On-Call Development Review Services, City of Woodland ▪ Merced County Downtown Government Center EIR, Merced County
Kate Palmer, PE Permitting 22 years' experience, 14 years with Dudek	MS, Civil and Environmental Engineering BS, Biosystems Engineering PE, CA No. 68695	▪ El Monte Water Transmission Pipeline Rehabilitation, City of San Diego ▪ Lift Station 1269 Force Main Replacement, Western Municipal Water District
Ian Crano, PE Permitting and Pipeline Design/Rehabilitation 12 years' experience, 9 years with Dudek	MS, Civil Engineering (Water Resources) BS, Civil Engineering (Water Resources) PE, CA No. 90073	▪ Influent Pump Station Wet Well and Force Main, Padre Dam Municipal Water District ▪ LS55-11 Lift Station Capacity Upgrade, Coachella Valley Water District
Amanda Meroux, EIT Traffic 7 years' experience, 7 years with Dudek	BS, Civil and Environmental Engineering Engineer-in-Training (EIT), No. 161772	▪ Multiple Projects, LADWP, Los Angeles, California. Worked as part of a team on multiple Los Angeles Department of Water and Power ▪ Facilities Master Plan Programmatic EIR, Orange County Sanitation District
Arthur Chen Traffic	MA, Urban Planning BA, Geography	▪ Solano Napa Activity Based Model On-Call Land Use, Transportation, and Socioeconomic Modeling and

Table 3. Key Personnel Resumes

Name, Role and Years' Experience	Education and Certifications	Select Relevant Experience
13 years' experience, 1 year with Dudek		Forecasting Services, Solano Transportation Authority ▪ Senate Bill 743 Vehicle Miles Traveled Implementation and Mitigation Measures, City of Morgan Hill
Amanda Combs, PE Pipeline Design/Rehabilitation and Storage Reservoirs 25 Years' Experience, 13 Years with Dudek	MS, Environmental Engineering BS, Civil/Environmental Engineering PE, CA No. 67287	▪ 6-20 Fairview Trunk Sewer Rehabilitation, Orange County Sanitation District ▪ Cleghorn Effluent Force Main Replacement, Crestline Sanitation District
Ted Dhanens, EIT Pipeline Design/Rehabilitation 4 years' experience, 4 years with Dudek	BS, Civil Engineering Engineer-in-Training (EIT), No. 21-773-60	▪ Avenue 66 Trunk Sewer Project, Coachella Valley Water District ▪ Cottonwood Creek Sewer Rehabilitation and Access Project, City of Encinitas
Nikki Hunter CAD 32 years' experience, 14 years with Dudek	BA, Fine Arts	▪ Coast Pump Station and Force main Rehabilitation, City of Encinitas ▪ Water Distribution and Wastewater Collection System Study, DeKalb County Department of Watershed Management
Joe Schneider, PE, EE Electrical Engineering/Instrumentation 27 Years' Experience, 2 Years with Dudek	MBA, Project Management BSE, Electrical Engineering PE, CA No. 19636	▪ Avenue 66 Trunk Sewer Design, Coachella Valley Water District ▪ Oro Grande Lift Station, Victor Valley Water Reclamation Authority
Neil Harper, PE Lift Stations and Reservoirs 25 years' experience, 16 years with Dudek	BS, Bio-Resource and Agricultural Engineering PE, CA No. 63288	▪ San Jacinto Valley Enhanced Recharge and Recovery Program, Eastern Municipal Water Department ▪ Sand Canyon Zone A Pump Station and Filtration Facility, Irvine Ranch Water District
Brandon Lacap, PE Lift Station Replacements/ Rehabilitation and Condition Assessment 15 years' experience, 7 years with Dudek	BS, Civil Engineering PE, CA No. 87211	▪ Blossom Valley Reservoir Rehabilitation/Replacement, Padre Dam Municipal Water District ▪ Benson Avenue Temporary and Permanent Sewer Pump Stations and Force Main, City of Chino
Servando Diaz, PE Storage Reservoirs 18 years' experience, 13 with Dudek	BS, Bioresource and Agricultural Engineering PE, CA No. 90015	▪ E Reservoir Replacement and Pump Station, Vista Irrigation District ▪ Santa Maria Wastewater Treatment Plant Percolation Ponds Expansion, City of Santa Maria

Table 3. Key Personnel Resumes

Name, Role and Years' Experience	Education and Certifications	Select Relevant Experience
Brian Tran, PE Condition Assessment 13 years' experience, 13 years with Dudek	BS, Civil Engineering PE, CA No. 86704	▪ Santa Maria Water Reclamation Plant Clarifier No. 4, Ramona Municipal Water District ▪ North City Water Reclamation Plant Electrical Updates and Condition Assessment, City of San Diego
Nicole Rieger, PE, CFM, QSD SWPPP/ NPDES/ WQMP and Civil Drainage 22 years' experience, 9 years with Dudek	PE, CA No. 70782 Certified Floodplain Manager (CFM), No. 13348 Qualified SWPPP Developer (QSD), No. 24471	▪ Copeland Creek Bank Repair Hydraulics Analysis, Sonoma State University ▪ Saratoga Creek Restoration Design and Monitoring Plan, Santa Clara Valley Water District
Jennifer O'Brien, PE SWPPP/NPDES/WQMP 10 years' experience, 10 years with Dudek	BS, Civil and Environmental Engineering PE, CA No. 97426	▪ Upper and Lower System Recycled Water System Expansion, City of Oceanside ▪ Anaheim South Recycled Water Project, City of Anaheim
Josh Cato, PE, CFM SWPPP/NPDES/WQMP 10 years' experience, 10 years with Dudek	BS, Civil Engineering PE, CA No. 92397 ASFPM Certified Floodplain Manager, US 23-12976	▪ Haigh Road Storm Drain Improvement Plans, City of Thousand Oaks ▪ John Warner Road Pipeline Relocation, Rancho California Water District,
Elizabeth Caliva, PE Hydraulic Modeling Master Plan Updates 22 years' experience, 16 years with Dudek	MS, Water Resources and Water Quality Engineering BS, Environmental Engineering PE, CA No. 64331	▪ Sewer Master Plan and GIS Update, City of Chino ▪ Sanitary Sewer Management Plan Update, Western Municipal Water District
Zoey Wang, PE Hydraulic Modeling Master Plan Updates 10 years' experience, 2 years with Dudek	MS, Civil and Environmental Engineering BS, Hydrology and Water Resources Engineering PE, CA No. 87599	▪ Water Transfer to Laguna Beach Modeling, South Coast Water District ▪ Sewer Model Development, Ramona Water District
Jenny Li, PE Hydraulic Modeling Master Plan Updates 8 years' experience, 5 with Dudek	BS, Civil and Environmental Engineering PE, CA No. 97684	▪ As-Needed Engineering (Non-Design) Services – Hydraulic Modeling and Fire Flow Testing & Design Reports/Conditions, Eastern Municipal Water District ▪ Sewer Master Plan Update, City of Fullerton
Shannon Brown, PE Civil/Drainage	MS, Environmental Engineering	▪ Santa Maria Wastewater Reclamation Plant Headworks Design, Ramona Municipal Water District

Table 3. Key Personnel Resumes

Name, Role and Years' Experience	Education and Certifications	Select Relevant Experience
16 Years' Experience, 8 Years with Dudek	BS, Environmental and Resource Science (GIS and Remote Sensing) PE, CA No. 92771	▪ Saratoga Creek Restoration Design and Monitoring Plan, Santa Clara Valley Water District
Sofie Black, EIT, CFM Civil/Drainage 7 years' experience, 4 years with Dudek	BS, Civil Engineering EIT, No. 74093 CFM, No. US-19-11308	▪ Stormwater Capture, Reuse and Water Quality Improvements Project, San Elijo Joint Powers Authority ▪ Perchlorate Well Access Road Design, City of Redlands

Subconsultants

Key personnel for our subconsultants can be found in **Table 4**.

Table 4. Subconsultant Information

Name, Role, and Years Experience	Education and Certifications
Kelsey Structural	
Matt Stone, PE, SE Structural Engineering 15 years' experience	BS, Structural Engineering MS, Structural Engineering PE, CA No. 78488 Structural Engineer (SE), CA No. 6183
NV5	
Roland Elvera, PE, QSP Constructability Review 35 years' experience	BS, Civil Engineering PE, CA No. 54936 Qualified SWPPP Practitioner No. 24209 (CASQA)
Carl Henderson, PhD., PE, GE Geotechnical 26 years' experience	PhD, Civil Engineering MS, Civil Engineering (Geotechnical) BS, Civil Engineering Geotechnical Engineer (GE), CA No. 2886 PE, CA No. 71115
Joel Paulson, PLS, GISP Surveying 43 years' experience	MA, Near Eastern Studies/Egyptology BA, Near Eastern Studies/Egyptology Land Surveyor (CA) No. 6637 GIS Professional (GISP) No. 90366

Appendix A

Required Attachments

EXHIBIT D

LEVINE ACT STATEMENT

Levine Act Statement
PRIME PROPOSER AND SUBCONSULTANTS MUST SUBMIT A SIGNED LEVINE ACT STATEMENT

California Government Code § 84308, commonly referred to as the "Levine Act," precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than $500 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the officer, or received by the officer on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

This statement must be provided for the company and for each consultant who will work with the City.

City of El Centro Council Members as of the date of this RFP are as follows:

Mayor Sonia Carter
Mayor Pro-Tem Marty Ellett
Sylvia Marroquin
Claudia Camarena
Michael Crankshaw

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than $500 to any City of El Centro Council Member in the 12 months preceding the date of the issuance of this RFP?
_____ YES __X_____NO
If yes, please identify the Council Member: N/A

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than $500 to any City of El Centro Council Member in the three months following the award of the contract? _____ YES ___X____NO
If yes, please identify the Council Member: N/A

Answering yes to either of the two questions above does not preclude City of El Centro from awarding a contract to your firm. It does, however, preclude the identified Council Member from participating in the contract award process for this contract.

10/03/2025
DATE

(SIGNATURE OF CONSULTANT)

EXHIBIT D

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_____ YES ___X___ NO
If yes, please identify the Council Member: _____

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than $500 to any City of El Centro Council Member in the three months following the award of the contract? _____ YES ___X___ NO
If yes, please identify the Council Member:_____

Answering yes to either of the two questions above does not preclude City of El Centro from awarding a contract to your firm. It does, however, preclude the identified Council Member from participating in the contract award process for this contract.

09/25/2025 — Guy Kelsey, Principal, Kelsey Structural APC
DATE — (SIGNATURE OF CONSULTANT)

EXHIBIT D

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_____ YES ___✓___NO
If yes, please identify the Council Member: _____

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than $500 to any City of El Centro Council Member in the three months following the award of the contract? _____ YES ___✓___NO
If yes, please identify the Council Member:_____

Answering yes to either of the two questions above does not preclude City of El Centro from awarding a contract to your firm. It does, however, preclude the identified Council Member from participating in the contract award process for this contract.

09/29/25 _____
DATE (SIGNATURE OF CONSULTANT)

DUDEK

800.450.1818 | HELLO@DUDEK.COM
DUDEK.COM

EXHIBIT B
FEE SCHEDULE

DUDEK 2025 Standard Schedule of Charges

Engineering Services

Project Director	$345.00/hr
Principal Engineer III	$320.00/hr
Principal Engineer II	$300.00/hr
Principal Engineer I	$290.00/hr
Program Manager	$275.00/hr
Senior Project Manager	$275.00/hr
Project Manager	$265.00/hr
Senior Engineer III	$260.00/hr
Senior Engineer II	$250.00/hr
Senior Engineer I	$240.00/hr
Project Engineer IV/Technician IV	$230.00/hr
Project Engineer III/Technician III	$220.00/hr
Project Engineer II/Technician II	$210.00/hr
Project Engineer I/Technician I	$190.00/hr
3D Production Manager	$220.00/hr
Senior Designer II	$210.00/hr
Senior Designer I	$200.00/hr
Designer	$190.00/hr
Assistant Designer	$185.00/hr
CADD Operator III	$180.00/hr
CADD Operator II	$170.00/hr
CADD Operator I	$155.00/hr
CADD Drafter	$145.00/hr
CADD Technician	$125.00/hr
Project Coordinator	$160.00/hr
Engineering Assistant	$125.00/hr

Environmental Services

Senior Project Director	$350.00/hr
Project Director	$300.00/hr
Senior Specialist V	$275.00/hr
Senior Specialist IV	$265.00/hr
Senior Specialist III	$250.00/hr
Senior Specialist II	$235.00/hr
Senior Specialist I	$220.00/hr
Specialist V	$210.00/hr
Specialist IV	$195.00/hr
Specialist III	$185.00/hr
Specialist II	$175.00/hr
Specialist I	$165.00/hr
Analyst V	$155.00/hr
Analyst IV	$145.00/hr
Analyst III	$135.00/hr
Analyst II	$125.00/hr
Analyst I	$105.00/hr
Technician IV	$100.00/hr
Technician III	$90.00/hr
Technician II	$80.00/hr
Technician I	$70.00/hr
Project Coordinator II	$170.00/hr
Project Coordinator I	$135.00/hr

Mapping and Surveying Services

UAS Pilot	$165.00/hr
Survey Lead	$260.00/hr
Survey Manager	$220.00/hr
Survey Crew Chief	$185.00/hr
Survey Rod Person	$145.00/hr
Survey Mapping Technician	$135.00/hr

Construction Management Services

Principal Manager	$215.00/hr
Senior Construction Manager	$195.00/hr
Senior Project Manager	$190.00/hr
Construction Manager	$185.00/hr
Project Manager/Construction Management	$175.00/hr
Resident Engineer	$175.00/hr
Construction Engineer	$175.00/hr
On-site Owner's Representative	$160.00/hr
Prevailing Wage Inspector	$160.00/hr
Construction Inspector	$150.00/hr
Administrator/Labor Compliance	$125.00/hr

Hydrogeology/HazWaste Services

Project Director	$345.00/hr
Principal Hydrogeologist/Engineer III	$320.00/hr
Principal Hydrogeologist/Engineer II	$310.00/hr
Principal Hydrogeologist/Engineer I	$300.00/hr
Senior Hydrogeologist V/Engineer V	$275.00/hr
Senior Hydrogeologist IV/Engineer IV	$265.00/hr
Senior Hydrogeologist III/Engineer III	$255.00/hr
Senior Hydrogeologist II/Engineer II	$245.00/hr
Senior Hydrogeologist I/Engineer I	$235.00/hr
Project Hydrogeologist V/Engineer V	$225.00/hr
Project Hydrogeologist IV/Engineer IV	$215.00/hr
Project Hydrogeologist III/Engineer III	$205.00/hr
Project Hydrogeologist II/Engineer II	$195.00/hr
Project Hydrogeologist I/Engineer I	$185.00/hr
Hydrogeologist/Engineering Assistant	$150.00/hr
HazMat Field Technician	$135.00/hr

District Management & Operations

District General Manager	$225.00/hr
District Engineer	$215.00/hr
Operations Manager	$165.00/hr
District Secretary/Accountant	$150.00/hr
Collections System Manager	$150.00/hr
Grade V Operator	$140.00/hr
Grade IV Operator	$125.00/hr
Grade III Operator	$115.00/hr
Grade II Operator	$95.00/hr
Grade I Operator	$90.00/hr
Operator in Training	$80.00/hr
Collection Maintenance Worker	$85.00/hr

Project Delivery Services

Technology Specialist II	$245.00/hr
Technology Specialist I	$190.00/hr
GIS Analyst V	$220.00/hr
GIS Analyst IV	$200.00/hr
GIS Analyst III	$165.00/hr
GIS Analyst II	$145.00/hr
GIS Analyst I	$130.00/hr
Creative Services IV	$185.00/hr
Creative Services III	$160.00/hr
Creative Services II	$145.00/hr
Creative Services I	$130.00/hr
Technical Editor IV	$185.00/hr
Technical Editor III	$160.00/hr
Technical Editor II	$145.00/hr
Technical Editor I	$130.00/hr
Publications Specialist IV	$135.00/hr
Publications Specialist III	$125.00/hr
Publications Specialist II	$115.00/hr
Publications Specialist I	$105.00/hr
Clerical Administration	$100.00/hr

Expert Witness – Court appearances, depositions, and interrogatories as expert witness will be billed at 2.00 times normal rates.
Emergency and Holidays – Minimum charge of two hours will be billed at 1.75 times the normal rate.
Material and Outside Services – Subcontractors, rental of special equipment, special reproductions and blueprinting, outside data processing and computer services, etc., are charged at 1.15 times the direct cost.
Travel Expenses – Mileage at current IRS allowable rates. Per diem where overnight stay is involved is charged at cost
Invoices, Late Charges – All fees will be billed to Client monthly and shall be due and payable upon receipt. Invoices are delinquent if not paid within 30 days from the date of the invoice. Client agrees to pay interest at a 10% annual rate for amounts unpaid greater than 30 days after the date of the invoice.
Annual Increases – Unless identified otherwise, these standard rates will increase in line with the CPI-U for the nearest urban area per the Department of Labor Statistics to where the work is being completed) or by 3% annually, whichever is higher.
Prevailing Wage – The rates listed above assume prevailing wage rates do not apply. If this assumption is incorrect Dudek reserves the right to adjust its rates accordingly.

EXHIBIT C
INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of City, and prior to commencement of work and/or services under this Agreement, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to City.

General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office (Form CG 00 01), in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned, or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement and Consultant agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (statutory limits) and Employer's Liability insurance (with limits of at least $1,000,000).

Consultant shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

Umbrella or excess liability insurance. [If required to meet higher limits.]. Consultant shall obtain and maintain an umbrella liability insurance policy with limits that will provide bodily injury, personal injury, and property damage liability coverage, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason, other than bankruptcy or insolvency of said primary insurer;
- "Pay on behalf of" wording as opposed to "reimbursement";
- Concurrency of effective dates with primary policies.

Should Consultant obtain and maintain an excess liability policy, such policy shall be excess over commercial general liability, automobile liability, and employer's liability policies. Such policy or policies shall include wording that the excess liability policy follows the terms and conditions of the underlying policies.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance and required endorsements to City as evidence of the insurance coverage required herein. Insurance certificates and endorsements must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City for the contract period and any additional length of time required thereafter. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. Consultant shall procure and maintain for the contract period, and any additional length of time required thereafter, insurance against claims for injuries to persons or damages to property, or financial loss which may arise from or in connection with the performance of the Work hereunder by Consultant, their agents, representatives, employees, or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self- insurance shall be called upon to protect it as a named insured.

City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary, and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City and shall require similar written express waivers

and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non-estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide the City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage. If any of the Consultant's insurers are unwilling to provide such notice, then Consultant shall have the responsibility of notifying the City immediately in the event of Consultant's failure to renew any of the required insurance coverages, or insurer's cancellation or non-renewal.

Additional insured status. General liability, automobile liability, and umbrella/excess liability insurance policies shall provide or be endorsed to provide that City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party who is brought onto or involved in the project/service by Consultant (hereinafter collectively "Subcontractor"), provide the same minimum insurance coverage and endorsements required of Consultant under this Agreement. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. However, in the event Consultant's Subcontractor cannot comply with this requirement, which proof must be submitted to the City, Consultant may still be able to utilize the Subcontractor provided Consultant shall be

required to ensure that its Subcontractor provide and maintain insurance coverage and endorsements sufficient to the specific risk of exposure involved with Subcontractor's scope of work and services, with limits less than required of the Consultant, but in all other terms consistent with the Consultant's requirements under this Agreement. This provision does not relieve the Consultant of its contractual obligations under the Agreement and/or limit its liability to the amount of insurance coverage provided by its subcontractors. This provision is intended solely to provide Consultant with the ability to utilize a Subcontractor who may be otherwise qualified to perform the work or services but may not carry the same insurance limits as required of the Consultant under this Agreement given the limited scope of work or services provided by the subcontractor. Consultant agrees that upon request, all agreements with Subcontractors, and others engaged in the project and/or services, will be submitted to City for review.

City's right to revise specifications. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City and Consultant may renegotiate Consultant's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible, or require proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention through confirmation from the underwriter.

Timely notice of claims. Consultant shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

Claims made: The following provisions shall apply if any of the required policies are written on a claims-made basis:

a. The Retroactive Date of the policy must be shown and must be before the date of the Agreement or the beginning of the contracted work.

b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement or the work.

c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a Retroactive Date that precedes the date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five (5) years after completion of the Agreement or the work. The City shall have the right to exercise, at the Consultant's sole cost and expense, any extended reporting provisions of the policy, if the Consultant cancels or does not renew the coverage.

d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

EXHIBIT D
CONSULTANT'S FINANCIAL DISCLOSURE STATEMENT [1]

Consultant will comply with all conflict-of-interest laws and regulations including, without limitations, City's Conflict of Interest Code (on file in the City Clerk's Office) as required by Section 4.10 of this Agreement. It is incumbent upon the Consultant to notify the City pursuant to Sections 7.1 and 7.5 of any staff changes relating to this Agreement. The City Manager has made the following determination and Consultant, by his/her signature, acknowledges said determination. [2]

A. In accomplishing the scope of services of this Agreement, all officers, employees and/or agents of Consultant will be performing a very limited and closely supervised function, and, therefore, unlikely to have a conflict of interest arise. No disclosures are required of any officers, employees, and/or agents of Consultant. Consultant duties are as follows:

City Manager

Consultant Signature & Title Chief Operating Officer, Executive VP

B. In accomplishing the scope of services of this Agreement, Consultant will be performing a specialized or general service for the City, and there is substantial likelihood that the Consultant may make or participate in making a governmental decision, which may have a foreseeable material effect on a financial interest. As a result, the Consultant shall be subject to the Disclosure Category "Consultant" of the City's Conflict of Interest Code.

City Manager

Signed by: Eric Wilson Vice President
3E1F7ACC6DD943C...
Consultant Signature & Title

1. Fair Political Practices Commission Section 18700.3 defines a consultant as follows:
(a) For purposes of Sections 82019 and 82048, "consultant" means an individual who, pursuant to a contract with a state or local government agency:
(1) Makes a governmental decision whether to:
(A) Approve a rate, rule, or regulation;
(B) Adopt or enforce a law;
(C) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
(D) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
(E) Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
(F) Grant agency approval to a plan, design, report, study, or similar item;
(G) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or
(2) Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in Regulation 18704(a) and (b) or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code under Section 87302.

2. Disclosure by Consultants: Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the City's adopted Conflict of Interest Code, subject to the following limitations: The City Manager may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and closely supervised, and, thus, is not required to comply with the disclosure requirements in the City's adopted Conflict of Interest Code. Such written determination shall include a description of the consultant's duties. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as the City's adopted Conflict of Interest Code.

EXHIBIT E
LEVINE ACT CERTIFICATION

PRIME PROPOSER AND SUBCONSULTANTS MUST SUBMIT A SIGNED LEVINE ACT STATEMENT

California Government Code § 84308, commonly referred to as the "Levine Act," precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than $500 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the officer, or received by the officer on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

This statement must be provided for the company and for each consultant who will work with the City.

City of El Centro Council Members as of the date of this RFP are as follows:

Mayor Sonia Carter
Mayor Pro-Tem Marty Ellett
Sylvia Marroquin
Claudia Camarena
Michael Crankshaw

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than $500 to any City of El Centro Council Member in the 12 months preceding the date of the issuance of this RFP? _____ YES ___X___ NO
   If yes, please identify the Council Member: _____

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than $500 to any City of El Centro Council Member in the three months following the award of the contract? _____ YES ___X___ NO
   If yes, please identify the Council Member:_____

Answering yes to either of the two questions above does not preclude City of El Centro from awarding a contract to your firm. It does, however, preclude the identified Council Member from participating in the contract award process for this contract.

12/23/25
DATE

(SIGNATURE OF CONSULTANT)

Effective April 30, 2025

EXHIBIT F

REQUEST FOR PROPOSALS (RFP)

REQUEST FOR PROPOSALS
FOR
ON-CALL SERVICES

1. ***CIVIL ENGINEERING – GENERAL***
2. ***CIVIL ENGINEERING - WATER AND WASTEWATER TREATMENT***

Requested By:

City of El Centro
Department of Public Works
307 W. Brighton Ave.
El Centro, CA 92243
Phone: (760) 336-3152
Abraham Campos, PE
Director of Public Works/ City Engineer
August 2025

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EXHIBITS

A - Civil Engineering – General and Water and Wastewater Treatment. Expanded Scope

B – Sample Proposal Evaluation Form

C – Sample Design Professional Services Agreement

D- Levine Act. Statement

E- Sample Task Order

*No changes shall be made to consultant agreement by consultant.

II. REQUEST FOR PROPOSAL ("RFP")

NOTICE IS HEREBY GIVEN THAT the City of El Centro (the "City") is requesting proposals from qualified consultants to provide Civil Engineering Design (Roads and Traffic, and Water and Wastewater facilities) (the "Consultant(s)").

DEADLINE

Consultants are requested to submit five hard copies of their proposal before **04:30 p.m.** on Friday, September 19, 2025. Refer to section IX for further information.

Note: late, emailed, or faxed proposals will not be considered.

OBTAINING DOCUMENTS

The Contract Documents are available through Planet Bids, by accessing our website (www.cityofelcentro.org) and selecting "GOVERNMENT > PUBLIC WORKS> BIDS & PROPOSALS> PROCEED TO SITE".

III. INTRODUCTION AND PURPOSE

INTRODUCTION.
The Department of Public Works - Engineering Division of the City of El Centro is seeking professional services from a consulting firm or team (Consultant) for On-Call services for the two (2) disciplines listed below. The City will contract with the primary firm under which subconsultants may operate. The City is requesting services for up the term of the agreement. The term of the agreement shall be for two (2) years, with up to three (3) one (1) year extensions, which extensions shall be at the City's sole option.

Disciplines:

1. Civil Engineering – General Civil Engineering
2. Civil Engineering – Water and Wastewater Treatment

Up to three consultants shall be selected for each discipline. The City reserves the right to increase or decrease the number of consultants awarded a contract under each discipline.

<u>Consultant must submit a separate responsive proposal to each discipline that Consultant wishes to be considered.</u> Each discipline will be judged independently. You are not required to submit a proposal for both disciplines.

PURPOSE. The purpose of this RFP is to:

1. Familiarize prospective consultants with the information necessary to understand the consultant selection process and the required documentation consultant must

submit.

2. Receive, review and consider proposals from prospective consultants, and select a consultant to provide the desired services for each discipline.
3. Execute a contract for on-call services in the form of a Professional Services Agreement (PSA) (see RFP Exhibit C – Sample Standard Agreement), which will include a negotiated rate schedule established at the time of its execution.
4. Advise prospective consultants that the City is not obligated to issue any contract(s) by issuing this proposal.

The Consultant shall provide the Public Works Department with the ability to obtain assistance quickly during peak workload periods, staffing absences and when expedited/fast track support is needed to satisfy City customers. The most important objective is to maintain a level of high-quality, Civil Engineering Design (Roads, Traffic, Water and Wastewater facilities).

Qualified entities are invited to submit written proposals for consideration in accordance with this request. These services will be conducted under a contract with the City.

The City reserves the right to reject any or all responses received as a result of this solicitation; to extend the submission due date for; to modify, amend, reissue or rewrite this document; and to procure any or all services by other means. Consultants that respond to this RFP shall comply with all applicable laws. There are no M/WBE and/or DBE requirements for this RFP.

The contract will be regulated according to the provisions of all Federal, State and local laws and ordinances that are applicable. This includes compliance with prevailing wage rates and their payment in accordance with the California Labor Code, as applicable.

Consultants are advised to consider whether services to be performed include classifications subject to state or federal prevailing wage requirements. Prevailing wages will apply if the services to be performed will involve land surveying (such as flag persons, survey party chief, rodman or chainman), materials sampling and testing (such as drilling rig operators, pile driving, crane operators), inspection work, soils or foundation investigations, environmental hazardous materials and so forth. California State prevailing wage information is available through the California Department of Industrial Relations website at https://www.dir.ca.gov/OPRL/dprewagedetermination.htm

Labor categories subject to prevailing wage requirements, when employed for any work on this project, are wholly the responsibility of the firm or individual named in any Professional Services Agreement approved by the City. City will not assume any responsibility for Consultant's failure to pay prevailing wages in accordance with State law.

IV. BACKGROUND

The City of El Cento incorporated in 1908 and later became a Charter city. El Centro is the center of one of Southern California's most promising new commercial and industrial regions. There are two international border crossings nearby for commercial and noncommercial vehicles. Covering 11.019 square miles, it is the largest city in Imperial County. El Centro is located 616 miles southwest of San Francisco, 117 miles east of San Diego and 245 miles west of Phoenix, Az. and just 15 minutes from the international industrial complexes in Mexicali, Baja California. El Centro is accessible via Interstate 8, State Highway 86 and State Highway 111. The City population is estimated to be over 45,000 residents; however, population increases during the day as the City is the County seat.

The consultant(s) will work under the direction of the Public Works Director or designee to handle engineering service tasks as they are required. The highest rated consultant(s) will be selected to be on contract for on-call services. Consultant(s) will enter into a master agreement which will specify the billing rates, personnel to be assigned, and other terms. No monthly retainer is anticipated.

Letter proposals will be requested from one or more on-call consultants when engineering service tasks are required. The letter proposals will set forth the scope, fee, personnel, and time of performance for the particular task. The letter proposals will be approved through a task order implementing and attached to the master agreement. Consultant selection for a particular task will be based on qualification as set forth in the Statement of Qualifications. Consultant selection will be at the sole discretion of the City. No consultant is guaranteed work.

V. SCOPE OF SERVICES

Consultants shall submit in their proposal in addition to the main scope the discipline(s) for which they wish to be qualified. The disciplines include, but are not necessarily limited to the following areas of experience and expertise.

Civil Engineering - General

The consultant shall design and prepare plan, specifications, and estimate (PS&E) for arterial and local streets; including traffic engineering/design, landscaping, water, sewer and storm drain design. Sample work activities include:

- Preparation of Phase I and II site investigation and soils reports, including field exploration, drill test borings, sample soils, compacting testing, and laboratory tests. Laboratory shall be Caltrans certified.
- Review and/or preparation of traffic plans (signing and striping plans, traffic detour and traffic staging plans, as well as signals), traffic studies/reports.
- Review and/or preparation of street improvement plans.
- Review and/or preparation of domestic or raw water improvement plans and studies.
- Review and/or preparation of sewer improvement plans and studies

- Review and/or preparation of storm drain improvement plans, hydrology and hydraulic reports.
- Review and/or preparation of tract and parcel map, lot line adjustments, certificates of compliance, map/easement or legal descriptions and supporting documentation.
- Review and/or preparation of structure calculations.
- Review and/or preparation of engineering quantity estimates and costs.

Designers shall have a minimum of 10 years' experience in civil design for public facilities. A detailed scope of work is available as Exhibit A of this RFP.

The consultant shall assist City staff to identify and prioritize pavement preservation projects; design and prepare plan, specifications, and estimate (PS&E) for pavement projects. Utilize the latest technologies to design and construct/rehabilitate pavements in the most cost-effective way. Consultant must be experienced with state and federal funded projects and pavement designers shall have a minimum of 10 years' experience in pavement design. A detailed scope of work is available as Exhibit A of this RFP.

Civil Engineering – Water and Wastewater Treatment Facilities

The objective of this discipline is to enable the City to improve the City potable water, sanitary sewer and storm water systems to meet the rules and regulations of the State and Federal mandates as well as public demand. Consultant shall provide all services and work required to complete studies, designs, plans, specifications and estimates for City projects as identified in the current city water, wastewater and storm water master plans or as may be requested by the City. City may request the consultant to update said master plans. The consultant shall have 10 years' experience in the design of potable and sanitary sewer treatment, collection and distribution systems in compliance with State and Federal requirements in the State of California. A detailed scope of work is available as Exhibit A of this RFP.

The above list is not intended to be exclusive; other services will likely be sought as the need arises. The statement of qualifications does not need to include a fee proposal for any of these specific tasks; fee proposals for individual tasks would be requested during the course of the on-call contract.

Periodically, the City has the need for assistance with special engineering studies or general staff augmentation. The consultant must be able to assist the City through this contract to provide the necessary services.

The consultant shall utilize its' in-house staff and/or sub-consultants to complete the assignments to meet the City standards. For specialized work for which the prime consultant will require a sub-consultant, the prime consultant will serve as an administrative liaison between the City and the sub-consultant. The prime consultant mark-up for sub-consultants shall not exceed 10%.

VI. PROJECT SCHEDULE

The following is a tentative schedule for the project:

Release of RFP	**08/22/2025**
Proposal Due	**09/19/2025**
Consultant Interview (if needed)	**Week of October 6th, 2025**
Contract Award	**10/21/2025**

VII. DELIVERABLE ITEMS

The Consultant will be required to verify that all information submitted as services rendered is accurate and current. Furthermore, the Consultant will be required to document the source(s) of all compiled information. All information generated as part of the Consultant's or sub-consultant's work shall become part of City of El Centro record of the project.

VIII. CORRECTIONS

Proposing Consultants are encouraged to amplify the scope of services, to identify any supplemental tasks necessary, and to recommend any alternatives that may enhance the project or reduce costs. Where applicable, consultant is encouraged to describe the anticipated level of effort for each task.

IX. DELIVERY OF PROPOSALS

Proposals must be submitted to 307 W. Brighton Ave., El Centro CA 92243 by at 4:30 pm on Friday, September 19, 2025 with subject reading as follows:

Response for City of El Centro On-Call Services RFP
Discipline: (*Enter Discipline to be considered here*)
Attn: Abraham Campos, PE
Public Works Director/City Engineer

<u>On a separate envelope</u>, submit a hard copy Fee Schedule to the same address and by the same date in a sealed envelope marked:

Fee Proposal for City of El Centro On-Call Services
Discipline: (*Enter Discipline to be considered here*)
Attn: Abraham Campos, PE
Public Works Director/City Engineer

Proposals and Fee Proposals received after the stated deadline will not be accepted. Advance submittals are permitted. The City will not be liable for any costs incurred by the Consultant

incidental to the preparation of proposals or for developing and carrying out interview presentations.

Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of El Centro and the Consultant selected.

Questions concerning the RFP must be submitted via the Planet Bids portal. All questions must arrive at least ten (10) calendar days prior to the proposal due date to allow time for distributing answers and/or clarifications.
No questions or inquiries may be directed to any individual (s) at the location detailed in this document. All inquiries must be submitted in writing per the process described in this document. Attempts to contact any City employee other than the designated contact for this RFP may result in rejection of a submitted proposal. No questions will be answered after the ten-ten-day period.

X. SELECTION PROCESS

City staff will evaluate the proposals based on effectiveness and efficiency in supporting each of the following items.

1. Overall responsiveness to the RFP
2. Consultant (and project team) qualifications, experience and referenced projects
3. Qualifications, experience and commitment of the project manager and team members. The project manager shall preferably have successfully completed at least three (3) projects of similar nature, complexity, and size during the last 10 years
4. Project understanding, innovative approach and proposed scope of work
5. Ability to deliver the project scope of work within the stated estimated level of effort
6. Project management plan and schedule
7. Ability to sign the City's Standard Professional Services Agreement and provide the City's standard insurance coverages listed therein

Based on this evaluation, the City may choose to invite up to three (3) Consultants from each discipline to participate in an oral presentation/interview session or select the Consultant based on the results from the evaluation of the proposal.

In the event the City chooses to conduct interviews as part of the selection process, the selected Consultants will be asked to bring an interview panel including the project manager and up to three (3) (maximum) key staff members who will be directly involved in providing the services. The Consultants selected for the interview will be allowed thirty (30) minutes to present their Consultant experience and project approach. Following the presentation there will be a thirty (30) minute informal question and answer discussion.

At the conclusion of the evaluation, the City may enter into contract negotiations with the top three ranking Consultants. If negotiations with the top-ranking Consultants are unsuccessful, negotiations will terminate and the City may undertake negotiations with the

fourth-ranked Consultant. City staff then will make recommendations to the City Council, which reserves the right to reject any or all proposals. The selection process will be completed when a contract is executed.

Furthermore, the City reserves the right to reject any or all proposals, and to waive any and all irregularities to choose the Consultant which, in the City's opinion, best serves the City's interests. The City will not be liable for any costs incurred by the Consultant incidental to the preparation of proposals or for developing and carrying out interview presentations.

All Consultants issued this RFP were previously asked to certify that they would execute a contract with the City of El Centro with no exceptions or additions.

XI. SUBMITTAL REQUIREMENTS

Proposals shall be formatted for 8-1/2" x 11" portrait pages for written materials and 11" x 17" landscape pages for drawings, consisting only of the specified materials requested below. If interviews are required, presentation boards may be used. Presentation boards shall be 30" x 42", unframed with appropriate scale and identification.

It is imperative that all Proposers responding to the RFP comply exactly and completely with the instructions set forth herein. Proposals must be concise, but with sufficient detail to allow accurate evaluation and comparative analysis. Proposals should be straightforward and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Do NOT include marketing brochures or other promotional material not connected with this RFP. **Responses must be limited to 30 pages maximum.**

To be responsive, each Proposal must include only the following information in the format indicated. Proposals not organized according to the following format may be rejected.

1. Cover with title and date
2. Cover Letter that documents the proposal offer, lists subconsultants and their roles, location of office where work will be done, is signed by an officer of the Consultant (or by another person with authority to act on behalf of and bind the Consultant), and indicates the contact person for the proposal
3. Table of Contents
4. Executive Summary
5. Approach to satisfying scope of work, which should highlight key issues as well as special processes, tools and lessons learned that will be applied
6. Scope of Work based on the respective discipline above
7. Availability to meet the expected schedule for this work, including current workload and backlog
8. History, general qualifications, employee count by title and discipline, and recent or pending litigation for Consultants and subconsultants

9. Proposer must provide three (3) references for which Proposer has provided similar services performed in California of the nature and scope as set forth in the RFP within the last five (5) years. Include name of business, name of contact person, telephone number of contact person, and description and date of services provided. References for public agency projects are preferred.

10. Qualifications of Project Manager and Key Staff of Consultant and subconsultants, including individual resumes listing required licenses, credentials and relevant experience addressing qualifications requirements specified herein, with relevant experience focused on similar projects completed within the last 10 years. City will place considerable emphasis on the commitment by the Proposer to provide qualified personnel for the services being considered. The Proposer shall furnish resumes in outline form for the key personnel committed to this account. Proposer shall also include the number and type of additional support personnel who will be providing services. The substitution or addition of individuals shall be allowed only with prior written approval of the City.

EXHIBIT A

CIVIL ENGINEERING – GENERAL AND WATER AND WASTEWATER TREATMENT. EXPANDED SCOPE

1.0 Scope of Work

The Scope of Work shall include, but not limited to the following tasks:

In general, the Consultant shall perform engineering design services resulting in contract documents (plans, specifications and cost estimates) for various projects on an as-needed basis. The Consultant shall provide a detailed schedule of the assigned project upon issuance of a Task Order of that particular project. The Consultant shall also provide all field survey works required to complete the designs. In addition to scope of work items necessary to complete the design of approved CIP projects, the selected consultant shall also provide specific Engineering Technician services. The services to be provided are enumerated below.

The Consultant's services shall include, but are not limited to, the following:

1. Research existing records of utility companies and agencies and coordinate the proposed improvements with existing field conditions.

2. Prepare all documentation required to obtain permits from any and all agencies having jurisdiction of the project.

3. Conduct an environmental assessment for each project and prepare all documentation required to comply with the California Environmental Quality Act (CEQA).

4. Provide all field survey and topographic work necessary to complete the design effort. Design level survey and base mapping of the project site shall be prepared in US Customary English units by a California licensed Land Surveyor in accordance with the City guidelines and in AutoCAD Computer Aided Design and Drafting (CADD) format. The horizontal datum shall be NAD 83 and the vertical datum shall be NAVD 88. All survey field notes shall be on forms provided by the City, shall be neatly completed in pencil, and shall become property of the City upon completion of the project. Informal field investigations including marking of removal areas may be required for some of the sidewalk, curb and gutter, and pavement replacement projects.

5. Complete the design of projects including plans, specifications, and engineer's construction cost estimate. The Consultant shall contact manufacturers and/or contractors to verify the engineer's estimate prior to submitting to the City. Specifications shall be prepared in Microsoft Word and an electronic copy of the final version shall be furnished to the City. The City will provide the specification boiler plate to the Consultant.

6. All preliminary and bid sets of plans shall be plotted on bond or velum using the AutoCAD program. All drawings shall be completed per the City of El Centro CADD Standards

7. All original plan sheets, the title sheet of the specifications, calculations, and reports shall be signed and stamped by the Consultant's licensed professional engineer in responsible-charge of the project. These signed originals will then become the property of the City.

8. The Consultant shall provide support services as needed during the bidding and construction phases of the project, including:

   A. The Consultant shall respond to bidder inquiries during the bidding process, including preparation of any addenda. Upon award of the construction contract, the Consultant shall attend the pre- construction meeting.
   B. The Consultant shall review and approve all submittals and shop plan drawings required supporting the construction contract. The Consultant shall complete shop drawings reviews within one (1) week of receipt. Contract Change Order reviews shall be completed within two (2) working days of receipt.

   C. The Consultant shall respond to written Requests for Information (RFI) to provide clarification or resolve discrepancies in the contract documents. Responses shall be completed within three (3) working days.
   D. The Consultant shall provide periodic field reviews and bring to the attention of the City of El Centro any defects or deficiencies in the work by the construction contractor which the Consultant may observe. The Consultant shall have no authority to issue instruction on behalf of the City of El Centro, or to deputize another to do so.

9. Upon the completion of construction, as-builts shall be submitted to the City. The Consultant shall incorporate all changes to the plans electronically with all necessary revision notations. Once plans have been updated, a signed set of as-built mylars shall be submitted to the City with an electronic copy (in AutoCAD and pdf formats) of the final as-built drawings via CD or e-mail.

10. The Consultant shall monitor the project progress, maintain project files, and control the quality of the work performed by in-house staff and/or sub-consultants. Incomplete (not meeting targeted completion) or poor-quality work will not be accepted. The Consultant will need to revise the documents within a revised schedule set by the City, which may require overtime. No additional regular or overtime hours shall be approved for the required revisions.

11. Attend meetings with the City staff as required.

12. Coordinate plan check, design topics, permits and any other issues with the City, other Agencies, and all utility companies as required. The Consultant shall be the liaison with affected agencies.

13. The Consultant shall be responsible for to reviewing and approving addenda and clarifications to plans and specifications.

1.1 Preliminary Design

Review available record plans, existing/proposed conditions and requirements. Attend the Field

Review Meeting; prepare Field Review Report

Conduct a field survey in order to confirm the accuracy of any existing drawings, surveys, streets, and utility locations data obtained. Consultant is expected to conduct additional surveys based on the project requirements.

Consultant shall prepare a preliminary Design Report (PDR) of alternatives, preliminary cost estimate and preferred alternative.

1.2 Development of Detail Plans, Specifications and Estimate (PS&E):

All reports, plans, specifications and quantity calculations shall conform to criteria, policies, procedures and standards of Caltrans, APWA and the City, and shall be made available to the City at stages specified in the milestone schedule and upon request.

Construction plans shall adhere to City of El Centro Standard Construction Drawing standards. The Consultant shall produce, at the Consultant's sole cost and expense, blank reproducible sample plan sheets and any needed standard drawings. Standard drawings and standard plans shall be incorporated into the Contract Plans where applicable.

Each plan sheet shall bear the State of California Registered Professional Engineer registration seal within signatures, license number and registration certificate expiration date of the Engineer who is in responsible charge for developing the plan. Each plan sheet shall be signed by the engineer who performed the independent plan check.

Consultant shall prepare complete contract specifications based on the Manuals/Standards section 2.4.

A list of contract pay items with the descriptions, item codes and estimated quantities shall be included in the front of the special provisions.

The Consultant shall prepare quantity calculations for items that are applicable to this project, and prepare cost estimates.

Quantities for all contract pay items shall be substantiated by calculations. Quantity calculations shall be neat and orderly and shall show all sketches, diagrams, and dimensions necessary to allow them to be independently used by field inspectors during construction.

Electronic files for all structural details and calculations shall be submitted at the end of the contract or when requested by the City.

All electronic software developed, databases generated, spreadsheets and intellectual properties developed during the life of the Agreement shall become the property of the City.

1.3 Environmental Documents and Permit Compliance

Specific environmental documentation work as may be required by the funding agency and the City including, but not be limited to the following: prepare Preliminary Environmental Study (PES), CEQA compliance documentation, technical studies, , NPDES permit, Regional Board Section 401 certification, any coordination as required completing the environmental NEPA and

CEQA work, and any encroachment permits required for the project from agencies such as Caltrans, County of Imperial, the City and any other having jurisdiction.

1.4 Utility Research and Coordination

(1) Research and obtain file copy of utility maps within the project limits for existing and/or proposed facilities.
(2) Prepare preliminary plans with utility notices/questionnaires to be sent to utility companies.
(3) Plot existing and proposed utilities in plan (and profile when applicable)
(4) Monitor response of utility notices received by the City and then make recommendations for mitigating conflicts.
(5) Attend coordination meetings when required regarding adjustments and relocations.
(6) Pothole information, where required, shall be coordinated by the Consultant.

1.5 Construction Bidding Phase

Bidding procedures will be the responsibility of the City. While the PS&E construction package is being advertised for bids, all questions concerning the intent shall be referred to the City for resolution. In the event that any items requiring interpretation in the drawings or specifications are discovered during the bidding period, said items shall be analyzed by the Consultant for decision by the City, or by a covering change order after the award of the construction contract.

1.6 Construction Support Phase (As Needed)

(1) All construction support work shall be coordinated with the City.
(2) Consultant shall furnish, at the consultant's sole cost and expense, all necessary drawings for corrections and change orders required by errors and omissions of the Consultant. The original tracing(s) of the drawings and contract wording for the change orders shall be submitted to the city for duplication and distribution.
(3) Consultant will receive written notification of the award of a construction contract. Upon such notification, Consultant will proceed with the services required by the Agreement.
(4) Consultant is required to attend the pre-construction meeting with the successful construction contractor upon notification by the City.
(5) Consultant shall review and approve all submittals and shop plan drawings required supporting the construction contract. Consultant shall complete shop drawings reviews within two (2) weeks of receipt. Contract Change Order reviews shall be completed within two (2) working days of receipt.
(6) Consultant shall be available as requested by the City to resolve discrepancies in the contract documents. Consultant shall bring to the attention of the City any defects or deficiencies in the work by the construction contractor which the Consultant may observe. Consultant shall have no authority to issue instruction on behalf of the City, or to deputize another to do so.
(7) The Consultant shall prepare and deliver to the City the final as-built plans incorporating field marked prints supplied by the City. Upon completion of construction, the City will submit field-marked prints to Consultant. Consultant shall incorporate all changes to the plans electronically with all necessary revision notations and submit to the City.

1.7 Description of Required Services

All work shall be performed in conformance with the State of California and/or City of El Centro policies, procedures and standards.

Consultant shall carry out the instructions received from the City and shall cooperate with the City and other involved agencies.

The Consultant has total responsibility for the accuracy and completeness of the plans and related designs, specifications and estimates prepared and shall check all such materials accordingly. The plans will be reviewed by the City for conformity with the requirements of the Agreement. Reviews by the city do NOT include detailed review or checking of design or the accuracy with which such designs are depicted on the plans. The responsibility for accuracy and completeness of such items remains solely that of Consultant.

Consultant or its sub consultants shall not incorporate in the design any materials or equipment of single or sole source origin without written approval of the City.

The plans, specifications, estimates, calculations, and other documents furnished under the Agreement shall be of a quality acceptable to the City and State. The criteria for acceptance shall be a product of neat appearance, well organized, technically and grammatically correct, checked, and dated and having the maker and checker identified. The minimum standard of appearance, organization and content of the drawings shall be that of similar types produced by the State and set forth in related Caltrans manuals. The Consultant shall modify its work as necessary to meet the level of acceptability defined by the criteria above.

The Consultant shall have a quality control plan in effect during the entire time work is being performed under the Agreement. The Quality control plan shall establish a process whereby plans are independently checked, corrected and back checked, and all job-related correspondence and memoranda dated and received by affected persons and then bound in appropriate job files.

2.0 Construction Plans

2.1 60% PS&E (Unchecked Details)

Unchecked plan details shall consist of 60% design and detailed plans ready for the independent design check.

Three sets (3) full size (24”x36”) of design plans. The following submittals may be submitted electronically: draft SSP, preliminary quantities and estimates, pay item list, and design calculations.

2.2 100% PS&E

The Consultant shall submit the following documents for review and approval: Four sets (4) full

size (24”x36”) signed and sealed prints of checked design Electronic copies of Special Provisions

Electronic copies of cost estimate and check quantity calculations

Electronic copies of design calculations

Electronic copies of design check calculations
Other reports as needed by the City of El Centro

The City will review and comment on the PS&E package as soon as possible. The turnaround goal is within four (4) weeks of receipt of the complete PS&E package. One (1) copy of those documents with comments will be returned to the Consultant.

2.3 Final PS&E

The Consultant shall submit the following documents for review and approval:

Electronic sets of signed final design plans

Electronic copies of signed final specifications

Electronic copies of final cost estimate and final quantity calculations

Electronic copies of final design calculations

Electronic files in its original format and in PDF of all plans, specifications, and estimates

2.4 Manuals/Standards

Where applicable, engineering design of all PROJECT improvements shall be compatible and in accordance with the following as applicable:

Caltrans Highway Design Manual

Caltrans Standard Plans

Caltrans Standard Specifications

Imperial County Hydrology Manual

American Public Works Association Standard Specifications for Public Works Construction

American Public Works Association Standard Plans

American Water Works Association

City of El Centro Standard Plans

San Diego Regional Standard Drawings

It will be the responsibility of the Consultant to verify that it has received the latest version or update of these documents.

Plans for the improvements on the State Highway shall be prepared in accordance with Caltrans recommended practice for detailing and scope of work. Caltrans Standard plans shall be utilized where applicable and may be called out on the plans as reference.

Local street improvement plans shall adhere to City of El Centro Standard Plans and the Standard Specifications for Public Works Construction. Plans shall be computer drafted in AutoCAD compatible format and shall adhere to the current City of El Centro Public Works Department CAD standards.

The Consultant's work will be subject to inspections by representatives of the City, County, State and FHWA

2.5 ***Coordination***

Coordination with the City, other consultants and other involved agencies will be required to

achieve compatible designs, phasing of construction with existing or designed conditions, and timely delivery of the contract PS&E. Coordination may include, but not be limited to, coordination with Caltrans, FHWA, Regional Water Quality Control Board and other agencies.

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

EXHIBIT B

SAMPLE PROPOSAL EVALUATION FORM

CONSULTANT/FIRM NAME:		
Criteria	Max Points	Rating
Understanding of the work to be done	25	
Experience with similar kinds of work	25	
Quality of staff for work to be done	15	
Capability of developing innovative or advanced techniques	10	
Familiarity with state and federal procedures	10	
Financial responsibility	10	
Familiarity with local and regional approving agencies	5	
Total	100	

Evaluator

Print Name: _____

Signature: _____

Date: _____

Contract Manager

Initials:_____

Date: _____

EXHIBIT C

SAMPLE DESIGN PROFESSIONAL SERVICES AGREEMENT

EXHIBIT D

LEVINE ACT STATEMENT

Levine Act Statement
PRIME PROPOSER AND SUBCONSULTANTS MUST SUBMIT A SIGNED LEVINE ACT STATEMENT

California Government Code § 84308, commonly referred to as the "Levine Act," precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than $500 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the officer, or received by the officer on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

This statement must be provided for the company and for each consultant who will work with the City.

City of El Centro Council Members as of the date of this RFP are as follows:

Mayor Sonia Carter
Mayor Pro-Tem Marty Ellett
Sylvia Marroquin
Claudia Camarena
Michael Crankshaw

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than $500 to any City of El Centro Council Member in the 12 months preceding the date of the issuance of this RFP?
_____ YES _____NO
If yes, please identify the Council Member: _____

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than $500 to any City of El Centro Council Member in the three months following the award of the contract? _____ YES _____NO
If yes, please identify the Council Member:_____

Answering yes to either of the two questions above does not preclude City of El Centro from awarding a contract to your firm. It does, however, preclude the identified Council Member from participating in the contract award process for this contract.

_____ _____
DATE (SIGNATURE OF CONSULTANT)

EXIBIT E

SAMPLE TASK ORDER

SAMPLE CONSULTANT TASK ORDER #
FOR CITY OF EL CENTRO ON-CALL CONTRACT

PROJECT NAME:	On-Call Services	CONSULTANT: Engineering Firm
LOCATION:	Various in City of El Centro	ADDRESS: Somewhere, CA

This task order scope is made by and between the CITY OF EL CENTRO, acting through the Public Works Director, "CITY", and Engineering Firm, Somewhere, CA "CONSULTANT."

WHEREAS, CITY and CONSULTANT have entered into a contract, known as "AGREEMENT FOR ON-CALL CONSULTING SERVICES BETWEEN THE CITY OF EL CENTRO AND _____SERVICES"; which was fully executed on _____ by Resolution No. _____

WHEREAS,

1. CITY has solicited proposals for specific scope of work (Sub-Tasks) to be performed through this Task Order, herein attached as Exhibit A in accordance with section 1.2 of the On-Call agreement.
2. CITY has received a cost proposal for said Task Order herein attached as Exhibit B in compliance with Article III of the On-Call agreement.

NOW THEREFORE, it is mutually agreed to supplement the agreement as follows:

1. The original agreement is extended by a period of 0 yrs as it relates to the scope of this Task Order from today's date in order to complete the work independent of any other extension to the original agreement.
2. CITY and CONSULTANT may mutually elect to further extend this Task Order's time in order to complete its scope of work.
3. In accordance with section 1.4 of the On-Call Agreement, CITY directs CONSULTANT to proceed with said Task Order at the rate established in the cost proposal.
4. Said scope and cost shall be tracked solely under this Task Order and shall be independent of other Task Orders executed under the original on-call contract.

Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

IN WITNESS WHEREOF, this Task Order is executed by the City of El Centro, acting by and through the Director of Public Works, pursuant to section 1.2 of the On-Call agreement, authorizing such execution, and by the Consultant.

Dated this _____ day of _____, 20__.

THE CITY OF EL CENTRO

By:

_____
Abraham Campos P.E., Public Works
Director, City Engineer

Date: _____

I HEREBY CERTIFY I can legally bind _____ and that I have read all of this Task Order, this _____ day of _____, 20__.

By: _____
Authorized Representative

Title:

Print Name: _____

Date: _____

EXHIBIT G

SAMPLE CONSULTANT TASK ORDER #
FOR CITY OF EL CENTRO ON-CALL CONTRACT

PROJECT NAME:	On-Call Services	CONSULTANT: Engineering Firm
LOCATION:	Various in City of El Centro	ADDRESS: Somewhere, CA

This task order scope is made by and between the CITY OF EL CENTRO, acting through the Public Works Director, "CITY", and Engineering Firm, Somewhere, CA "CONSULTANT."

WHEREAS, CITY and CONSULTANT have entered into a contract, known as "AGREEMENT FOR ON-CALL CONSULTING SERVICES BETWEEN THE CITY OF EL CENTRO AND _____SERVICES"; which was fully executed on _____ by Resolution No. _____

WHEREAS,

1. CITY has solicited proposals for specific scope of work (Sub-Tasks) to be performed through this Task Order, herein attached as Exhibit A in accordance with section 1.2 of the On-Call agreement.
2. CITY has received a cost proposal for said Task Order herein attached as Exhibit B in compliance with Article III of the On-Call agreement.

NOW THEREFORE, it is mutually agreed to supplement the agreement as follows:

1. The original agreement is extended by a period of 0 yrs as it relates to the scope of this Task Order from today's date in order to complete the work independent of any other extension to the original agreement.
2. CITY and CONSULTANT may mutually elect to further extend this Task Order's time in order to complete its scope of work.
3. In accordance with section 1.4 of the On-Call Agreement, CITY directs CONSULTANT to proceed with said Task Order at the rate established in the cost proposal.
4. Said scope and cost shall be tracked solely under this Task Order and shall be independent of other Task Orders executed under the original on-call contract.

Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

IN WITNESS WHEREOF, this Task Order is executed by the City of El Centro, acting by and through the Director of Public Works, pursuant to section 1.2 of the On-Call agreement, authorizing such execution, and by the Consultant.

Dated this _____ day of _____, 20__.

THE CITY OF EL CENTRO

By:

_____
Abraham Campos P.E., Public Works
Director, City Engineer

Date: _____

I HEREBY CERTIFY I can legally bind _____ and that I have read all of this Task Order, this _____ day of _____, 20__.

By: _____
Authorized Representative

Title:

Print Name: _____

Date: _____

RESOLUTION NO. 26-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A DESIGN PROFESSIONAL SERVICES AGREEMENT WITH DUDEK FOR ON-CALL CIVIL ENGINEERING WATER AND WASTEWATER TREATMENT SERVICES

WHEREAS, on-call professional Civil Engineering-Water and Wastewater Treatment services agreements are an effective way to retain consultants to ensure that public works projects and programs are delivered in a timely and cost-effective manner; and

WHEREAS, pursuant to City Code Section 2-174, the City of El Centro ("City") identified a need for on-call, specialized Civil Engineering-Water and Wastewater Treatment consulting services and released a Request for Proposal for such services through the City's Public Works Department; and

WHEREAS, on October 3, 2025, the City received proposals which were evaluated and ranked to determine the most qualified consultants; and

WHEREAS, Dudek ("Consultant") was amongst those consultants chosen to enter into an on-call agreement with the City; and

WHEREAS, such services will be awarded on a Task Order basis as the budget allows; and

WHEREAS, it is necessary for the City Council of the City of El Centro, California (the "City Council") to approve a Design Professional Services Agreement with Consultant for On-Call Civil Engineering – Water and Wastewater Treatment Services ("Agreement"); and

WHEREAS, the City Council finds that its approval of the Agreement is in the best interest of the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL CENTRO, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

1. That the foregoing is true, correct and adopted.

2. That the City Council authorizes the Agreement in a not-to-exceed amount of one million dollars ($1,000,000) for the total term of the Agreement (for two years, with the possibility of up to three (3) one-year extensions), with the understanding that services will be provided on an as-needed basis and Task Order basis as further set out in the Agreement, with no guarantee of any level of effort from Consultant.

3. That the City Manager is hereby authorized to sign the Agreement on behalf of the City, a copy of which is on file in the Office of the City Clerk.

4. That the Public Works Director is hereby authorized to execute Task Orders up to fifty thousand dollars ($50,000) each for budgeted projects.

5. That the City Manager is hereby authorized to execute Task Orders for budgeted projects above fifty thousand dollars ($50,000) and under two-hundred thousand dollars ($200,000); task orders above that amount shall be approved by the City Council.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of El Centro, California, held on the day of , 2026.

CITY OF EL CENTRO

By_____
Sonia Carter, Mayor

ATTEST:

By_____
Norma Wyles, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney

By_____
Elizabeth L. Martyn, City Attorney

STATE OF CALIFORNIA)
COUNTY OF IMPERIAL) ss
CITY OF EL CENTRO)

I, Norma Wyles, City Clerk of the City of El Centro, California, do hereby certify that the foregoing Resolution No. 26- was duly and regularly adopted at the regular meeting of the City Council of the City of El Centro, California, held on the day of , 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

By_____
Norma Wyles, City Clerk

City Council of the City of El Centro
1275 W. Main Street
El Centro, CA 92243
SUBMITTED
ACTION ITEM (ID # 2025-402)

Item: 8.
Meeting: 1/6/2026 3:30 PM
Department: Public Works
Category: Resolution
Prepared by: Rocio Ruelas , Staff Assistant
Department Head: Abraham Campos
DOC ID: 2025-402

Adopt Resolution No. 26- , RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH LEE AND RO, INC. FOR ON-CALL CIVIL ENGINEERING- WATER AND WASTEWATER TREATMENT SERVICES.

CITY MANAGER'S RECOMMENDATION:

Adopt Resolution No. 26- RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH LEE AND RO, INC. FOR ON-CALL CIVIL ENGINEERING- WATER AND WASTEWATER TREATMENT SERVICES.

FISCAL IMPACT:

Contract is not to exceed one million dollars ($1,000,000.00) through out the term of the agreement. This will be through the approval of various task orders through out the life of the contract.

Award of the contract will not obligate the City to purchase any specific level of effort from any firm as task orders will be issued by the City Manager or Public Works Director to assign work on an as-needed, project-by-project basis. Funding for each project will be budgeted in the Citywide Capital Improvement Program (CIP) budget which is adopted through the annual budget process. If a non-budgeted project arises, staff will return to Council to request funding as needed. Funding sources may include the general fund, enterprise funds as well as other sources such as Measure D, Gas Tax, SB1 and other grants.

STRATEGIC PLANNING PROGRAM 2022-2027 RELATION:

Financial & Governance Stability & Sustainability

DUE DILIGENCE CHECK FOR CONTRACTORS/CONSULTANTS: DID THE DEPARTMENT VERIFY CURRENT EL CENTRO BUSINESS LICENSE, CONTRACTOR'S LICENSE, REFERENCE CHECKS, INSURANCE, ETC.:

The consultant went through a request for proposals and an evaluation process. Any missing documentation, such as a business license, will be obtained before issuance of Notice to Proceed ("NTP").

BACKGROUND:

In late 2020, the City Council awarded a series of contracts to on-call consultants. These contracts in essence, pre-approve consultants for design work, construction management work, special studies, etc. This expedites the award of work and eliminates the need to do RFP's, interviews, etc., for contract which may be small in value, which may discourage firms from submitting due to the cost of preparing for a RFP and interview process.

Generally, these contracts are not utilized for certain grant funds, as grant funds have

added language that may not be included in the on-call contracts and that does not apply for all projects. As such, grant funded projects generally go through contracts outside of the on-call approved contract list.

On-call contracts have been used in the past to do design work funded by park impact fees, general fund, water enterprise, wastewater enterprise, Measure D and SB1 funds. Individual Task Orders are issued for projects that fit within the scope of the on-call contract.

Projects in the past have included the Imperial Avenue Extension design, studies and portions of the Southern Pump Station project, various construction management contracts for Measure D projects and some water and wastewater projects to name a few. Task Orders are funded from approved budget funds.

DISCUSSION:
The current list of On-Call contracts began to expire at the beginning of August 2025. To replace the contracts, Public Works' staff divided the on-call disciplines into two groups. One Request for Proposals (RFP) was prepared for Civil Engineering- General and Civil Engineering- Water and Wastewater Treatment, while another was prepared for the On-Call Architectural Design and Construction Management and Inspection Services.

On August 19, 2025, the City Council, during its regular meeting, approved the Request for Proposals(RFP) for four on-call disciplines. Each RFP was advertised and released as follows:

1. Request for Proposals (RFP) for On-Call Civil Engineering - General and On-Call Civil Engineering- Water and Wastewater Treatment was published in the Imperial Valley Press on August 22, 2025, with an initial deadline of September 19, 2025, and then revised via addendum to October 3, 2025.

2. Request for Proposals (RFP) for On-Call Architectural Design, and Construction Management and Inspection Services was published in the Imperial Valley Press on August 26, 2025, with an initial deadline of September 26, 2025, and then revised to October 10th, 2025.

These are the disciplines where we expect to have the need for these contracts. Each applicant was required to specify the discipline for which they were submitting a proposal.

Under this Council approval request, we are focusing on consultants who submitted proposals for the Civil Engineering — Water and Wastewater Treatment Services portion of the RFP. For this discipline, the City received four proposals. The proposals were evaluated by a panel of three city staff members. Based on the scores, four firms were selected and will be recommended for contract award, which includes the following in no particular order:

- Dudek.
- Lee and Ro, Inc.
- NV5, Inc.
- The Holt Group, Inc.

A separate Council agenda report, agreement, and resolution is being prepared for each

firm. Each agreement would be limited to $250,000 per fiscal year for each fiscal year the agreement is active. However, as each agreement will be for on-call, as-needed services, there is no guarantee on any level of services from any firm. Each contract has an initial Two (2) year life with the option to provide for three (3) individual one (1) year extensions for a possible total five (5) year contract.

In this report, staff seeks approval of an on-call contract for the Civil Engineering — Water and Wastewater Treatment Services with Lee and Ro, Inc.

CONCLUSION:

Adopt Resolution No. 26- RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH LEE AND RO, INC. FOR ON-CALL CIVIL ENGINEERING- WATER AND WASTEWATER TREATMENT SERVICES.

ATTACHMENTS:

1. Design Professional Services Agreement- Lee and Ro
2. Resolution 26-

DESIGN PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement"), is made and effective as of the last signature date in this agreement, between the City of El Centro ("City"), a municipal corporation, and Lee & Ro, Inc., ("Consultant"), a stock corporation. In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

I. TERM

This Agreement shall commence upon the issuance of the Notice to Proceed ("NTP") and shall remain and continue in effect until the professional services described herein are completed, but in no event later than two (2) years from the date of approval and may be extended for up to three (3) one (1) year extensions by mutual agreement unless sooner terminated pursuant to the provisions of this Agreement. All days set out in this Agreement are calendar days unless otherwise provided.

II. SERVICES

Consultant shall perform the tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full (the Tasks to be Performed or Tasks). Consultant shall complete the Tasks according to the schedule of performance which also is set forth in Exhibit A. To the extent that Exhibit A is a proposal from Consultant, such proposal is incorporated only for the description of the scope of services and no other terms and conditions from any such proposal shall apply to this Agreement unless specifically agreed to in writing. A form of Task Order is set out in Exhibit G, attached and incorporated.

III. PERFORMANCE BY CONSULTANT

A. Consultant shall at all times faithfully, competently, and to the best of their ability, experience, and talent, perform all Tasks. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

B. Consultant immediately shall notify the City Representative in writing of any delay in completion of the services. Such notice shall include the reason for such delay and a reasonable estimate of the length of the delay. If the delay materially effects performance of the Services, the City may terminate this Agreement under Section VI (Termination) or VII (Default).

C. Force Majeure. If delays in performance of the services are caused by the following unforeseen events or conditions beyond the reasonable control of City or Consultant, the time for performance may be extended by City only for the period of such events: war, changes in law or government regulation, labor disputes or strikes; fires, floods, adverse weather or other natural conditions preventing work; or inability to obtains materials, equipment or labor when the Consultant provides the City with timely evidence of its inability to obtain personnel.

D. Consultant may terminate this Agreement without cause upon providing at least 60 days prior written notice to the City of such termination. Within such time period, the Consultant shall complete any work necessary for the orderly termination of its consulting services

IV. CITY REPRESENTATIVE

City's Public Works Director shall represent City in all matters pertaining to the administration of this Agreement, review and approve all products submitted by Consultant, but not including the authority to change the compensation due to Consultant except as provided in this Agreement (the "City Representative")

V. PAYMENT

A. The City agrees to pay Consultant in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed One million dollars ($1,000,000.00) for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City. Consultant shall be compensated for any such authorized additional services in the amounts and in the manner as agreed to by the City and Consultant at the time City's written authorization is given to Consultant for the performance of such services and/or as set for in Exhibit B.

C. Consultant shall submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. City shall use reasonable efforts to pay within forty-five (45) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's fees, it shall use its best efforts to give written notice to Consultant within forty-five (45) days of receipt of an invoice of any disputed fees set forth on the invoice.

D. It is understood and agreed that the City's obligation to proceed under this Agreement is conditioned upon the appropriation of funds. If anticipated funds for payment under this Agreement are not forthcoming or are insufficient, the City shall have the right to terminate this Agreement without penalty upon ten (10) days prior written notice to Consultant. Notwithstanding, the City also may determine a source of additional funds.

VI. CITY'S SUSPENSION OR TERMINATION OF AGREEMENT

A. Except as otherwise provided herein below, the City may suspend or terminate this Agreement, or any portion hereof, without cause and for convenience by serving written notice of termination upon the other party at least ten (10) calendar days prior to the date of termination. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City terminates a portion of this Agreement, such termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this section, the City shall pay to Consultant the actual value of the work performed up to the time of termination, less any disputed amounts. Upon termination of the Agreement pursuant to this section, the Consultant will submit an invoice to the City as provided above.

VII. DEFAULT

A. Either Party's failure to comply with the provisions of this Agreement shall constitute a default. In the event that either party is in default for cause under the terms of this Agreement, the affected party shall promptly notify the deficient party of such default and following such notice shall have no obligation or duty to continue compensating or providing any work after the date of default and terminate this Agreement immediately by written notice to the other party. If such failure hereunder arises out of causes beyond either party's control under Section III C above (force majeure), the provisions of that sub-section shall apply.

B. If the City Representative determines the Consultant is in default in the performance of any of the terms or conditions of this Agreement, City shall cause to be served upon the Consultant a written notice of the default. The Consultant shall have ten (10) days after service of default to cure the default as directed by the City in the notice of default. In the event the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

VIII. OWNERSHIP OF DOCUMENTS

A. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the City at reasonable times to such books and records; shall give City the right to examine and audit said

books and records; shall permit City to make transcripts or copies therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files, Consultant shall make available to the City, at the Consultant's office and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. Consultant hereby grants to City all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by Consultant in the course of providing the services under this Agreement.

IX. INDEMNIFICATION AND DEFENSE

To the fullest extent permitted by law, Consultant shall indemnify, defend, and hold harmless City and any and all of its officials, employees, agents, and volunteers ("Indemnified Parties") from and against any and all claims, losses, liabilities, damages, costs, and expenses, including attorney's fees and costs, to the extent they arise out of, pertain to or relate to the negligence, recklessness, or willful misconduct of the Consultant.

Consultant's duty to defend shall consist of reimbursement of defense costs incurred by Agency in direct proportion to the Consultant's proportionate percentage of fault.

Consultant's percentage of fault, for both indemnity and defense, shall be determined, as applicable, by a court of law, jury, or arbitrator. In the event any loss, liability, or damage is incurred by way of settlement or resolution without a court, jury or arbitrator having made a determination of the Consultant's percentage of fault, and the parties cannot mutually agree on Consultant's percentage of fault, the parties agree to mediation with a neutral third-party to determine the Consultant's proportionate percentage of fault for purposes of determining the amount of indemnity and defense cost reimbursement owed to the Agency.

X. INDEPENDENT CONTRACTOR

A. Consultant is and shall at all times remain as to the City a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees,

or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

XI. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached hereto and incorporated herein by this reference as though set forth in full.

XII. LEGAL RESPONSIBILITIES

A. The Consultant shall keep itself informed of local, state, and federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its services pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. The City, its officers, agents and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this section.

B. Licenses. At all times during the term of this Agreement, Consultant shall have in effect all licenses required for the performance of the services described in this Agreement.

C. City Business License: At all time during the term of this Agreement, Consultant shall have in effect a City business license.

D. Non-discrimination. Consultant shall not discriminate on the basis of any protected state or federal class or association with such class in its solicitation, selection, hiring or treatment of its employees, vendors or suppliers. Consultant understands that violation of this requirement shall be a material breach of this Agreement and may result in its termination, debarment or other sanctions. This requirement shall be placed in all agreements between the Consultant and its employees, vendors and suppliers.

E. Drug-free Workplace. Consultant agrees to insure a drug free workplace. The Consultant shall certify to the City that it will provide a drug-free workplace by submitting a Consultant Certification for a Drug-Free Workplace form as provided by the City. The Consultant shall publish a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a

controlled substance is prohibited in the workplace, and specifying the actions that will be taken against employees for violations of the prohibition. The Consultant also shall establish a drug-free awareness program to inform employees about all of the following: the dangers of drug abuse in the workplace; the policy of maintaining a drug free workplace; available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations. In addition, the Consultant shall post the drug free policy in a prominent place.

F. No Use of City logo or Product Endorsement. The Consultant agrees that any advertisement or notification identifying or referring to the City as a client of the Consultant requires the prior written approval of the City. No City logo or other identifying mark may be used without the prior written approval of the City.

XIII. CONFLICTS OF INTEREST

A. Undue Influence. Consultant declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the City in connection with the award, terms, or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City has or will receive compensation, directly or indirectly, from Consultant, or from any officer, employee, or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

B. No Benefit to City Employees. During their tenure and for one year thereafter, no officer or employee of City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the services under this Agreement shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the services performed under this Agreement.

C. Consultant covenants that neither Consultant nor any officer or principal of their firm have any interest in, or shall acquire any interest, directly or indirectly, which will conflict in any manner or degree with the performance of their services hereunder. Consultant further covenants that in the performance of this Agreement, no person having such interest shall be employed by them as an officer, employee, agent, or subconsultant. To the extent applicable, Consultant further covenants that Consultant has not contracted with nor is performing any services, directly or indirectly, with any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the City or the study area and further covenants and agrees that Consultant and/or its subconsultants shall provide no service or enter into any agreement or agreements with a/any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the City or the study area prior to the completion of the work under this Agreement.

D. Form 700. Consultant is subject to all applicable federal, state and local conflict

of interest laws, regulations and policies applicable to its contract with the City and procurement practices related to such contract, including but not limited to the those under the Political Reform Act and its regulations or California Government Code Section 1090 et seq. Consultant may be required to complete Form 700's or similar forms as determined under Exhibit D, attached and incorporated.

E. Levine Act Compliance. The Consultant shall complete and comply with the provisions of Exhibit E, attached and incorporated, regarding compliance with the Levine Act.

XIV. RELEASE OF INFORMATION

A. All information gained by Consultant in the performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization. Consultant, its officers, employees, agents, or subconsultants, shall not without prior written authorization from the City Attorney or designee, or unless requested by the City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena.

B. Consultant promptly shall notify City should Consultant, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the City, unless the City is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless Consultant is prohibited by law from informing the City of such Discovery. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with City and to provide the opportunity to review any response to Discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

XV. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by: (i) personal service; (ii) delivery by a reputable document delivery service (e.g., Federal Express), which provides a receipt showing date and time of delivery; or (iii) United States mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate by notice:

To CITY: City of El Centro
1275 Main St.
El Centro, CA 92243
Attention: City Clerk

TO CONSULTANT: Lee & Ro, Inc.,
[NAME]

1199 South Fullerton Road
City of Industry, CA 91748

Attention: Rick Liskow, PMP,
Principal-In-Charge/Vice President

XVI. ASSIGNMENT

A. Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Due to the personal nature of the services to be rendered pursuant to this Agreement, only Consultant shall perform the services described in this Agreement.

B. Before retaining or contracting with any subconsultant for any services under this Agreement, Consultant shall provide City with the identity of the proposed subconsultant, a copy of the proposed written contract between Consultant and such subconsultant which shall include an indemnity provision identical to the one provided herein identifying City as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed subconsultant carries insurance at least equal to that required by this Agreement or obtain a written waiver from City for such insurance.

C. Lee & Ro, Inc., -may use assistants, under their direct supervision, to perform some of the services under this Agreement. Consultant shall provide City fourteen (14) days' notice prior to the departure of Rick Liskow, PMP, from Consultant's employ. Should Rick Liskow, PMP, leave Consultant's employ, the City shall have the option to immediately terminate this Agreement. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the Governing Board and the Consultant.

XVII. GOVERNING LAW

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City.

XVIII. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, negotiations, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

A. No waiver or failure of either Party to insist upon the strict performance by the other shall be a continuing waiver of any breach of this Agreement, nor shall such waiver affect or alter this Agreement, and each provision hereof shall continue in full force and effect. No change to any term or condition of this Agreement, nor any verbal understanding of the Parties shall be valid unless in writing as set forth in this Agreement.

B. Nothing contained this Agreement shall be considered a limit upon the charter city powers of the City.

C. This Agreement shall not be construed in favor of or against either Party by reason of the extent to which each Party participated in its drafting.

D. In any conflict between the body of this Agreement and the Exhibits, the body of this Agreement shall control. If a conflict exists between any applicable law, rule, or regulation, that law, rule or regulation shall control. The most stringent requirements shall control. Each Party shall notify the other immediately upon identification of any apparently conflict or inconsistency.

XIX. SEVERABILITY

Any part, provision, or representation of this Agreement or any of its exhibits, including, which is held to be invalid, void or unenforceable by a court of competent jurisdiction, shall be limited to that part, provision or representation and all other parts, provisions, or representations herein shall remain in full force and effect.

XX. CONTENTS OF REQUEST FOR PROPOSAL AND PROPOSAL

Consultant is bound by the contents of City's Request for Proposal submitted by the Consultant, attached and incorporated as Exhibit A. In the event of conflict, the requirements of City's Request for Proposal and this Agreement shall take precedence over those contained in the Consultant's proposal. The incorporation of the Consultant's proposal shall be for the scope of services to be provided only, and any other terms and conditions included in such proposal shall have no force and effect on this Agreement or the relationship between Consultant and/or City, unless expressly agreed to in writing.

XXI. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of Consultant warrants and represents that they have the authority to execute this Agreement on behalf of the Consultant and have the authority to bind Consultant to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

Lee & Ro, Inc., By: Rick Liskow
(Signature)

RICK LISKOW
(Typed Name)

VICE PRESIDENT
(Title)

City of El Centro
A Municipal Corporation

Robert Sawyer, City Manager

ATTEST:

City Clerk

APPROVED AS TO FORM:
City Attorney

By: _____

Attachments:	Exhibit A	Consultant's Proposal
	Exhibit B	Fee Schedule Exhibit C Insurance Requirements
	Exhibit D	Conflict Financial Disclosure
	Exhibit E	Levine Act Certification
	Exhibit F	City RFP
	Exhibit G	Sample Task Order

EXHIBIT A

CONSULTANT'S PROPOSAL

City of El Centro

Proposal for

ON-CALL SERVICES FOR CIVIL ENGINEERING - WATER AND WASTEWATER TREATMENT

October 3, 2025

LEE+RO
WATER INFRASTRUCTURE ENGINEERS
1199 South Fullerton Road
City of Industry, CA 91748
(626) 912-3391 lee-ro.com

LEE + RO
WATER INFRASTRUCTURE ENGINEERS

Celebrating 40 years
as partners in possibility.

1199 South Fullerton Road
City of Industry, CA 91748

626-912-3391
lee-ro.com

October 3, 2025

Mr. Abraham Campos, P.E
Public Works Director/City Engineer
City of El Centro
307 W. Brighton Ave.
El Centro, CA 92243

Re: Proposal for On-Call Services

Dear Mr. Campos:

LEE + RO is pleased to submit our proposal for the subject On-Call Services for C**ivil Engineering – Water and Wastewater Treatment Facilities.**

LEE + RO is a multidiscipline (full-service) water infrastructure engineering firm, established in 1979. The firm specializes in the planning and design of water/wastewater/recycled water infrastructure, including water and wastewater treatment facilities, pipelines, potable and recycled water storage and conveyance facilities (reservoirs, pump stations, flow control facilities, and conveyance pipelines), sewage lift stations, and related systems such as electrical distribution systems, emergency generators, and controls. The firm's in-house engineering disciplines include civil, sanitary, process, structural, mechanical, electrical and instrumentation & controls (I&C) engineers as well as resident engineers and construction managers.

LEE + RO Offices : LEE + RO has three California offices: our headquarters office in the City of Industry, and branch offices located in San Diego and Walnut Creek. The two Southern California offices will be primarily responsible for any assignments under this on-call services contract.

Through our as-needed engineering services work, we have demonstrated our flexibility in providing the "right" expertise to efficiently resolve diverse project issues in a timely manner. LEE + RO thrives on providing services for capital improvement projects requiring the experience of an engineering firm focused and dedicated to specialty infrastructure facilities' needs.

LEE + RO has extensive experience executing similar as-needed engineering services contracts for entities such as the City of Brawley, Orange County Sanitation District, Inland Empire Utilities Agency, Santa Clarita Valley Water Agency, Irvine Ranch Water District, Coachella Valley Water District, City of San Diego, City of Los Angeles, City of Long Beach, City of Cypress, City of Huntington Beach, City of Riverside, Metropolitan Water District of So. Ca., West Basin Municipal Water District, Moulton Niguel Water District, and the City of El Centro. In fact, LEE + RO executed five different task order projects under the City of El Centro's previous On-Call Master Contract.

Services, Experience & Qualifications, Project Team, and Project Approach

Throughout our 46-year history, LEE + RO has successfully planned, designed, and provided construction management services for numerous water and wastewater system projects throughout Southern California.

Our firm's experience encompasses a variety of projects, from small pipelines and pump stations to large complex treatment plant projects. Our staff has expertise in treatment process planning and design, utility engineering, civil and structural engineering, mechanical design, hydraulic analysis for pump station and pipeline design, electrical and instrumentation system design, construction management, facility start-up, plan and specification preparation, and cost estimating.

LEE + RO organizes an efficient project team for each task order assignment based on the nature of the project scope. Upon receiving a task order request, the LEE + RO project manager will engage the District's task order project manager in discussions to fully understand the general scope of work and overall priority of the task order. The task order-specific project team will then be assigned based on that scope of work.

The LEE + RO team members proposed here have worked together on many similar projects, and we are confident that the teams we propose will deliver high-quality deliverables to the City. For those services that we do not self-perform, we have included highly qualified subconsultants on our team to provide these services. LEE + RO has worked with these subconsultants on an ongoing basis for many years. Our subconsultant team members are:

- **The Prizm Group – Survey Services**
- **LSA – Environmental Services**
- **Underground Solutions, Inc. – Utility Potholing**

LEE + RO employs 28 licensed professional engineers in various disciplines, including eight (8) California-licensed electrical engineers. **Section 9 – Qualifications and Experience of Assigned Personnel** includes an organization chart of our project team, outlining individual roles and responsibilities. Abbreviated resumes for LEE + RO staff follow.

We are responsive engineers providing high-quality services at a better value. A keystone of our philosophy and practice is our commitment to providing high-quality services, as is evidenced by the fact that 90 percent of our business is from returning clients. We understand the importance of responding to your requests in a timely manner in order to ensure the project is completed on time and within budget.

We strive for uniform bids and low total construction change orders. Quality deliverables have always been our top priority. Our plan to deliver high-quality design documents is simple: approach the work methodically and diligently adhere to proven quality review procedures. We have used this proven process to develop a track record for high-quality documents, which translates to uniform bids and change orders averaging well below the industry average.

As the Project Director and Principal-in-Charge for this master contract, the undersigned, Rick Liskow, PMP, will ensure that LEE + RO commits qualified and sufficient resources and delivers quality design documents. Rick has served in this same role for multiple as-needed or on-call services master contracts for various Southern California municipal agency clients, including the City of El Centro. As a firm principal and Vice President, Rick is authorized to act on behalf of the firm and is the City's contact person for this proposal.

We thank you for your consideration of this proposal, and we look forward to continuing our professional relationship with the City of El Centro.

LEE + RO acknowledges receipt of Addendum #1 and Addendum #2.

Respectfully Submitted,

LEE + RO, Inc.

Rick Liskow, PMP
Principal-In-Charge / Vice President
Rick.liskow@lee-ro.com
(626) 667-5329

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APPENDIX

Appendix A - Exhibit D Levine Act Statement

3. EXECUTIVE SUMMARY

BACKGROUND

The City of El Cento (City) incorporated in 1908 and later became a Charter city. El Centro is the center of one of Southern California's most promising new commercial and industrial regions. There are two international border crossings nearby for commercial and non-commercial vehicles. Covering 11.019 square miles, it is the largest city in Imperial County. The purpose of this RFP is to provide the City of El Centro's Public Works Department with the ability to obtain assistance quickly during peak workload periods, staffing absences, and when expedited/fast-track support is needed to satisfy City of El Centro customers. The most important objective is to maintain a level of high-quality Civil Engineering Designs.

FIRM INTRODUCTION

LEE + RO is a medium-sized, multi-discipline engineering firm founded in 1979 that specializes in the planning, design, and construction management of municipal water and wastewater infrastructure facilities. The firm has three California offices. The main office is located in the City of Industry, and branch offices are located in San Diego and Walnut Creek. The two Southern California offices will be primarily responsible for any assignments under this on-call services contract. LEE + RO has 76 employees with 28 licensed engineers and 59 total engineering and CAD designer staff. Most importantly, most of our multi-disciplinary resources are local and under one roof. This makes LEE + RO one of the more efficient "local" water infrastructure engineering and consulting firms. LEE + RO has a large in-house electrical and instrumentation & control engineering group, and this makes us very efficient in executing complex treatment plant, reservoir, and pump station projects.

Throughout our 46-year history, LEE + RO has successfully planned, designed, and provided construction management services for numerous water and wastewater system projects throughout Southern California. Construction costs for projects that we have designed range from small projects up to greater than $100 million in construction value.
Our firm's experience encompasses a variety of projects ranging from small pump stations to large pipelines and complex treatment plants. Our staff has expertise in treatment process planning and design, utility engineering, civil and structural engineering, mechanical design, electrical and instrumentation systems design, construction management, facility start-up, plan and specification preparation, and cost estimating.

LEE + RO TEAM

We have assembled a team of highly qualified engineers experienced in the types of projects anticipated from this On-Call Engineering services contract. Although we are a full-service multi-discipline engineering firm, we do not self-perform some design services, such as surveying, utility potholing, and environmental services. In an effort to offer the City a more complete team, we have included highly qualified and experienced subconsultants on our team to provide these services that we do not self-perform. These subconsultants have worked with LEE + RO in the past. Our team includes some of the most experienced engineering staff in the Southern California water/wastewater consulting industry. All key team members and specialty subconsultants have successfully worked on and completed large water system capital improvement projects for numerous Southern California water agencies.

LEE + RO has 76 employees with 28 licensed engineers and 59 total engineering and CAD designer staff. Most importantly, most of our multidisciplinary resources are local and under one roof.

PROJECT APPROACH

LEE + RO organizes an efficient project team for each task order assignment based on the nature of the project scope, led by an experienced and knowledgeable project manager who is typically a subject matter expert for that type of project. Our team will develop a detailed Project Management Plan (PMP). The PMP will define the project team and establish project procedures, communication protocols, standards, deliverables, and schedules.

Our project managers are focused on managing project risks. For fast-track projects, we quickly mobilize our team to get a leg up on the schedule. We seek active input from the City to identify key concerns. We rigorously plan and enforce quality checks to deliver better work products.

LEE + RO managerial engineers who are not directly involved in the day-to-day design and execution of the project review project design criteria, life-cycle costs, quality of deliverables, and project delivery schedules. We develop project-specific QA/QC checklists. Through our previous treatment facilities project experience, we have learned valuable lessons and have acquired an excellent knowledge of where to focus on planning and/or design documents to minimize conflicts and construction change orders.

Our corporate management structure is very compact (not layered like large national firms), and decisions are quickly made. We maintain effective project controls to keep costs and schedules in check and act swiftly to resolve issues. We place a premium on effective project communication. Our project managers will plan for effective permitting, regulatory compliance, and community relations needs. Our work products are based on sound engineering practices and the City's standards and procedures. We will conduct timely value engineering constructability reviews to deliver projects that not only meet but also exceed the City's needs and expectations.

EXPERIENCE AND RESPONSIVENESS

In addition to being an incumbent consultant for the previous City of El Centro's on-call master contract that just expired in August, LEE + RO has considerable experience with similar as-needed or on-call engineering services contracts for entities such as the Santa Clarita Valley Water Agency, Inland Empire Utilities Agency, Walnut Valley Water District, Irvine Ranch Water District, Coachella Valley Water District, Orange County Sanitation District, City of San Diego, City of Los Angeles, City of Long Beach, City of Cypress, City of Huntington Beach, Metropolitan Water District of So. Ca., West Basin Municipal Water District, Eastern Municipal Water District, City of Brawley, Jurupa Community Services District, and Moulton Niguel Water District.

LEE + RO has provided as-needed engineering services for numerous clients throughout California since 1979. Our approach to providing as-needed engineering and design services is based on a philosophy that each individual project task, no matter how small, must not "fall through the cracks." LEE + RO thrives on providing services for capital improvement projects requiring the experience of an engineering firm focused and dedicated to specialty infrastructure facilities' needs. Performance and responsiveness on smaller-sized projects have been a catalyst for LEE + RO's growth and livelihood since our inception over 46 years ago. During this time, we have successfully developed our own culture and management techniques that enable us to deal with all projects, big and small, in a fast, friendly, and responsive manner. We pride ourselves on our ability to not only quickly respond to task order assignments, but also to effectively and efficiently manage and execute multiple task order assignments concurrently.

LEE + RO has extensive experience in all services listed in the RFQ. Our teams have managed similar projects as those anticipated from this on-call master contract from conceptual planning studies through preliminary design, final design, bidding, construction, commissioning, and operations phases. Our team has the breadth and depth of experience to successfully deliver these task order projects.

LEE + RO can rapidly allocate requisite resources to meet peak production requirements and tight project schedules. For years, LEE + RO has demonstrated its capability of simultaneously producing multiple project documents within tight schedules for the Metropolitan Water District of Southern California (MWD) and other similar large agencies.

The LEE + RO team thoroughly understands the City's needs and concerns in delivering these projects. Our team brings extensive engineering planning, design, and construction experience for the following service areas:

- *Pipelines*
- *Flow control, valve and metering structures*
- *Pumping facilities*
- *Water and wastewater treatment facilities*
- *Treatment plant auxiliary systems*
- *Equipment evaluations and replacement*
- *Chemical feed, storage, and containment systems*
- *Heating/ventilation/air conditioning (HVAC) systems*
- *Structural systems*
- *Electrical systems*
- *Instrumentation and control systems*
- *Grading work*
- *General civil works*
- *Code compliance reviews (e.g. fire code, building code, CAL-OHSA, health and safety, environmental, etc.)*
- *Construction cost estimates*
- *Engineering support services during construction*
- *RFI and shop drawing review*
- *Constructability reviews and constructability safety reviews*

LEE + RO has the expertise and adequate resources to meet your needs. We have a proven track record of delivering high-quality engineering services for agencies like the City of El Centro, and we will provide this tested team to handle your needs. We will provide the necessary resources to get the job done. We have a proven project delivery approach backed up by an exemplary service record and client references. LEE + RO represents a compelling value to service your upcoming needs as an extension of your staff.

4. APPROACH

PROJECT TEAM ORGANIZATION AND MANAGEMENT

LEE + RO has assembled a team of highly qualified engineers experienced in the types of projects anticipated from this On-Call Engineering services contract. We have reviewed the description of services listed in the RFQ and Scope of Work and have matched our skills and qualifications for the anticipated projects. The following describes our project management and technical approach tailored to plan and execute your needs.

PROJECT MANAGEMENT APPROACH

LEE + RO organizes an efficient project team for each task order assignment based on the nature of the project scope, led by an experienced and knowledgeable project manager who is typically a subject matter expert for that type of project. This requires a constant balancing of competing issues and the experience to keep the project moving towards the desired end. To assist our project managers in effectively balancing these competing issues, Rick Liskow, PMP will serve in the roles of program director and principal-in-charge. Rick has been with LEE + RO for over 20 years and has over 25 years of water and wastewater treatment facility experience. Rick will be the City's single point of contact and will be directly involved in each task order assignment.

Our team employs state-of-the-art tools, such as cloud-based data storage sites to efficiently manage and exchange large volumes of project documentation. These tools have been effectively utilized in our recent water and wastewater capital improvement projects to maintain control over constantly changing data files such as text files, graphics, and CAD files.

Maximum use of automation tools enables the senior staff to be available to conduct hands-on communication and interaction and improve the quality of the deliverables and contract documents. These tools yield significant time savings through efficient file updates, coordination, and minimized inadvertent quality defects. We recognize that numerous external factors can impact the cost and schedule of the project. Without a good understanding of these impacts and how they affect the overall project, it is not possible to make good decisions to mitigate adverse cost, schedule, and quality impacts. Our effective project management procedures ensure that we maintain control of the project.

PROJECT MANAGEMENT PLAN

Our team will develop a detailed Project Management Plan (PMP). For fast track projects, we quickly mobilize our team and develop the PMP in order to efficiently deliver the project on time and within budget. The LEE + RO project manager will actively seek input from all the City stakeholders to fully identify and address all concerns. The PMP will define the project team and establish project procedures, communication protocols, standards, deliverables, and schedules.

MANAGEMENT RISK

Our project managers are focused on managing project risks. Being risk-focused allows the LEE + RO project manager to handle exceptions or deviations from the plan. The **Project Management Risk Matrix (Exhibit 4-1)** shows the project risk management approach by the LEE + RO team:

EXHIBIT 4 - 1: PROJECT MANAGEMENT RISK

RISK	IMPACT	OUR APPROACH
BUDGET OVER-RUNS	Increased cost to complete work	» Validate scope and budgets during the planning phase of the work » Provide detailed and complete scope criteria to design teams » Monitor scope and budget during design and construction
SCHEDULE DELAYS	Increased cost to complete work	» Set realistic schedules for both design and construction phases » Take into account other impacts (i.e. permitting, regulatory requirements, ROW acquisition, etc.) » Monitor schedule and take actions when potential slippage is identified
QUALITY ISSUES	Increased cost and schedule delay	» Staff the design teams with specific expertise for the project » Manage the design process, set minimum design standards » Conduct timely design reviews » Work as a partner with the City's PM, design, and operations teams to achieve success » Conduct quality assurance audits of designs in progress » Participate in constructability reviews » Follow established QA/QC procedures
PERMITTING/ AGENCY APPROVALS	Schedule impact – missed schedule milestones	» Review/map out permitting and row/easement process and begin discussions early, preferably during conceptual or preliminary design phases » Identify elements that need additional permitting or permit deviations » Manage this effort concurrently with the design phase
COST ESCALATION	Increase costs to complete the work	» Review original budget planning » Determine if current budgets are using current dollars plus escalation to the midpoint of construction » Set adequate contingencies at the planning phase

QUALITY ASSURANCE AND QUALITY CONTROL (QA/QC) PLAN

Using our experience gained from previous similar projects, we have enhanced our QA/QC procedures to minimize issues during construction. Our goal is to provide professional services for the project design and post-design activities that not only meet but exceed your requirements and expectations by utilizing sound quality control procedures. Task-specific quality control plans and implementation procedures for the project delivery plan, project management, environmental compliance, design, construction, O&M, risk management, and process safety are formulated at the beginning of the project.
QA/QC activities are led by senior-level engineers, not involved in the day-to-day execution of the project. Quality control reviews occur on a regular basis and upon completion of specific tasks and work products prior to submittal to the City. We understand that the City does not have the resources or the time to perform its own comprehensive QC reviews. Our quality reviews are thorough and comprehensive, so you do not have to. Key elements of our engineering quality assurance approach include:

- *A rigorous formal QA/QC process to ensure that all critical calculations, drawings, and features are double checked for accuracy, and that all other drawings and calculations are spot checked randomly.*
- *Value engineering perspective to stimulate innovative, cost-saving design initiatives, and obtain your concurrence on their value/benefit.*
- *Interactive planning sessions involving all stakeholders at the start of the project and at regular intervals to gain agreement on schedule, work sequencing, key technical drivers, and constraints.*
- *Strict adherence to the engineering standards*
- *Incorporate lessons learned from recent water/ wastewater facilities-related CIP design and construction support projects.*

Our proven QA/QC approach results in cost-effective projects with minimal issues during construction.

PROJECT CONTROL

Our team brings project control experience and lessons learned from past City projects and projects we have completed for other similar agencies. The scope of work, schedule, and budget information are discussed and coordinated among the discipline teams so that appropriate expertise is assigned and workload is balanced. We first put into place the procedures and processes needed to operate and manage the projects. We then provide the necessary support to the individual project teams so that they have the cost and schedule information needed to make informed decisions.

We keep it simple. This means collecting and calculating data once and making certain that it is located where it is available to everyone. It means making the most effective use of Microsoft OneDrive or similar document management software and building workable bridges to the City's information systems. It means freeing staff from time-consuming and tedious calculations and consolidation processes that can be done by machines.

The key to successful cost control is to quickly recognize problems or potential problems early and act aggressively to resolve them. A program master schedule allows us to identify specific sequencing and coordination issues that must be addressed to allow each project task to progress without interference and according to the program plan. Master project schedules integrate planning, design, permitting, and construction efforts. The schedules are refined as the design progresses. Schedule support is provided to the consultant team to ensure that all involved have a similar understanding of what has to be done to complete the work.

We continually monitor the status of the design team's work progress. On a weekly basis, we review the as-planned schedules for conformance with the plan and assess honest actual progress against schedule progress. This means reviewing work product so that 50 percent complete does not actually mean 50 percent budget spent or 50 percent time spent.

COMMUNICATIONS WITH DESIGN TEAM AND THE CITY

Quality communications are extremely vital to a successful project and to minimizing claims and disputes. The communication plan is a critical document that will require thoughtful collaboration with the City staff. The communication plan concentrates on reporting needs, timing, purpose, and the process for making information available. The plan includes guidelines for internal and external communications. The communication plan includes contact data, as well as elements of schedule, cost, progress reporting.

You will have continuous easy access to the LEE + RO team through LEE + RO's task order project manager or Project Director. We place a premium on quality of communication as it is one of the key determinants for successful projects.

REGULATORY AND ENVIRONMENTAL COMPLIANCE SUPPORT

Permitting and regulatory surprises can lead to unwanted delays with respect to the actual job progress. Our permitting and regulatory specialists develop a plan for achieving regulatory and permit compliance for our projects.

COMMUNITY SUPPORT

Communities and local residents generally support projects when they see that the City is doing all that it can to limit the impact of the project on their everyday activities and informs them on what to expect as the project progresses. Our team will coordinate with the project managers to resolve sensitive public relations issues. Our team will assist you in making certain that the positive aspects of the project are well understood by the public and that they identify the successes on the project with the City.

DESIGN MANAGEMENT

LEE + RO project managers and design leaders provide oversight of the design activities. The design management team will have the information and support available to complete their work effectively. The design submittals will be monitored at all times to ensure they maintain quality, schedule, and budget. From similar past projects, we have learned that the most successful projects are those that fully integrate the design and construction processes. During the design phase, attention is focused on the whole of the project, including:

Biddability	Will the design used to bid the project accurately reflect the final completed project?
Accuracy of Design Documents	Is there a proper balance between design effort and available information?
Usability of the Design Documents	Can the design be used without excessive or field engineering?
Cost of Design	Is the design being performed efficiently and effectively with a minimum of duplication and rework, or delay resulting from a lack of or incorrect information?
Constructability	Does the design take into account the most efficient and effective construction techniques and practices?
Economy of Design	Are facility layouts, materials, and equipment sizing and selection based upon what is needed to meet the requirements of the facility?
Schedule performance	Is design criteria available when needed, and will the design be completed in accordance with the need to order materials and equipment and proceed with construction in a timely fashion?
Ease of Start-up	Can each portion of the completed facility be tested and put into operation as constructed?
Safety	Does the design take into account the sequence of construction, construction equipment capability, and other factors that reduce potential unsafe field situations?
Design Coordination During Construction	To complete construction projects on schedule, contractors need timely decisions on technical and cost issues. We are very sensitive to the contractor's need for timely information and will monitor the designers' support during construction to ensure that they perform appropriately.
Designers are required to design with whole project in mind	Permitting, rights-of-way, early procurement, and other indirect issues will be included in the scopes of work and will be a part of the regular coordination discussions.

ADHERE TO DESIGN STANDARDS

We believe a key project success factor is the consistent application of standards and policies. It is important that these policies be reviewed as guidelines, rather than mandates, and that design improvement and innovation always be primary goals. Our team will conform to your design standards and procedures during the preparation of work products. Where you are missing critical standards or where refinements to existing standards are desirable, we use sound engineering practices and industry standards. Our past experience shows that the adoption and consistent application of these standards expedites the design and construction process and improves the O&M performance of the project. A part of the standards approach needs to be continuous peer review. During design reviews, we continuously discuss alternatives, always keeping an eye toward simpler, lower-cost, better, faster, and more environmentally friendly designs.

CONSTRUCTABILITY REVIEWS

Constructability review teams will be formed from members of the LEE + RO team and will include O&M representation and the City staff. Opportunities to reduce costs occur throughout the design and construction process. LEE + RO will recommend a structured process of constructability/biddability review at approximately 60 percent design completion. The desire to reduce the project cost is an interactive exercise of determining the best combination of value-added services, material quality, process functionality, and O&M requirements. A structured process of constructability and biddability review is a key element of an aggressive construction cost management program.

CONSTRUCTION PHASE ENGINEERING AND CONSTRUCTION MANAGEMENT (CM) SERVICES

LEE + RO will promptly respond to requests for information (RFIs) and equipment/shop drawings submittals from the contractor. LEE + RO will respond to RFIs within three working days and shop drawing/equipment submittals within five working days.

As-Built Plans

LEE + RO will prepare the final as-built record drawings from the Contractor's red-line mark-up drawings and submit them to the City.

5. SCOPE OF WORK

The Scope of Work includes, but is not limited to the following tasks:

In general, we will perform engineering design services resulting in contract documents (plans, specifications and cost estimates) for various projects on an as-needed basis. We will provide a detailed schedule of the assigned project upon issuance of a Task Order for that particular project. We will also provide all field survey work required to complete the designs. In addition to scope of work items necessary to complete the design of approved CIP projects, LEE + RO shall also provide specific Engineering Technician services. The services to be provided are enumerated below.

Our services include, but are not limited to, the following:

1. Research existing records of utility companies and agencies and coordinate the proposed improvements with existing field conditions.
2. Prepare all documentation required to obtain permits from any and all agencies having jurisdiction over the project.
3. Conduct an environmental assessment for each project and prepare all documentation required to comply with the California Environmental Quality Act (CEQA), the National Environmental Policy Act (NEPA), the Clean Water Act, the federal and California Endangered Species Act, Assembly Bill 52, and other pertinent regulations.
4. Provide all field survey and topographic work necessary to complete the design effort. Design level survey and base mapping of the project site shall be prepared in US Customary English units by a California licensed Land Surveyor in accordance with the City guidelines and in AutoCAD Computer Aided Design and Drafting (CADD) format. The horizontal datum shall be NAD 83 and the vertical datum shall be NAVD 88. All survey field notes shall be on forms provided by the City, shall be neatly completed in pencil, and shall become the property of the City upon completion of the project.
5. LEE + RO will complete the design of the projects including plans, specifications, and engineer's construction cost estimate. We will contact manufacturers and/or contractors to verify the engineer's estimate prior to submitting to the City. Specifications shall be prepared in Microsoft Word and an electronic copy of the final version shall be furnished to the City. The City will provide the specification boiler plate to LEE + RO.
6. All preliminary and bid sets of plans shall be plotted on bond or velum using the AutoCAD program. All drawings shall be completed per the City of El Centro CADD Standards
7. All original plan sheets, the title sheet of the specifications, calculations, and reports shall be signed and stamped by the LEE + RO licensed professional engineer in responsible-charge of the project. These signed originals will then become the property of the City.
8. We will provide support services as needed during the bidding and construction phases of the project, including:
   A. We will respond to bidder inquiries during the bidding process, including preparation of any design-related addenda. Upon award of the construction contract, LEE + RO will attend the pre-construction meeting.
   B. We will review and approve all submittals and shop plan drawings required supporting the construction contract. We will complete shop drawing reviews within one (1) week of receipt. Contract Change Order reviews shall be completed within two (2) working days of receipt.
   C. We will respond to written Requests for Information (RFI) to provide clarification or resolve discrepancies in the contract documents. Responses shall be completed within three (3) working days.
   D. We will provide periodic field reviews and bring to the attention of the City of El Centro any defects or deficiencies in the work by the construction contractor that the Consultant may observe. We will have no authority to issue instructions on behalf of the City of El Centro, or to deputize another to do so.
9. Upon the completion of construction, as-builts shall be submitted to the City. We will incorporate all changes to the plans electronically with all necessary revision notations. Once plans have been updated, a signed set of as-built mylars shall be submitted to the City with an electronic copy (in AutoCAD and pdf formats) of the final as-built drawings via CD or email.
10. We will monitor the project progress, maintain project files, and control the quality of the work performed by in-house staff and/or sub-consultants. Incomplete (not meeting targeted completion) or poor-quality work will not be accepted. LEE + RO will revise the documents within a revised schedule set by the City, which may require overtime. No additional regular or overtime hours shall be approved for the required revisions.
11. Attend meetings with the City staff as required.
12. Coordinate plan check, design topics, permits and any other issues with the City, other Agencies, and all utility companies as required. LEE + RO will be the liaison with affected agencies.
13. We will be responsible for reviewing and approving addenda and clarifications to plans and specifications.

1.1 PRELIMINARY DESIGN

LEE + RO will: review available record plans, existing/proposed condtions and requirements. Attend the Field Review Meeting; prepare Field Review Report.

Conduct a field survey in order to confirm the accuracy of any existing drawings, surveys, streets, and utility locations data obtained.

LEE + RO will prepare a Preliminary Design Report (PDR) of alternatives, preliminary cost estimate, and preferred alternative.

1.2 DEVELOPMENT OF DETAILED PLANS, SPECIFICATIONS, AND ESTIMATE (PS&E):

All reports, plans, specifications and quantity calculations shall conform to criteria, policies, procedures and standards of Caltrans, APWA and the City, as applicable, and shall be made available to the City at stages specified in the milestone schedule and upon request.

Construction plans shall adhere to City of El Centro Construction Drawing standards. LEE + RO will produce blank reproducible sample plan sheets and any needed standard drawings. Standard drawings and standard plans shall be incorporated into the Contract Plans, where applicable.

Each plan sheet shall bear the State of California Registered Professional Engineer registration seal with signatures, license number and registration certificate expiration date of the Engineer who is in responsible charge for developing the plan. Each plan sheet shall be signed by the engineer who performed the independent plan check.

LEE + RO will prepare complete contract specifications based on the Manuals/Standards section 2.4.

A list of contract pay items with the descriptions, item codes and estimated quantities shall be included in the front of the special provisions. We will prepare quantity calculations for items that are applicable to the project and prepare cost estimates.

Quantities for all contract pay items shall be substantiated by calculations. Quantity calculations shall be neat and orderly and shall show all sketches, diagrams, and dimensions necessary to allow them to be independently used by field inspectors during construction.

Electronic files for all structural details and calculations shall be submitted at the end of the contract or when requested by the City.

All electronic software developed, databases generated, spreadsheets, and intellectual properties developed during the life of the Agreement shall become the property of the City.

1.3 ENVIRONMENTAL DOCUMENTS AND PERMIT COMPLIANCE

Specific environmental documentation work as may be required by the funding agency and the City, including, but not limited to the following: prepare Preliminary Environmental Study (PES), CEQA compliance documentation, technical studies, NPDES permit, Regional Board Section 401 certification, any coordination as required completing the environmental NEPA and CEQA work, and any encroachment permits required for the project from agencies such as Caltrans, County of Imperial, the City and any other having jurisdiction.

In a time of frequent changes in environmental policy and permitting frameworks, often driven by shifting political priorities at the State and federal levels, it is critical to have a team that is actively engaged with current regulatory trends and expectations. Our team stays at the forefront of environmental policy by regularly coordinating with regulatory agencies and participating in ongoing professional training and interagency discussions. Familiarity with these evolving frameworks allows our team to anticipate changes and integrate compliance strategies proactively.

1.4 UTILITY RESEARCH AND COORDINATION

LEE + RO will :

(1) Research and obtain file copies of utility maps within the project limits for existing and/or proposed facilities.

(2) Prepare preliminary plans with utility notices/ questionnaires to be sent to utility companies.

(3) Plot existing and proposed utilities in plan (and profile when applicable)

(4) Monitor response of utility notices received by the City and then make recommendations for mitigating conflicts.

(5) (Attend coordination meetings when required regarding adjustments and relocations.

(6) Pothole information, where required, shall be coordinated by LEE + RO.

1.5 CONSTRUCTION BIDDING PHASE

Bidding procedures will be the responsibility of the City. While the PS&E construction package is being advertised for bids, all questions concerning the intent shall be referred to the City for resolution. In the event that any items requiring interpretation in the drawings or specifications are discovered during the bidding period, said items shall be analyzed by LEE + RO for decision by the City, or by a covering change order after the award of the construction contract.

1.6 CONSTRUCTION SUPPORT PHASE (AS NEEDED)

(1) (All construction support work shall be coordinated with the City.

(2) LEE + RO will furnish all necessary drawings for corrections and change orders required by errors and omissions of LEE + RO. The original tracing(s) of the drawings and contract wording for the change orders shall be submitted to the City for duplication and distribution.

(3) LEE + RO will receive written notification of the award of a construction contract. Upon such notification, LEE + RO will proceed with the services required by the Agreement.

(4) LEE + RO will attend the pre-construction meeting with the successful construction contractor upon notification by the City.

(5) LEE + RO will review and approve all submittals and shop plan drawings required supporting the construction contract. LEE + RO will complete shop drawings reviews within two (2) weeks of receipt. Contract Change Order reviews shall be completed within two (2) working days of receipt.

(6) LEE + RO will be available as requested by the City to resolve discrepancies in the contract documents. LEE + RO will bring to the attention of the City any defects or deficiencies in the work by the construction contractor that LEE + RO may observe. LEE + RO will have no authority to issue instructions on behalf of the City, or to deputize another to do so.

(7) LEE + RO will prepare and deliver to the City the final as-built plans incorporating field marked prints supplied by the City. Upon completion of construction, the City will submit field-marked prints to LEE + RO. LEE + RO will incorporate all changes to the plans electronically with all necessary revision notations and submit to the City.

1.7 DESCRIPTION OF REQUIRED SERVICES

All work shall be performed in conformance with the State of California and/or City of El Centro policies, procedures, and standards.

LEE + RO will carry out the instructions received from the City and shall cooperate with the City and other involved agencies.

LEE + RO has total responsibility for the accurate completeness of the plans and related designs, specifications, and estimates prepared and shall check all such materials accordingly. The plans will be reviewed by the City for conformity with the requirements of the Agreement. Reviews by the City do NOT include detailed review or checking of design or the accuracy with which such designs are depicted on the plans. The responsibility for accuracy and completeness of such items remains solely that of LEE + RO.

LEE + RO or its subconsultants shall not incorporate into the design any materials or equipment of single or sole source origin without written approval of the City.

The plans, specifications, estimates, calculations, and other documents furnished under the Agreement shall be of a quality acceptable to the City and State. The criteria for acceptance shall be a product of neat appearance, well organized, technically and grammatically correct, checked, and dated, and having the maker and checker identified. The minimum standard of appearance, organization and content of the drawings shall be that of similar types produced by the State and set forth in related Caltrans manuals. We will modify the work as necessary to meet the level of acceptability defined by the criteria above.

We will have a quality control plan in effect during the entire time work is being performed under the Agreement. The quality control plan will establish a process whereby plans are independently checked, corrected, and back checked, and all job-related correspondence and memoranda dated and received by affected persons and then bound in appropriate job files.

2.0 CONSTRUCTION PLANS

2.1 60% PS&E (UNCHECKED DETAILS)

Unchecked plan details shall consist of 60% design and detailed plans ready for the independent design check.
Three (3) sets full-size (24” x 36”) of design plans. The following submittals may be submitted electronically: draft SSP, preliminary quantities and estimates, pay item list, and design calculations.

2.2 100% PS&E

LEE + RO will submit the following documents for review and approval: Four (4) sets full-size (24” x 36”) signed and sealed prints of checked design electronic copies of Special Provisions, electronic copies of cost estimate and check quantity calculations, electronic copies of design calculations, electronic copies of design check calculations, and other reports as needed by the City of El Centro

The City will review and comment on the PS&E package as soon as possible. The turnaround goal is within four (4) weeks of receipt of the complete PS&E package. One (1) copy of those documents with comments will be returned to LEE + RO.

2.3 FINAL PS&E

We will submit the following documents for review and approval:

1. Electronic sets of signed final design plans
2. Electronic copies of signed final specifications
3. Electronic copies of final cost estimate and final quantity calculations.
4. Electronic copies of final design calculations
5. Electronic files in original format and in PDF of all plans, specifications, and estimates

2.4 MANUALS/STANDARDS

Where applicable, engineering design of all PROJECT improvements shall be compatible and in accordance with the following as applicable:

1. Caltrans Highway Design Manual
2. Caltrans Standard Plans
3. Caltrans Standard Specifications
4. Imperial County Hydrology Manual
5. American Public Works Association Standard Specifications for Public Works Construction
6. American Public Works Association Standard Plans
7. American Water Works Association
8. City of El Centro Standard Plans
9. San Diego Regional Standard Drawings

2.5 COORDINATION

Coordination with the City, other consultants, and other involved agencies will be to achieve compatible designs, phasing of construction with existing or designed conditions, and timely delivery of the contract PS&E.

6. AVAILABILITY

WORKLOAD

Our current workload and backlog are such that we are 100% available to immediately staff any task order project and meet the expected schedule for that project work.

7. HISTORY & GENERAL QUALIFICATIONS

HISTORY

LEE + RO Inc. is a multidiscipline (full-service) water infrastructure engineering firm. The firm specializes in the planning, design, and construction management of water/ wastewater/ recycled water infrastructure, including treatment plants, pipelines, potable and recycled water storage and conveyance facilities (reservoirs, pump stations, flow control facilities, and conveyance pipelines), sewage lift stations, and related systems such as electrical distribution systems, emergency generators, and controls. The firm's in-house engineering disciplines include civil, sanitary, process, structural, mechanical, electrical, and instrumentation & controls (I&C) engineers, as well as resident engineers and construction managers. For those services that LEE + RO does not self-perform, such as surveying, potholing, or environmental services, we will utilize highly qualified subconsultants that specialize in these services.

The firm has three California offices and the total number of current employees is 76. The main office is located in the City of Industry, and branch offices are located in San Diego and Walnut Creek. The two Southern California offices will be primarily responsible for any assignments under this on-call services contract. The firm's staffing includes 28 California-registered professional engineers in various engineering disciplines (some engineers are registered in multiple disciplines).

EMPLOYEE COUNT BY TITLE AND DISCIPLINE

- ***Registered Civil or Mechanical Engineers: 20***
- ***Registered Structural Engineers: 2***
- ***Registered Electrical Engineers: 8***
- ***Registered Control Systems Engineers: 1***
- ***Total Engineering and CAD Designer Staff: 59***

RECENT AND PENDING LITIGATION

LEE + RO nor its subconsultants have any recent or current pending litigation.

Established 1979

With a distinguished legacy of 45 years

Los Angeles
Bay Area
San Diego

In-House Engineering Disciplines

Civil
Sanitary
Process
Structural
Mechanical
Electrical
Instrumentation & controls (I&C)
Resident Engineers
Construction Managers

8. REFERENCES

1. On-Call Professional Engineering, Project Management Support, and Other Professional Services
2007 - 2026

Client:

City of Brawley

Contact:

Rom Medina, Director of Public Works

Phone / Email:

(760) 587-4047 rom.medina@brawley-ca.gov

2. Various On-Call Engineering, Construction Management & Inspection Services for Water Treatment Facilities and Conveyance Systems
2008 - 2028

Client:

Santa Clarita Valley Water Agency

Contact:

Jason Yim, Principal Engineer

Phone / Email:

(661) 513-1277, jyim@scvwa.org

3. On-Call Engineering Services for Water Treatment, Conveyance, Storage, and Distribution Facilities
2003 - 2028

Client:
Metropolitan Water District of Southern California

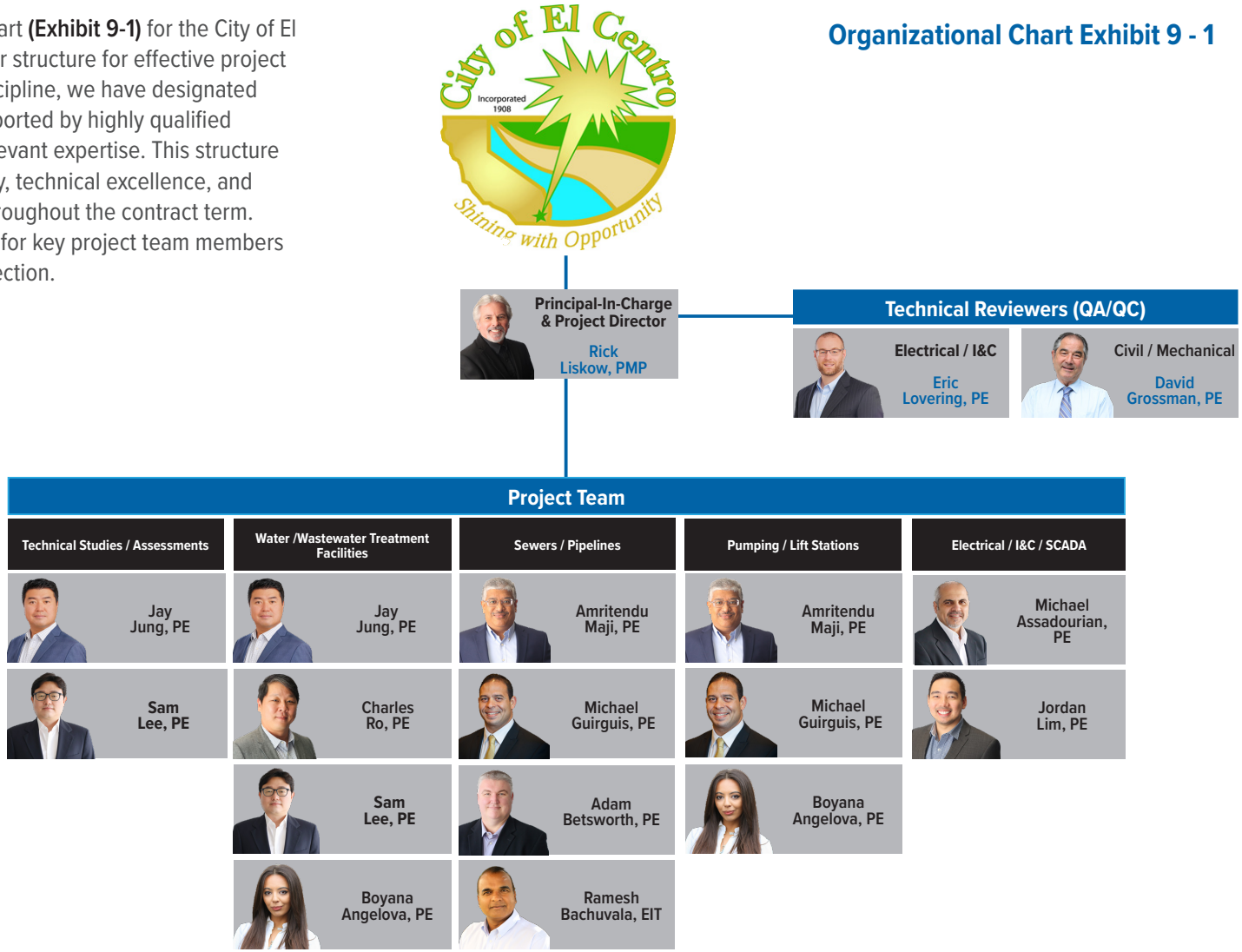
Contact:
Prudencio Alonso

Phone / Email:
(213) 217-5506, palonso@mwdh2o.com

9. QUALIFICATIONS OF KEY STAFF

The organizational chart **(Exhibit 9-1)** for the City of El Centro outlines a clear structure for effective project delivery. For each discipline, we have designated a dedicated lead supported by highly qualified professionals with relevant expertise. This structure ensures accountability, technical excellence, and responsive service throughout the contract term. Abbreviated resumes for key project team members are provided in this section.

Organizational Chart Exhibit 9 - 1



Subconsultants		
LSA - Environmental Services	*The Prizm Group -* Surveying	*Underground Solutions -* Potholing

LEE+RO
WATER INFRASTRUCTURE ENGINEERS

RICK LISKOW, PMP

PROJECT DIRECTOR / PRINCIPAL-IN-CHARGE

LICENSE/CERTIFICATION Project Management Professional, Project Management Institute, No. 473037

EDUCATION BS, Petroleum Engineering, University of Texas at Austin
JD, South Texas College of Law, Houston

Rick Liskow has over 25 years of experience in the engineering and design of municipal water and wastewater facilities, pump stations, and emergency power generation systems supporting treatment plants and pump stations. As a certified PMP, Rick has served as project manager and project engineer on numerous water, wastewater, and water reclamation facility projects for municipalities and water agencies. Rick has extensive design management experience through the coordination of various engineering disciplines – civil, mechanical, piping, electrical, and instrumentation and controls (I&C) engineering. Rick has previously served as the Project Director and Principal-in-Charge on several of LEE + RO's as-needed engineering services master contracts. As Principal-in-Charge, Rick will be directly responsible to the City, ensuring that the City receives responsive and quality services from the LEE + RO team.

EXPERIENCE

- **Water Reclamation Plant No. 10 (WRP 10) Plant B & Plant C Improvements, Coachella Valley Water District, Palm Desert.** Rick was the Project Manager for this $5.3 million upgrading and rehabilitation project at the 18 MGD capacity WRP 10.
- **On-Call Professional Engineering Services for CIP Projects, Moulton Niguel Water District, Laguna Niguel.** Rick served as the Principal-in-Charge and Project Director for Moulton Niguel Water District's On-Call Professional Engineering Services Contracts. This three-year contract was originally awarded to LEE + RO in 2014 and was renewed for another three years in 2017. MNWD issued 25 task orders under these two contracts.
- **Biennial Engineering Services (2018 – 2019 and 2016 - 2017), Coachella Valley Water District, Palm Desert.** Rick served as the Principal-in-Charge and Project Director for two of the District's Biennial Engineering Services contracts. Under these two contracts, the District awarded LEE + RO thirteen projects.
- **Wastewater Treatment Plant Upgrading Project, City of Holtville.** Rick was the Project Coordinator and Assistant Project Manager for $11 million in upgrades to the 0.85 MGD capacity wastewater treatment plant.
- **2016-17 and 2017-18 Reservoir Management Systems Replacement Projects, Moulton Niguel Water District.** Rick was the Principal-in-Charge for these $7.3 million RMS replacement projects at eight different reservoir sites.
- **Booster Pump Station 3501 Replacement, Coachella Valley Water District.** Rick served as the Principal-in-Charge for this $3.3 million domestic water booster pump station replacement project.
- **Burr Street Lift Station Replacement, Coachella Valley Water District.** Rick served as the Principal-in-Charge for this $6.2 million lift station replacement project.
- **Flow Equalization and Effluent Monitoring Project, Regional Water Recycling Plant No. 5 (RP-5), Inland Empire Utilities Agency, Chino.** Rick was the Project Manager responsible for overseeing the design and construction of improvements and upgrades to various RP-5 plant processes.
- **Lower Salada Lift Station Rehabilitation, Moulton Niguel Water District.** Rick is serving as the Principal-in- Charge for this $10 million lift station rehabilitation project that includes the replacement of the existing lift station with a new lift station on the same site. The new lift station includes three 200 HP wet pit submersible pumps with VFDs and electrical gear, new wet well, new 500 kW genset, an overflow structure, and new electrical building.
- **Wells V206 / V207 and Saugus Wells S3 & S4 Groundwater PFAS Treatment Project, Santa Clarita Valley Water Agency.** Project Manager for this groundwater PFAS treatment facility project that includes an Ion Exchange (IX) Facility with cartridge prefilters for PFAS removal, a sodium hypochlorite disinfection facility, and discharge and pump-to-waste piping.

JAY JUNG, PE

TECHNICAL STUDIES / ASSESSMENTS / WATER / WASTEWATER TREATMENT FACILITIES MANAGER

LICENSE/CERTIFICATION Civil Engineer, CA #C75672

EDUCATION Ph. D. Candidate, University of Southern California
(Completed 4 years in Ph.D. Program)
M.S. Environmental Engineering, University of Southern California
M.S. Environmental Engineering, Yonsei, Korea

Jay Jung has over 17 years of process research, as well as facility engineering & design and construction management experience in the municipal water and wastewater treatment fields. His areas of expertise include pilot or full-scale testing, sampling and data analysis, process development, and sizing of treatment process trains. He also has experience conducting feasibility studies, providing analysis of existing process trains, preparation of design and regulatory reports, and preparation of construction documents for new process trains or rehabilitation of existing plant systems, equipment, and facilities. Jay's experience includes direct coordination with regulatory agencies such as the Regional Water Quality Control Board and California Department of Public Health to secure necessary agency approvals for projects. Jay also has experience in the development of plant design criteria, P&IDs, hydraulic profiles, and detailed design drawings for a wide variety of water and wastewater treatment facilities. His area of expertise includes biological nutrient removal, chemical conditioning and chemical handling facilities, including tank farms and metering pumps, disinfection, granular activated carbon adsorption, and membrane filtration and biofiltration. Jay has worked on several as-needed task order projects in Imperial County, including the City of El Centro.

EXPERIENCE

- **Raw Water Storage Facility Electrical Improvements, City of El Centro.** Jay served as the Project Manager responsible for various electrical improvements at the Raw Water Storage Facility.
- **Water Treatment Plant Conversion from Chlorine Gas to Sodium Hypochlorite Disinfection, City of El Centro.** Jay served as the Project Manager for the conversion of chlorine gas disinfection to sodium hypochlorite disinfection at the 21 MGD capacity water treatment plant.
- **Water Reclamation Plant No. 7 & 10 Title 22 Engineering Report and NOI/Recycled Water Program, Coachella Valley Water District, CA.** Project Manager responsible for the preparation of Title 22 Engineering Reports and Notice of Intent (NOI) and coordination with the State Water Resources Control Board (SWRQB) for two of the District's wastewater treatment facilities.
- **Earl Schmidt Filtration Plant (ESFP) Washwater and Sludge System Improvements, Santa Clarita Valley Water Agency.** Project Manager responsible for $18 million in improvements at the 56 MGD ESFP, which treats State Project Water. The project included the construction of two new 620,000-gallon capacity WW basins, an effluent wet well, a new sludge thickener, drying beds, and upsizing of conveyance piping.
- **Water Treatment Plant Valve and Actuator Replacement Project, City of Brawley.** Project Manager for this project that replaced 28 butterfly valves and actuators ranging from 12-inch to 36-inch in diameter at various locations throughout the water treatment plant.
- **Wastewater Treatment Plant Upgrades and Expansion, City of Calexico.** Project Manager responsible for the design upgrades, increasing plant capacity from 4.3 MGD to 11.6 MGD at the wastewater treatment plant.
- **Dewatered Biosolids Transport Study, Riverside Water Quality Control Plant (RWQCP) City of Riverside.** Project Manager for responsible for a study to assess the biosolids handling facility and address necessary modifications and improvements.
- **2016-17 & 2017-18 Reservoir Management Systems Replacement Projects, Moulton Niguel Water District.** Project Manager responsible for engineering, design, and construction support services for the conversion of on-site hypochlorite generation systems to bulk liquid sodium hypochlorite for ammonia chloramine disinfection at eight (8) different water reservoir sites in the MNWD service area.

AMRITENDU MAJI, PE

SEWERS / PIPELINES /PUMPING / LIFT STATIONS PROJECT MANAGER

LICENSE/CERTIFICATION Civil Engineer, CA #C87036

EDUCATION MS, Engineering Mechanics, University of Arizona
MS, Civil Engineering, University of Southern Illinois
BS, Civil Engineering, Jadavpur University

Amritendu Maji is a Civil Engineer and Project Manager with over 25 years of progressive experience in the planning, design, construction, and administration of public works projects. He has been responsible for preparing plans and specifications, construction cost estimates, bid documents, and permit applications for pump stations and reservoirs, site development, roadways, water & wastewater conveyance and distribution facilities including pipelines and stormwater and flood control facilities. He has designed pump stations with capacities ranging from 100 gpm to 1,000,000 gpm and larger. He has considerable experience in hydraulics and hydraulic modeling, as well as preparation of feasibility studies and technical reports. He has provided constructability review and QA/QC of technical reports, plans & specifications, construction cost estimates, and other bid documents. He has provided construction administration and support services including construction site visits, conducting progress meetings, review of shop drawings, responding to RFIs, analysis & preparation of change orders, start-up & commissioning and review & approval of contractors' pay requests and project closeout. He also has considerable experience in the preparation of permits including the Federal Section 404 (Clean Water Act) for work in wetlands, Section 408 (Rivers and Harbors Act) for federally constructed structures like levees and floodwalls, and permits from the State Transportation and Development offices for work in and around State and Federal Highways etc.

EXPERIENCE

- **Seal Beach Pump Station Replacement, Orange County Sanitation District.** Project Manager for this new $97 million 34 MGD capacity pump station replacement project.
- **Diamond Bar Pump Stations System Assessment, Los Angeles County Department of Public Works.** Project Manager responsible for condition assessments of 9 lift stations to determine their pumping capacity, equipment and structural condition, hydraulic institute and building code compliance, and to improve station operability.
- **Jess Ranch Lift Station Upgrades, Town of Apple Valley.** Project Manager responsible for the design and construction of a new $ 2.7 million replacement lift station, including all civil, mechanical, structural, electrical, and instrumentation & control system designs.
- **Emergency Firefighting Water System, San Francisco Public Utilities Commission.** Civil/Mechanical Engineer for a new firefighting water system, which provides a high-pressure water source (up to 30,000 gpm at 350 psi) to the western districts of San Francisco. The pipeline consists of over 20 miles of 42", 36", and 24" earthquake-resistant ductile iron pipe.
- **Booster Pump Station 3501 Replacement, Coachella Valley Water District, Desert Hot Springs.** Project Manager responsible for the engineering, design, and construction phase support services for this $3.3 million domestic water booster pump station replacement project.
- **Rienda (PA 3) Zone II-1 Pressure Reducing Station, Santa Margarita Water District.** Project Manager responsible for the pressure-reducing station facility that includes a new masonry structure, piping, three pressure-reducing valves (8" fire flow, 6" primary, and 3" bypass) and a new flow meter.
- **Sewer Lift Station No. 9 and 11, Sewer Collection and Water Distribution System Improvement Project, City of Calexico.** Project Manager performing pipeline and wet well design services for the sewer lift station project.
- **Prado Booster Station Upgrade Project, City of Colton.** Project Manager for the $1.8 million Prado Booster Station Upgrade Project for the City of Colton, including three new vertical turbine pumps and motors, VFDs, new MCC, new piping and valves, complete instrumentation & controls and SCADA for remote monitoring.

MICHAEL ASSADOURIAN, PE

ELECTRICAL / I&C / SCADA PROJECT MANAGER

LICENSE/CERTIFICATION Electrical Engineer, CA #E14390

EDUCATION MS, Industrial and Systems Engineering & Management, University of Southern California
BS, Electrical Engineering, University of Southern California

Michael Assadourian has over 25 years of experience with electrical and control systems engineering, design, construction and project management for water and wastewater treatment plants, pump stations, water conveyance facilities, petrochemical plants, refineries, chemical munitions disposal facilities, and transportation facilities. He has experience in medium and low voltage power distribution, grounding, and lighting systems, both NEMA and IEC standards-based; motor controls and variable frequency drives; coordination with power companies such as the Southern California Edison and San Diego Gas & Electric; and SCADA, CCTV, and radio/microwave systems. His work experience includes electrical system condition assessments, Development of single-line diagrams, and MCC lineups, control diagrams, electrical plans, load flow and short-circuit analysis, and protective device coordination studies.

EXPERIENCE

- **Emergency Firefighting Water System, San Francisco Public Utilities Commission, CA.** Electrical Engineer for a new firefighting water system, which provides a high-pressure water source (up to 30,000 gpm at 350 psi) to the western districts of San Francisco. The pipeline consists of over 20 miles of 42", 36", and 24" earthquake-resistant ductile iron pipe.
- **Water Reclamation Plant No. 10 (WRP 10) Plant B & Plant C Improvements, Coachella Valley Water District, Palm Desert.** Electrical / Instrumentation & Controls Engineer for a $5.3 million upgrading and rehabilitation project at the 18 MGD capacity WRP 10.
- **Wastewater Treatment Plant UV Disinfection Facility Upgrades, City of Brawley.** Electrical Engineer for this $1.9 million disinfection facility upgrades project at the Brawley Wastewater Treatment Plant.
- **Santiago Canyon Pump Station Improvements Project, Irvine Ranch Water District.** Electrical Engineer for this project that increases the pumping capacity at four IRWD water pump stations to meet Tier 1 Fire Flow requirements, improve reliability, and upgrade the facilities to meet current District standards
- **Water Treatment Plant Conversion from Chlorine Gas to Sodium Hypochlorite Disinfection, City of El Centro.** Electrical Engineer for the conversion of chlorine gas disinfection to sodium hypochlorite disinfection at the 21 MGD capacity water treatment plant.
- **MCC and Control Panels Condition Assessment, Elsinore Valley Municipal Water District.** Electrical Engineer who provided engineering and field services oversight to conduct condition assessments for the MCCs and Pump Control Panels at 129 District facilities and subsequently prepare a prioritized list for future Capital Improvement Projects (CIP) to rehabilitate these facilities.
- **Chemical Systems Rehabilitation at Plant No. 2, Orange County Sanitation District.** Electrical Engineer for this $4 million project that upgrades the Sodium Bisulfite Station and Anionic Polymer Station at OCSAN's Wastewater Treatment Plant No. 2.
- **Wastewater Treatment Plant (WWTP) Upgrading and Improvements, City of Brawley.** Electrical Engineer for a $25 million WWTP upgrading project that included conversion from aeration ponds to a full secondary treatment with nitrification & denitrification.
- **Earl Schmidt Filtration Plant (ESFP) Washwater (WW) and Sludge System Improvements, Santa Clarita Valley Water Agency.** Electrical Engineer for an $18 million improvements project at the 56 MGD ESFP, which treats State Project Water. The project included the construction of two new 620,000-gallon capacity WW basins, an effluent wet well, a new sludge thickener, drying beds, and upsizing of conveyance piping.
- **Burr Street Lift Station (LS 81-03) Replacement Project, Coachella Valley Water.** Electrical / Instrumentation & Controls Engineer for the $6.2 million lift station replacement project. LEE +RO provided preliminary design, final design, bid phase and construction phase engineering services.

DAVID GROSSMAN, PE

TECHNICAL REVIEWERS (QA/QC) - CIVIL / MECHANICAL

LICENSE/CERTIFICATION Civil Engineer, CA #C42190

EDUCATION B.SC. Environmental Engineering, Humboldt State University

David Grossman is a California-registered Civil Engineer with 42 years of experience in water and wastewater municipal engineering. While employed by the City of San Diego for 27 years, his experience included planning, design, construction inspection, and engineering support for facility operations on a wide range of municipal water and sewer projects. With this experience, he participated for numerous years on the City Water and Sewer Design Guide Committees. These design guides were developed with extensive input from senior operations and maintenance supervisors to compile best industry practices for the planning, design, construction, and safe operability of new City facilities. Key experience on sewer projects includes: preparing numerous trunk sewer and pump station planning reports including studies on the realignment of sewer utilities for Petco Stadium construction and the Mission Bay Sewer Interceptor System. Dave was the project manager responsible for the development of the City's pioneering all-digital platform for the inspection, assessment and prioritization of sewer main conditional defects and capacity problems. This background and attention to QA/QC detail assures that all planning and design criteria established by client agencies will be carefully implemented on projects.

EXPERIENCE

Emergency Firefighting Water System, San Francisco Public Utilities Commission, CA. QA/QC review of LEE + RO's civil and mechanical designs for a new firefighting water system, which provides a high-pressure water source (up to 30,000 gpm at 350 psi) to the western districts of San Francisco. The pipeline consists of over 20 miles of 42", 36", and 24" earthquake-resistant ductile iron pipe.

Water Reclamation Plant Splitter Box Rehabilitation Project, City of San Clemente. QA/QC review of LEE + RO's civil and mechanical designs for the installation of seven new slide gates to rehabilitate the primary splitter box at the City's Water Reclamation Plant.

Chemical Systems Rehabilitation at Plant No. 2, Orange County Sanitation District. QA/QC review of LEE + RO's civil designs for this $4 million project that upgrades the Sodium Bisulfite Station and Anionic Polymer Station at OCSAN's Wastewater Treatment Plant No. 2.

WRCRWA South Regional Pump Station (SRPS) Emergency Bypass Generator, Western Riverside County Regional Wastewater Authority. QA/QC review of LEE + RO's civil designs for this project that included installation of a new 600kW 480V diesel generator with a sound-attenuated enclosure and a 1,000-gallon fuel tank.

Seal Beach Pump Station Replacement, Orange County Sanitation District. Civil / Mechanical QA/QC Reviewer for this new $97 million 34 MGD capacity pump station replacement project.

Fairgrounds St. and Dexter Dr. Wastewater Lift Station Replacement Project, City of Riverside. David Grossman provided civil and mechanical QA/QC review of LEE + RO's design packages for two sewer lift station replacement projects for the City of Riverside.

Hauck Mesa Storage Reservoir and Pipeline Surge Protection, San Diego County Water Authority. As Civil Engineer David Grossman provided construction phase services for the construction of a 2.1 MG prestressed concrete water tank.

Center St. Sewer Lift Station, City of Colton. David Grossman provided civil and mechanical QA/QC review of LEE + RO's design packages for this sewer lift station project for the City of Colton.

Miramar North Water Tank, City of San Diego, Water Utilities Dept. David Grossman provided QA/QC review of the PDR and design submittals for a 3 MG prestressed water tank.

Lower Salada Lift Station Rehabilitation, Moulton Niguel Water District. David Grossman is providing civil and mechanical QA/QC review of LEE + RO's design packages for this $10 million sewer lift station rehabilitation project.

ERIC LOVERING, PE

TECHNICAL REVIEWERS (QA/QC) - ELECTRICAL / I&C

LICENSE/CERTIFICATION Civil Engineer, CA #C70807
Electrical Engineer, CA #E18727

EDUCATION BS, Aeronautical Engineering, University of California Davis

Eric Lovering is a California State-registered "Civil" and "Electrical" engineer with 24 years of diversified planning, engineering, design, and construction experience. Eric has extensive training and hands-on knowledge in hydraulics, civil, mechanical, and electrical engineering, including instrumentation & controls (I&C), programmable logic controllers (PLCs), and SCADA systems. As lead mechanical/electrical engineer and project manager, Eric has successfully completed the design, construction, start-up, and commissioning of water, recycled water, and wastewater pumping facilities (capacities range from 200 gallons/minute to 450 million gallons/day) projects and emergency power generation systems (capacities from 150kW to 10mW). Eric has developed exceptional skills in hydraulic analysis, pump selection, pumping system control logics, surge controls, and related electrical and I&C/SCADA system design and construction. Additionally, he has completed pump station evaluations, condition assessments, and the development of rehabilitation and upgrading schemes. Eric's multidisciplinary experience makes him an effective project manager and multidiscipline engineering team leader. Eric often serves in the role of QA/QC lead and Technical Advisor. Eric has been serving in the position of LEE + RO's Chief Engineer since 2020.

EXPERIENCE

- **Emergency Firefighting Water System, San Francisco Public Utilities Commission, CA.** Chief Engineer for a new firefighting water system, which provides a high-pressure water source (up to 30,000 gpm at 350 psi) to the western districts of San Francisco. The pipeline consists of over 20 miles of 42", 36", and 24" earthquake-resistant ductile iron pipe.
- **La Jolla Water and Sewer Mains Improvements and New Pressure Reducing Station, City of San Diego.** Principal-in-Charge for this City of San Diego project that designed a new pressure-reducing station that includes two PRVs (4" for low flow and 6" for high demands including fire flow), flow meter, and ADA-compliant curb ramps.
- **Point Pump Station Rehabilitation, City of Coronado.** Project Manager and electrical, instrumentation & controls design for this $750k pump station rehabilitation project that included a new PLC-based control system and SCADA.
- **Trinidad Pump Station Replacement, City of Coronado. Project Manager for this $1 million pump station rehabilitation project that included structurally retrofitting the wet well.**
- **Booster Pump Station 3501 Replacement, Coachella Valley Water District, Desert Hot Springs.** Technical Advisor responsible for QA/QC reviews of the engineering, design, and construction phase support services for this $3.3 million domestic water booster pump station replacement project.
- **Santiago Canyon Pump Station Improvements, Irvine Ranch Water District.** QA/QC Manager for the Santiago Canyon Pump Station Improvements Project that increases the pumping capacity at four IRWD water pump stations to meet Tier 1 Fire Flow requirements, improve reliability, and upgrade the facilities to meet current District standards.
- **Wastewater Treatment Plant (WWTP) Upgrades and Expansion, City of Colton.** Lead Electrical and I&C Engineer for this $75 million wastewater treatment plant upgrade and expansion project that includes influent pump station, two new oxidation ditches and secondary clarifiers, WAS/RAS/Scum pump station, DAF unit, rotary drum thickener, polymer feed system, sludge circulation pumps, plantwide MCC replacement and SCADA system.
- **MCC and Control Panels Condition Assessment, Elsinore Valley Municipal Water District.** Lead Technical Advisor and QA/QC for this project that included condition assessments for the MCCs and Pump Control Panels at 129 District facilities and preparation of a prioritized list for future Capital Improvement Projects (CIP) to rehabilitate these facilities.

SAM LEE, PE

TECHNICAL STUDIES / ASSESSMENTS / WATER / WASTEWATER TREATMENT FACILITIES ENGINEER

LICENSE/CERTIFICATION Civil Engineer, CA #C78939
EDUCATION MS, Environmental Engineering, University of Southern California
BS, Environmental Engineering, Yonsei University, Korea

Sam Lee has over 17 years of diversified civil, sanitary, mechanical, and process engineering and design experience with water and wastewater infrastructure engineering projects. His experience includes facility investigation and evaluation, analysis and design, and construction phase engineering services for wastewater and water treatment plants, booster pump stations and lift stations, force mains, and other water and wastewater conveyance and collection systems, and HVAC design. Through a wide variety of water infrastructure engineering projects, Sam has acquired diverse design and discipline coordination skills. His recent experience includes detailed condition assessments of water and wastewater treatment plants.

EXPERIENCE

- **Water Treatment Plant Conversion from Chlorine Gas to Sodium Hypochlorite Disinfection, City of El Centro.** Project Civil / Mechanical Engineer for the conversion of chlorine gas disinfection to sodium hypochlorite disinfection at the 21 MGD capacity water treatment plant.
- **Emergency Firefighting Water System, San Francisco Public Utilities Commission, CA.** Mechanical Engineer for a new firefighting water system, which provides a high-pressure water source (up to 30,000 gpm at 350 psi) to the western districts of San Francisco. The pipeline consists of over 20 miles of 42", 36", and 24" earthquake-resistant ductile iron pipe.
- **Water Reclamation Plant No. 10 (WRP 10) Plant B & Plant C Improvements, Coachella Valley Water District, Palm Desert.** Project Civil / Mechanical Engineer for a $5.3 million upgrading and rehabilitation project at the 18 MGD capacity WRP 10.
- **Wastewater Treatment Plant Upgrades and Expansion, Public Works and Utilities, City of Colton.** Civil / Mechanical Engineer for this $75 million wastewater treatment plant upgrade and expansion project that includes influent pump station, two new oxidation ditches and secondary clarifiers, WAS/RAS/Scum pump station, DAF unit, rotary drum thickener, polymer feed system, sludge circulation pumps, plantwide MCC replacement and SCADA system.
- **Calexico Wastewater Treatment Plant (WWTP) Upgrading and Improvements, City of Calexico.** Project Civil / Mechanical Engineer for the design upgrades, increasing plant capacity from 4.3 MGD to 11.6 MGD at the wastewater treatment plant.
- **Plant 3A Primary Clarifiers No. 3 and No. 4 Rehabilitation Project, Moulton Niguel Water District.** Project Manager for this project that included field investigations to evaluate the condition of the primary clarifiers and designs for the rehabilitation of the launders and spalling concrete basins.
- **Wastewater Treatment Plant UV Disinfection Facility Upgrade Project, City of Brawley.** Project Engineer for this WWTP disinfection facility upgrade that included replacing the plant's obsolescent UV system with a new and advanced TrojanUVSigna system that included enhanced features such as higher electrical efficiency, optimized power usage and simplified maintenance.
- **Earl Schmidt Filtration Plant (ESFP) Washwater and Sludge System Improvements, Santa Clarita Valley Water Agency.** Project Civil / Mechanical Engineer for $18 million in improvements at the 56 MGD ESFP, which treats State Project Water. The project included the construction of two new 620,000-gallon capacity WW basins, an effluent wet well, a new sludge thickener, drying beds, and upsizing of conveyance piping.
- **Wastewater Treatment Plant (WWTP) Upgrades and Expansion, City of Colton.** Civil / Mechanical Engineer for this $75 million wastewater treatment plant upgrade and expansion project that includes influent pump station, two new oxidation ditches and secondary clarifiers, WAS/RAS/Scum pump station, DAF unit, rotary drum thickener, polymer feed system, sludge circulation pumps, plantwide MCC replacement and SCADA system.

CHARLES RO, PE

WATER / WASTEWATER TREATMENT FACILITIES ENGINEER

LICENSE/CERTIFICATION Civil Engineer, CA #C80535
NASSCO Pipeline Assessment Certification Program (PACP) #U-512-15438

EDUCATION BS, Civil Engineering, California State University, Los Angeles

Charles Ro has 24 years of highly diversified water and wastewater design and construction management experience. He has served as Prinicipal-in-Charge, project manager, project engineer, construction manager, and construction inspector for treatment plants, pump stations, storage reservoirs, and water mains and sewer projects. Charles has meaningful design experience with solids digestion and dewatering; digester gas handling, treatment, and disposal; and odor control facilities. Charles also has construction management and inspection experience with treatment plants, sewers, and recycled water pipeline projects. Charles' field experience working on a variety of water infrastructure projects, lends a broad perspective on design and construction projects. As a senior-level engineer and firm principal, Charles often serves in the role of technical advisor on many LEE + RO projects.

EXPERIENCE

- **Regional Plant No. 1 (RP-1) Flare Replacement Project, Inland Empire Utilities Agency.** Project Manager and Construction Manager for the replacement of an existing 13 mmbtu/hr candlestick flare at IEUA's RP-1, located in Ontario, CA.
- **TOS SN-161 Digester Gas Collection, Conveyance & Storage System Assessment Study, City of Los Angeles, LA Sanitation and Environment (LASAN), Hyperion Water Reclamation Plant.** Project Manager responsible for LEE + RO's condition assessment of all digester gas-wetted portions of the digester facilities at the Hyperion Water Reclamation Plant and preparation of a technical memorandum reporting the results and recommendations.
- **Wastewater Treatment Plant Upgrading and Expansion, Department of Public Works, City of Calexico.** Principal-in-Charge for the design upgrades, increasing plant capacity from 4.3 MGD to 11.6 MGD at the wastewater treatment plant.
- **Emergency Firefighting Water System, San Francisco Public Utilities Commission, CA.** Task Order Manager for a new firefighting water system, which provides a high-pressure water source (up to 30,000 gpm at 350 psi) to the western districts of San Francisco. The pipeline consists of over 20 miles of 42", 36", and 24" earthquake-resistant ductile iron pipe.
- **Wastewater Treatment Plant (WWTP) Upgrades and Expansion, City of Colton.** Principal-in-Charge for this $75 million wastewater treatment plant upgrade and expansion project that includes influent pump station, two new oxidation ditches and secondary clarifiers, WAS/RAS/Scum pump station, DAF unit, rotary drum thickener, polymer feed system, sludge circulation pumps, plantwide MCC replacement, and SCADA system.
- **WWTP Improvements Phase 2, Valley Sanitary District, Indio, CA.** Project Engineer and Construction Phase Manager for an $18 million plant expansion at Valley Sanitary District, which added primary sedimentation tanks, a 1.2 million-gallon Type 1 pre-stressed concrete digester, odor control, digester gas handling facilities, headworks improvements, electrical improvements, including the provision of a 1000 kW emergency generator, and odor control for the 13 MGD Valley Sanitary Treatment Plant.
- **Mills Water Treatment Plant Chemical Systems Upgrades, Metropolitan Water District of Southern California.** Project Engineer for responsible for the design of the chemical systems upgrade project, the Modules 1 & 2 rehabilitation project, and the single point injection project to enable the Mills plant to operate at 326 mgd capacity.
- **Wastewater Treatment Plant Engineering and Construction Management Services Project, City of Brawley.** Project Engineer for the Brawley WWTP Improvements and Expansion project responsible for the solids handling system design, including a high-speed centrifuge and a sludge drying solar greenhouse.
- **Trinidad Lift Station and Force Main Project, City of Huntington Beach.** Project Manager for replacement of a lift station, including two submersible recessed-impeller non-clog pumps and a new 20-foot deep concrete wet well.

MICHAEL GUIRGUIS, PE

SEWERS / PIPELINES /PUMPING / LIFT STATIONS ENGINEER

LICENSE/CERTIFICATION Civil Engineer, CA #C72252
EDUCATION BS, Civil Engineering, California Polytechnic University, Pomona

Michael Guirguis has 23 years of experience specializing in water, wastewater, and recycled water conveyance infrastructure planning, design, condition assessment, rehabilitation, site civil design, and construction management. His career involves applying the best technologies to extend the life of conveyance and pumping systems to provide reliable systems that maintain a relatively low cost of operation and maintenance. He provides reliable, constructible designs and prepares accurate bid packages, resulting in successful construction with minimal change orders. Michael is also accomplished in construction sequencing, with or without temporary bypassing, to maintain facility operations and to minimize community impacts.

EXPERIENCE

- **Emergency Firefighting Water System, San Francisco Public Utilities Commission, CA.** Pipeline Engineer for a new firefighting water system, which provides a high-pressure water source (up to 30,000 gpm at 350 psi) to the western districts of San Francisco. The pipeline consists of over 20 miles of 42", 36", and 24" earthquake-resistant ductile iron pipe.
- **Wells V206 / V207 and Saugus Wells S3 & S4 Groundwater PFAS Treatment Project, Santa Clarita Valley Water Agency.** Project Design Manager for this groundwater PFAS treatment facility project that includes an Ion Exchange (IX) Facility with cartridge prefilters for PFAS removal, a sodium hypochlorite disinfection facility, and discharge and pump-to-waste piping.
- **Newport Force Main Rehabilitation, Project 5-60, Orange County Sanitation District, Newport Beach, California.** Project Engineer responsible for the design for the replacement and/or rehabilitation of 28,000 feet of network force mains along Pacific Coast Highway (22- to 36-inch diameter). The project incorporated open-cut high-density polyethylene pipe, cured-in-place pipe rehabilitation, micro tunneling, and jack and bore construction methods.
- **Lower Salada Lift Station Rehabilitation, Moulton Niguel Water District.** Project Manager for this $10 million lift station rehabilitation project that includes the replacement of the existing lift station with a new lift station on the same site. The new lift station includes three 200 HP wet pit submersible pumps with VFDs and electrical gear, new wet well, new 500 kW genset, an overflow structure and new electrical building.
- **Beachwood Sewage Pump Station Rehabilitation and Force Main Project, City of Burbank.** Project Manager and Mechanical Engineer for this $8.2 million pump station rehabilitation and force main replacement project.
- **High Lift Recycled Water Pump Station, Forest Lawn Memorial Parks & Mortuaries.** Project Manager responsible for the design of a new 4,000 gpm capacity recycled water pump station for irrigation at Forest Lawn Memorial Parks & Mortuaries. Each 150 HP pump is rated at 1,333 gpm at 231 feet total dynamic head.
- **Indio Water Authority Pipelines and Analysis, City of Indio, Indio, California.** Project Engineer/Technical Lead responsible for hydraulic modeling of the City's water distribution system and the planning and design of 13,580 feet of 18-inch and 24-inch ductile iron water pipelines in phase one, 13,500 feet of 24-inch ductile iron water pipeline in phase two, a 3,000-gpm well, and associated site improvements. The project included tunnel crossings of I-10, the Union Pacific Railroad, Coachella Valley Water District's All American Canal, and the Coachella Valley Water District flood control channel.
- **Edison Avenue Regional Recycled Water Pipeline, Inland Empire Utilities Agency, Chino, California.** Technical Leader responsible for the overall design of pipeline improvements for the Agency, consisting of approximately 33,000 feet of a 30-inch diameter recycled water transmission main to interconnect to the RP-1 treatment plant outfall and the Carbon Canyon Water Reclamation Plant.
- **Westside Wastewater Pump Station, Orange County Sanitation District.** Project Manager responsible for a condition assessment, hydraulic analysis, engineering, design, and construction management of this $9 million project, including rehabilitation, upgrades, and capacity expansion from 8 MGD to 23 MGD.

ADAM BETSWORTH, PE

SEWERS / PIPELINES ENGINEER

LICENSE/CERTIFICATION Chemical Engineer, CA #C73790
EDUCATION BS, Civil Engineering, California State Polytechnic University, Pomona

As a licensed professional engineer, Adam Betsworth has over 19 years of municipal civil, infrastructure, engineering, design, and construction experience in water and wastewater conveyance systems as well as land development experience. He has worked with AutoCAD for more than 21 years and is an expert with Civil 3D. Adam's municipal work includes, but is not limited to, potable and recycled water pipelines, wastewater treatment plants, lift stations, trunk sewers, potable and recycled water reservoirs, and booster pump stations. His experience in land development includes commercial grading plans, street plans, sewer, water, recycled, and transmission lines, storm drain plans, channels, traffic control plans, tract maps, legal descriptions, and writing complex exhibits and reports. Adam has supervised and trained employees in various tasks and in the use of Civil 3D.

EXPERIENCE

- **Broadway Sewer Siphon Replacement, Sunset Beach Sanitary District.** Project Engineer responsible for providing civil and mechanical engineering design services for this project to proactively replace an 85-year-old siphon, to provide greater pipe resistance to earthquake shaking and included replacing approximately 220 LF of existing 6-inch diameter cast iron sewer siphon crossing beneath Sunset Channel (60' wide R/W) northwest of the existing bridge in Broadway (80' wide R/W).
- **Broadway Pump Station Bypass Sewer, Sunset Beach Sanitary District.** Project Engineer for the Broadway Pump Station Bypass Sewer project, which included the design for approximately 3,300 LF of 15-inch diameter bypass sewer main alongside the Sunset Beach Greenbelt. Design services included an analysis of pipe alignments, materials, construction techniques, permits, and grant application support.
- **Santa Cruz Site Jack and Bore, Caltrans Phase B Crossing, Anaheim Public Utilities.** Project Engineer for this project that included the design for 450 LF of 24-inch ductile iron carrier pipe inside a 36-inch diameter jack and bored steel casing across Interstate 5 in the City of Anaheim.
- **Goetz Road Intertie Project with Eastern Municipal Water District Project, Elsinore Valley Municipal Water District.** Project Engineer for this project that provides EVMWD with an intertie system that provides reliability and redundancy within the Canyon Lake area.
- **Kiner-Gleada Water Main Improvement Project, City of Huntington Beach.** Project Engineer responsible for the design of 1,300 LF of replacement 8-inch C900 DR14 water pipeline, including trench pavement restoration and curb-to-curb slurry sealing within the project limits.
- **Irrigation Lateral Replacement Projects, Coachella Valley Water District.** Civil Engineer responsible for the design of 18,500 LF of 18-inch to 30-inch diameter replacement canal water Irrigation Lateral 119.64-7.5 piping and 7,900 LF of 20-inch and 24-inch diameter replacement canal water Irrigation Lateral 123.45-1.3-2.2 concrete pipe for the District's canal water irrigation water customers in their Palm Desert service area.
- **Hilltop Green Lift Station Force Mains, West County Wastewater District.** Project Engineer who provided civil and mechanical engineering design services for the design of a 12-inch diameter 1,000 LF dual force main. Horizontal Directional Drilling (HDD) was used at two segments within the alignment.
- **Secondary Effluent Line Rehabilitation Project, City of San Leandro.** Civil Engineer responsible for design services for a CIPP liner in the existing 36-inch diameter secondary effluent pipeline at the City's Water Pollution Control Plant.
- **Orange Heights Zone 5 to 6 Domestic Water and Zone C+ to D Recycled Water Booster Pump Station Project, Irvine Ranch Water District.** Site Civil Engineer for a combined $2 million domestic water pump station and a $1.9 million recycled water pump station. Responsibilities included grading and pavement design for the new combined pump station facility.

RAMESH BACHUVALA, EIT

SEWERS / PIPELINES DESIGN

LICENSE/CERTIFICATION Engineer-In-Training, CA #143515

EDUCATION MS, Geographical Information Systems, FH-University of Karlsruhe-Germany
BS, Civil Engineering, Osmania University, India

Ramesh Bachuvala has 21 years of experience in planning, design, and construction of municipal water and wastewater infrastructure, including water mains, booster pump stations, flow control facilities, storm drains, sewers, force mains, lift stations, and related grading and other site preparation work. He has served as a project design engineer, senior civil designer, and oversees the work of CAD designers in preparation of construction plans. Ramesh has extensive experience in the preparation of traffic control plans for pipeline construction and street improvements within the public right-of-way. Areas of expertise include: utility search and coordination with utility companies; hydraulic and hydrology analysis; WQMP/ SWPPP Reports; traffic control design; and ROW and easement analysis and coordination.

EXPERIENCE

- **Newhope Trunk Sewer, Orange County Sanitation District.** Site Civil and Pipeline designer for the $75 million 54-inch diameter 38,000 LF trunk sewer replacement project along State College Blvd. in the cities of Fullerton and Anaheim. Responsibilities included utilities investigation, acquiring easements and rights-of-way, and obtaining permits.
- **Sewer Main Replacement Project 1, Garden Grove Sanitary District.** Site Civil/Pipelines Designer for this $3.6M project, which included of replacement of approximately 5,440 LF of 8-inch diameter VCP gravity sewer pipe, 1,290 LF of 12-inch VCP pipe, 30 LF of 6-inch VCP pipe, 60 LF of 8-inch PVC pipe, and 20 LF of 12-inch PVC pipe, including 124 sewer lateral reconnections and twenty-seven 48-inch diameter lined sewer manholes (Sancon-100 system) in Garden Grove.
- **Sewer Main Lining and Spot Repairs Projects 1 and 2, Garden Grove Sanitary District.** Site Civil/Pipelines Designer for this $1.6M project that included the rehabilitation of 17,430 LF of 8-inch diameter sanitary sewer gravity piping by UV-cured CIPP liner and various spot repairs in Garden Grove.
- **Overland Drive and Margarita Road Potable Water Pipeline Replacement, Rancho California Water District.** Site Civil/Pipelines Designer for the replacement of 1,700 LF of 16-inch diameter potable water pipeline in the city of Temecula.
- **Burr St. Force Main, Coachella Valley Water District.** Site Civil/Pipelines Designer responsible for developing the new 17,000 LF 18-inch diameter C900 PVC force main plan and profiles. The force main alignment begins at the newly constructed Burr St. Lift Station in the city of Indio and terminates at the District's Water Reclamation Plant No. 7 (WRP 7).
- **54-inch Castaic Conduit Bypass Pipeline, Santa Clarita Valley Water Agency.** Site Civil/Pipelines Designer for this 8,000 LF 54-inch diameter pipeline that included an alignment alternative study evaluating existing utilities, geotechnical, environmental, and traffic concerns.
- **Santa Cruz Site Jack and Bore, Caltrans Phase B Crossing, Anaheim Public Utilities.** Pipeline Designer for this project that included the design for 450 LF of 24-inch ductile iron carrier pipe inside a 36-inch diameter jack and bored steel casing across Interstate 5 in the City of Anaheim.
- **Broadway Sewer Siphon Replacement, Sunset Beach Sanitary District.** Pipeline Designer responsible for providing design services for this project to proactively replace an 85-year-old siphon, to provide greater pipe resistance to earthquake shaking and included replacing approximately 220 LF of existing 6-inch diameter cast iron sewer siphon crossing beneath Sunset Channel (60' wide R/W) northwest of the existing bridge in Broadway (80' wide R/W).
- **Broadway Pump Station Bypass Sewer, Sunset Beach Sanitary District.** Pipeline Designer for the Broadway Pump Station Bypass Sewer project, which included the design for approximately 3,300 LF of 15-inch diameter bypass sewer main alongside the Sunset Beach Greenbelt. Design services included an analysis of pipe alignments, materials, construction techniques, permits, and grant application support.

BOYANA K. ANGELOVA, PE, QSD/QSP

WATER/WASTEWATER TREATMENT FACILITIES / PUMPING / LIFT STATIONS ENGINEER

LICENSE/CERTIFICATION Civil Engineer, CA #C92769
CASQA Certified SWPPP Developer (QSD) and Practitioner (QSP) #27957

EDUCATION BS, Civil Engineering, Northeastern University

Boyana Angelova is a Civil Engineer specializing in water and wastewater projects including treatment facilities improvements, sewer rehabilitation replacement, combined sewer overflow systems, water storage, pump stations and conveyance systems, wastewater pump stations and conveyance systems, and UV replacement projects. Boyana has gained valuable experience working on numerous small to large water and wastewater projects covering planning, design, and construction administration. Her project experience includes the development of specifications and providing design support, preparation of hydraulic calculations, permit preparation and coordination. Boyana is skilled in engineering software including AutoCAD, MicroStation, Autodesk Storm, and Sanitary Analysis, HEC-RAS, ArcGIS, OpenLCA, Stella Modelling, and Simulation. Aside from her design support experience, Boyana has provided construction administration support including assistance with RFPs, RFIs, submittals and change orders.

EXPERIENCE

- **South Bay Water Reclamation Plant Ultraviolet Disinfection System Replacement, City of San Diego.** Project Engineer for the $3.4 million project replacing the UV disinfection system at the SBWRP, reducing operations and maintenance costs and allowing the City to apply for SDG&E credits based on the power savings from using the new UV system..
- **Environmental and Engineering Design Services WRCRWA Flow Control Improvements, City of Corona Public Works.** Project Engineer for this flow control project at WRCRWA treatment plant that includes the design of a new flow control station (FCS) and necessary piping and appurtenances to allow delivery of treated reclaimed water to the City of Corona.
- **Chemical Systems Rehabilitation at Plant No. 2, Orange County Sanitation District.** Project Civil / Mechanical Engineer for this $4 million project that upgrades the Sodium Bisulfite Station and Anionic Polymer Station at OCSAN's Wastewater Treatment Plant No. 2.
- **Sludge Thickener and Sludge Storage Tank Design-Build Project, City of Richmond.** Project Engineer for a design-build sludge thickener project that included a new sludge thickening facility with two new rotary drum thickeners, TWAS sludge pumps with VFDs, polymer system, odor scrubber, WAS pumps, and new MCCs and controls.
- **Seal Beach Pumping Station Replacement, Orange County Sanitation District.** Civil Engineer for the Orange County Sanitation District's new $97 million 34 mgd Seal Beach Pump Station. Boyana's responsibilities included serving as the lead project engineer for the general, demolition, and civil disciplines, mechanical design of the upstream structures, and subconsultant coordination.
- **Fairgrounds St. and Dexter Dr. Wastewater Lift Station Replacement Project, City of Riverside.** Civil Engineer for this project, which included the replacement of two lift stations with new lift stations conforming to the City's Sewage Lift Station and Force Main guidelines.
- **Santiago Canyon Pump Station Improvements, Irvine Ranch Water District.** Project Engineer for the Santiago Canyon Pump Station Improvements Project that increases the pumping capacity at four IRWD water pump stations to meet Tier 1 Fire Flow requirements, improve reliability, and upgrade the facilities to meet current District standards. Boyana assisted with the hydraulic analysis, including development of the system curves and pump selection for each site.
- **Point Pump Station Rehabilitation, City of Coronado.** Project Engineer for this $750k pump station rehabilitation project that included a new PLC-based control system and SCADA.
- **Trinidad Pump Station Replacement, City of Coronado.** Project Engineer for this $1 million pump station rehabilitation project that included structurally retrofitting the wet well.

JORDAN LIM, PE

ELECTRICAL / I&C / SCADA

LICENSE/CERTIFICATION Electrical Engineer CA#24462
EDUCATION BS, Electrical Engineering, California State University, Fullerton

Jordan is a California-registered Electrical Engineer with 5 years of experience delivering water and wastewater infrastructure projects, including pump stations, treatment plants, pipelines, and reservoirs. His commitment to client satisfaction, technical accuracy, and timely delivery – supported by robust QA/QC measures – has contributed to the success of projects ranging up to $97M in construction cost. As a versatile project, lead, and/or support engineer, Jordan mindfully and effectively tailors his approach to project-specific needs. His cross-discipline technical expertise lies in electrical and instrumentation and controls (I&C) design, including specifications, control schematics, P&IDs, control panel layouts, power system analysis, single-line diagrams, and electrical plans. In addition to design, Jordan brings extensive experience supporting construction administration, including RFPs, RFIs, submittals, and change order requests. With a strong technical foundation and collaborative approach, Jordan is an asset to any project team.

EXPERIENCE

- **Donald C. Tillman Water Reclamation Plant Advanced Water Purification Facility, City of Los Angeles, Los Angeles Sanitation and Environment (LASAN).** Electrical Engineer for the electrical design for this progressive design-build project, including designs for the new switchgear, MCCs, grounding, lighting, cable and conduit, and coordination with the local utility provider for new power to the site, which includes a new electrical substation.
- **Calexico Wastewater Treatment Plant (WWTP) Upgrading and Improvements, City of Calexico.** Electrical Engineer responsible for electrical engineering design support for upgrading of the City of Calexico's WWTP by increasing the capacity from 4.3 MGD to 11.6 MGD.
- **Wastewater Treatment Plant Upgrades and Expansion, Public Works and Utilities, City of Colton.** Electrical / I&C Engineer for this $75 million wastewater treatment plant upgrade and expansion project that includes influent pump station, two new oxidation ditches and secondary clarifiers, WAS/RAS/Scum pump station, DAF unit, rotary drum thickener, polymer feed system, sludge circulation pumps, plantwide MCC replacement and SCADA system.
- **Seal Beach Pump Station Replacement, Orange County Sanitation District.** Electrical / I&C Engineer for this new $97 million 34 MGD capacity pump station replacement project responsible for electrical and controls design, including electrical analysis, cable pull calculations, lighting calculations, electrical load summaries, and coordination efforts with the utility provider.
- **Lower Salada Lift Station Rehabilitation, Moulton Niguel Water District.** Electrical / I&C Engineer for this $10 million lift station rehabilitation project that includes the replacement of the existing lift station with a new lift station on the same site. The new lift station includes three 200 HP wet pit submersible pumps with VFDs and electrical gear, new wet well, new 500 kW genset, an overflow structure and new electrical building.
- **Prado Booster Pump Station Upgrade Project, City of Colton.** Electrical Engineer for the $1.8 million Prado Booster Station Upgrade Project for the City of Colton, including three new vertical turbine pumps and motors, VFDs, new MCC, new piping and valves, complete instrumentation & controls and SCADA for remote monitoring.
- **Jess Ranch Lift Station Replacement, Town of Apple Valley.** Electrical Engineer for this replacement $2.6 million lift station. Responsibilities included an electrical analysis to determine the new electrical loads, utility service requirements, and sizing of the new electrical gear and emergency standby generator.
- **Aliso Creek and Southwing Lift Stations Auxiliary Generator Replacements, Moulton Niguel Water District.** Electrical Engineer responsible for site investigations, review of electrical loads, evaluation of the existing ATS and load banks for re-use or replacement, and design of electrical system improvements.
- **Santiago Canyon Pump Station Improvements Project, Irvine Ranch Water District.** Electrical Engineer for this project that increases the pumping capacity at four IRWD water pump stations to meet Tier 1 Fire Flow requirements, improve reliability, and upgrade the facilities to meet current District standards. Responsibilities included the evaluation of the existing standby generators due to increased pump horsepower and the design of the electrical equipment upgrades.

SUB-CONSULTANT BIOGRAPHIES

LSA Associates, Inc. | Environmental Services

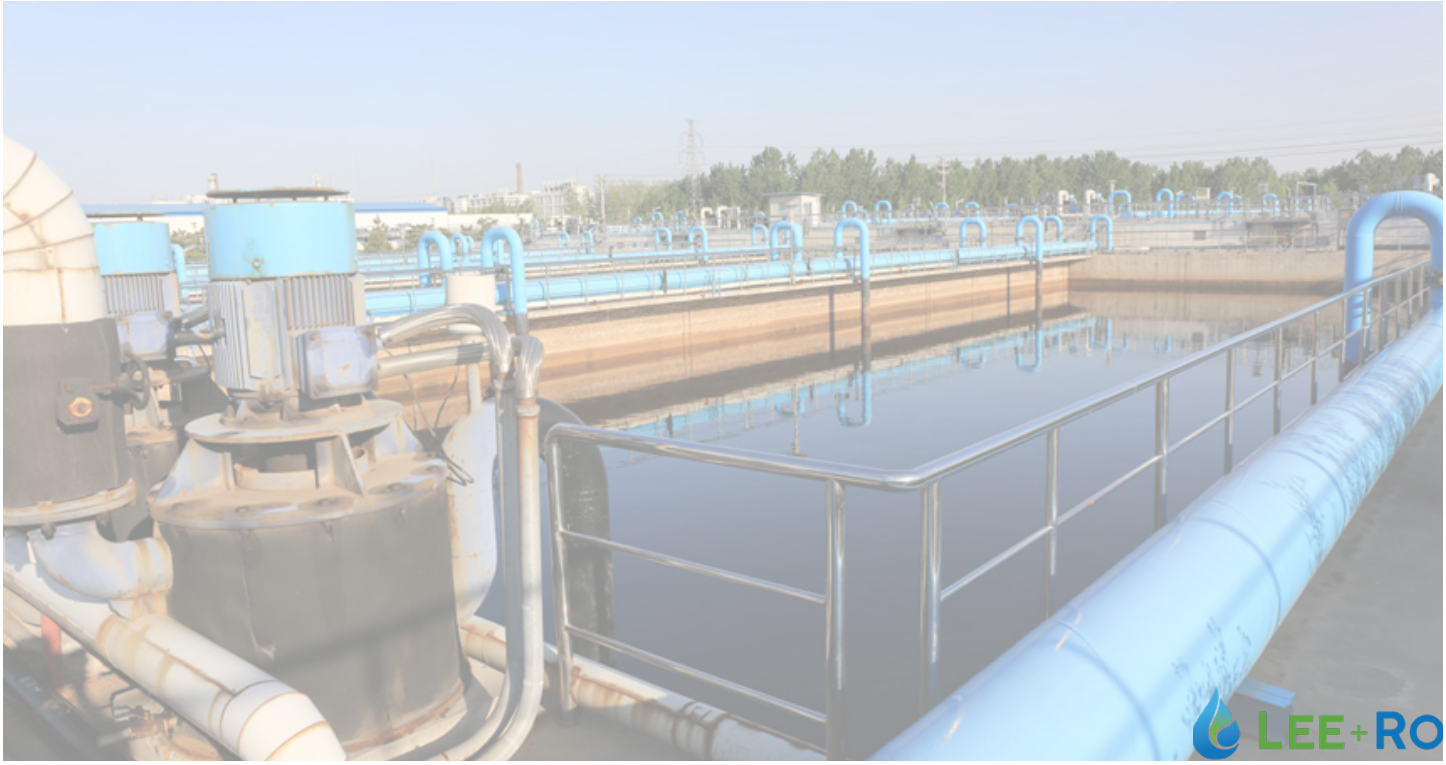
Environmental planning and consulting have been the cornerstone of LSA's professional services since the firm was founded in 1976 and continues to be one of its key practice areas. For more than 47 years, LSA has operated as a full-service, multidisciplinary environmental planning, impact assessment, and regulatory permitting firm with strong in-house technical support services covering the majority of the subject matter necessary to prepare and/or review environmental documents. Rancho California Water District will benefit from LSA's extensive experience in providing Rancho Water with comprehensive environmental services for over 22 years, LSA has worked with Rancho Water providing environmental.

The Prizm Group (TPG) | Surveying

TPG was formed in 1998 with the corporate office in Norco, California. The background of the principal included design engineering and surveying of public works projects throughout Southern California. TPG provides surveying services to civil engineering companies and public agencies. By providing services to such entities TPG has participated in numerous projects for both private and public agencies, including cities and water districts such as Rancho California Water District, the cities of Corona, Azusa, Indio and Eastern Municipal Water District. TPG is regular subconsultant on LEE + RO projects.

Underground Solutions, Inc. | Potholing

Underground Solutions, Inc. (USI) has been in the locating and vacuum excavation utility potholing service business since 2003. USI and their team of highly qualified operators and management are committed to perform fast, safe and accurate utility locating services. Their high velocity use of air-driven excavation delivers the power to cut precise holes into the earth without damaging the utility being located. Their "dry" system provides a more economical and environmentally friendly method of excavation.



PROJECT EXPERIENCE

Wastewater Treatment Plant Upgrading

City of Holtville

LEE + RO provided engineering, design, and construction support services for $11.5 million in upgrades to the existing 0.85 mgd secondary treatment plant. Existing plant processes included a headworks, primary clarifiers, trickling filter, secondary cla rifiers, continuous upflow filters, UV disinfection, aerobic sludge digesters, and sludge drying beds. The existing plant had been subject to a Region 7 RWQCB cease and desist order for many years due to non-compliance of effluent ammonia and toxicity limitations. LEE + RO performed a comprehensive treatment process analysis and prepared an engineering report. In accordance with the report approved by RWQCB, LEE + RO prepared the final design of a new headworks with a septage receiving facility, new grit removal, a new Biolac activated sludge basin with two integral secondary clarifiers and aeration blowers, a rotary drum sludge thickener and drying beds, a new operations building, a new MCC building, and a new 500kw diesel emergency standby generator with automatic transfer switch. The plant's 220V system was completely replaced with a new 480V system with a new IID utility substation. LEE + RO assisted the City in obtaining funding from the Clean Water State Revolving Fund (CWSRF), NAD Bank, and Border Environmental Coordination Commission (BECC). The construction documents were prepared in strict accordance with funding agency guidelines, including agency reporting, SRF American Iron and Steel (AIS) requirements, as well as the U. S. Department of Agriculture standards. LEE + RO also provided construction support services, including verification of Davis-Bacon compliance by the Contractor. The construction was completed in May 2017 and the newly constructed plant has been producing effluent meeting all NPDES requirements, including the ammonia nitrogen limit of 1.9 mg/l.

Wastewater Treatment Plant Upgrading

City of Brawley

LEE + RO provided planning, preliminary design report, final design, construction management and resident engineering services for this $25 million Wastewater Treatment Plant (WWTP) Improvements project. The existing 5.9 MGD WWTP consisted of a headworks, three primary clarifiers, five facultative lagoons, and drying beds. LEE + RO prepared a detailed project report presenting a systematic approach for the requisite improvements. LEE + RO assisted the City in successfully obtaining $15 million from the Clean Water State Revolving Fund (CWSRF) and a $10 million federal grant under the American Recovery and Reinvestment Act of 2009 (ARRA). Wastewater and sludge handling processes designed and constructed included three Biolac® WaveOx aeration basins and secondary clarifiers, gravity thickening, centrifuge sludge dewatering, solar greenhouses for Class A Biosolids, an operations building, and rehabilitation of headworks and other support facilities. The project was designed and constructed on a tight time schedule under a Cease and Desist Time Schedule Order issued by the Regional Water Quality Control Board. The upgraded plant has been producing an effluent quality that exceeds the NPDES permit requirements. This project received "Project of the Year" award from the San Diego / Imperial County Chapters of the American Public Works Association in 2012.

Wastewater Treatment Plant Upgrading and Expansion

City of El Calexico

The City of Calexico contracted LEE + RO to design upgrades for the existing WWTP providing the capacity to treat current and future flow demands, as well as meet any potential regulatory requirements, specifically regarding ammonia concentrations in the effluent. The existing liquid treatment capacities are 2.5 MGD for Plant 1 and 1.8 MGD for Plant 2. The upgraded WWTP will be capable of treating an average dry weather flow of 5.8 MGD and peak wet weather flow of 11.6 MGD. Additionally, the upgraded WWTP will be capable of producing an effluent with low ammonia concentration (i.e., less than 5 mg/L) in compliance with potential future changes in regulatory requirements. The upgrades to the WWTP consist of a new packaged septage receiving station, improvements to the existing headworks, a new influent metering structure, a new vortex grit removal system, a new influent pump station, three new Biolac aeration basins and appurtenances, new aeration blowers and blower building, two new secondary clarifiers, new RAS, WAS, and Scum Pump Stations, replacement of the. existing Calgon UV System with a Trojan UV 4000 System, a new rotary drum sludge thickener facility, conversion of an existing primary clarifier to plant water storage and distribution system, and a new water distribution system and hydrants, a new plant stormwater drainage system, a new electrical building and electrical power distribution systems, and new PLC/SCADA systems.

Mills WTP Modules 1 & 2 Rehabilitation and Chemical System Improvements

Metropolitan Water District of Southern California, Riverside, CA

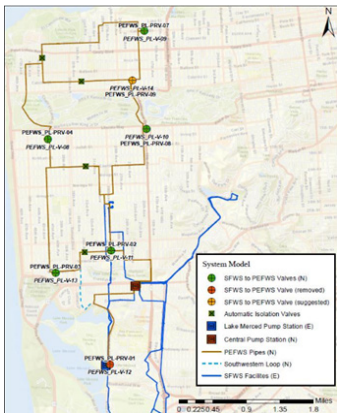
As Prime Consultant, LEE + RO was responsible in 2009 for design of $13.5M in improvements to the chemical systems and associated tank farms (sulfuric acid, caustic soda, hydrogen peroxide, sodium hypochlorite, ammonia, liquid and bulk powder polymers, and chlorine systems) and for the design of the $22.5M Module 1 and 2 Rehabilitation project. Due to low-demand, the 51.5 mgd capacity Module 1 and 54.5 mgd capacity Module 2 were removed from service in 1997 and had not been operated since. Flow projections indicated that the Mills Plant required upgrading to its original full capacity rating of 326 mgd (combined capacities of Modules 1 and 2 plus the 220 mgd rated capacity of the newer Modules 3 and 4) in order to meet the demand of the projected growth.

The existing chemical storage and feed systems required upgrading in order to reliably meet the increased capacity requirements and to be compliant with the applicable codes and regulations. The chemical systems upgraded included: sulfuric acid; hydrogen peroxide; ORP and filter effluent caustic soda; alum/ferric chloride; poly-DADMAC polymer; chlorine; sodium hypochlorite; aqueous ammonia; dry polymer; and fluorosilicic acid systems. These upgrades included: increased capacity chemical feed systems; additional and/or modified control valves, distribution/transfer pumps, metering panels, and instrumentation and controls; heat-tracing of sodium hydroxide systems to prevent crystallization; replacement of four corroded sodium hydroxide storage tanks (20,000 gallons each); adding a 7,000 gallon of aqueous ammonia storage tank and 400 gallon gas absorber; designing a new ORP caustic tank farm with two 50,000 gallon ORP caustic storage tanks; and redesigning the piping distribution systems to be more efficient and reliable

Earl Schmidt Filtration Plant Washwater Treatment and Sludge System Improvements

Santa Clarita Valley Water Agency

The 56 mgd capacity Earl Schmidt Filtration Plant (ESFP) treats State Project Water Main. The main processes consist of an ozone injection system, ten contact clarifiers, ten filters, and two storage reservoirs. The water and coagulants are flash-mixed and conveyed to contact clarifiers, followed by filtration. Filtered water is disinfected with chlorine and flows by gravity to storage reservoirs before distribution. Washwater (WW) from the clarifiers and filters are stored in WW basins and pumped to the WW treatment facilities. Treated WW is returned to the head of the plant, and the collected solids are treated in a gravity sludge thickener, and finally, in drying beds. The WW return system consists of two WW basins (400,000 gallons each), chemical injection and inline mixer system, and two WW treatment units (WWTUs). The supernatant in WW basins is pumped to the WWTUs, and the settled sludge conveyed to the sludge thickeners and eventually to drying beds. The California Department of Public Health (DPH) Cryptosporidium Action Plan (CAP) includes a 2 NTU recycled water turbidity limit and regulates the total recycle water flow to be less than 10% of the plant flow. The existing WW return system met the 10% recycle flow requirement; however, the existing system limited the WW recycle flow. In addition, the WW return system could not consistently reduce turbidity below 2 NTU. LEE + RO evaluated the entire WW system, identified the necessary WW system improvements to cost-effectively achieve full compliance with the requirements. The project included the design of two new 620,000-gallon WW basins, a WW basin effluent wet well, upsizing of various conveyance piping, a new sludge thickener, new sludge drying bed, electrical, and various site improvements. The total construction cost was $18.76 million. Construction completion was in May 2024.



Emergency Firefighting Water System Design

San Francisco Public Utilities Commission

As the lead firm for a joint venture (JV) with a geotechnical firm (AGS), LEE + RO is the Engineer-of-Record and is providing Planning, Design, Bidding, and Construction Phase Engineering Services for the new firefighting water system that provides a high-pressure water source to the western districts of San Francisco. The pipeline will consist of over approximately 20 miles of new 42”, 36”, and 24” pipe using earthquake-resistant ductile iron pipe materials. Water sources will be potable and non-potable water. New pump stations (Sunset and Central) will be designed and constructed to provide up to 30,000 gpm at 350 psi of pressure. These two large separate pump stations have over 5,000 HP of pumping demand at each station.

2017-18 Reservoir Management Systems Replacements

Moulton Niguel Water District (MNWD)

LEE + RO provided engineering, design, and construction support services for the conversion of on-site hypochlorite generation systems and liquid ammonia systems to bulk liquid sodium hypochlorite and ammonia chloramine disinfection systems at eight (8) different water reservoir sites in the MNWD service area, (1) 10 MG East Aliso Creek Reservoir, (2) Seville Reservoirs - 2 ea x 1.125 MG, (3) Mathis-Nellie Gail Reservoirs - 1 ea x 1.75 MG and 1 ea x 4 MG, (4) 4 MG Crown Valley Reservoir, (5) 2 MG High¬lands Reservoir, (6) 2.5 MG Marguerite Reservoir, (7) 4 MG Moulton Peak Reservoir, and (8) 5 MG Pacific Park Reservoir. Each site contains one or two potable water storage reservoirs that supplies domestic water to the communities. The water is disinfected utilizing chloramines in the reservoirs to maintain the residual chlorine concentration prior to delivery to the communities. Each disinfection facility contains new bulk sodium hypochlorite and ammonia storage and feeding systems and includes a masonry block chemical storage building with separate rooms for each chemical, ventilation and split system AC units for the chemical rooms, storage tanks, chemical pumps and piping, reservoir mixers, analyzers and dosage control, chemical leak detection systems, sample and drain piping, electrical, process monitoring and control via SCADA, shower/ eyewash stations, and site utilities.

Pump Station No. 2 Power Reliability and Surge Protection

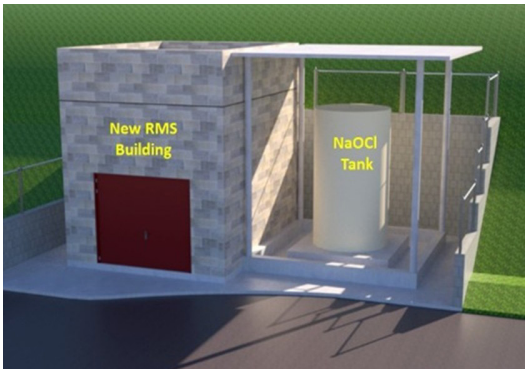
San Diego, California

PS2, San Diego's largest pump station, was constructed in 1963, and conveys all wastewater flows from the San Diego Metro Wastewater System through two 87-inch diameter force mains and Point Loma Tunnel to the Point Loma Wastewater Treatment Plant (PLWTP). PS2 has a design capacity of 432 mgd and houses a total of eight (8) pumps: six are driven by 2,250 HP electric motors, and two others are driven by 2,500 HP natural gas engines. PS2 currently has three utility feeds from SDG&E. However, the present setup does not meet the EPA Class I Reliability Criteria and major sewage spills could occur at PS2. LEE + RO evaluated many alternatives employing turbines and/or engine generators. The project also included force main hydraulic study and mitigation of hydraulic surge on the dual force mains to the PLWTP. The selected alternative in the final design includes: (1) replace two engine driven pumps with two 2,250 HP motors driven through new VFDs, (2) install two natural gas engine generators rated at 3,000 kW each, which will be available to pumps at all times for force main surge protection during multiple pump operation, and (3) install two 4,000 kW diesel engine emergency generators. The project includes an 8,000 sq. ft. and 45 ft. high building to house generators, cooling systems, electrical switchgear, and cranes. The existing raw sewage shell and tube exchangers were modified and retained as a part of the engine cooling system. The project includes extensive rearrangements and modification to SDG&E power, 4.16 kV distribution systems, and existing power distribution systems. New generators and pump sequencing controls are configured to prevent surge and to provide "island mode" for a group of pumps or set of generators. Project challenges included permitting with the San Diego County Air Pollution Control District, coordinating the power feed arrangement with SDG&E, meeting EPA Class I Reliability requirements, and development of a large, tall building on a very tight and constrained site adjacent to Mission Bay right next to the San Diego Airport.

Overland Drive and Margarita Road Potable Water Pipeline Replacement

Rancho California Water District

LEE + RO was retained for the replacement of a potable water line and associated pavement restoration work. This project is located within the City of Temecula and consists of the design of a replacement pipeline for approximately 1,700 linear feet of 16-inch diameter C905 PVC potable water pipeline. The existing pipeline, installed in 1999, experienced two catastrophic failures between 2018 and June 2019. During repair work, District staff observed that the pipeline had ruptured from what appeared to be "over-belled "joints, which resulted in failure at the joints and subsequent splitting longitudinally down the pipe section. LEE + RO performed a pipe material evaluation, alignment selection, pipeline replacement/repair alternatives and provided these to the District in a technical memorandum. LEE + RO also provided final design, bid phase and engineering services during construction.



Reservoir Management Systems Replacement Project

Santa Margarita Water District

LEE + RO provided engineering and design services for the conversion of on-site hypochlorite generation systems and liquid ammonia systems to bulk liquid sodium hypochlorite and ammonia chloramine disinfection systems at two (2) different water reservoir sites in the SMWD service area; (1) 6 MG Talega Zone 1 Reservoir, and (2) 1.3 MG Estado Reservoir. SMWD performed extensive pilot testing of disinfection systems and decided to change to 12.5% sodium hypochlorite and 38% ammonium sulfate. Engineering services provided by LEE + RO include designs for construction of new bulk sodium hypochlorite and ammonium sulfate systems, including all equipment, double-walled chemical storage tanks, pumps, analyzers and controllers, connected piping, valves, electrical and instrumentation. The Estado Reservoir facility is not equipped with an RMS building and a new RMS building will be constructed. Both reservoir sites will require a sodium hypochlorite tank farm including double-wall storage tank, canopy structure, chemical fill station, etc. The design includes all components necessary for complete and operational reservoir management systems. The existing Tank Shark mixer at the Estado Reservoir will be replaced with a new PAX mixer.

Water Reclamation Plant 10 (WRP 10) Plants B & C Improvements & Upgrading

Coachella Valley Water District, Palm Desert

LEE + RO provided engineering design services and engineering services during construction for $5.3 million in improvements to Plant B and Plant C at the 18 MGD capacity WRP 10 facility in Palm Desert. WRP 10 is comprised of three separate liquid stream activated sludge secondary treatment trains referred to as Plant A, Plant B, and Plant C and two tertiary treatment trains. The 2 MGD Plant A was constructed in 1974. Plants B and C were subsequently constructed to expand the total secondary treatment capacity to 18 MGD. Project improvements included twelve (12) new 6" RAS magnetic flow meters at Plants B and C, replacement of the influent and effluent channel piping and diffuser replacement and reconfiguration at the Plant B and Plant C aeration basins; replacement of 54 aeration basin and secondary clarifier inlet, outlet, and interconnecting gate valves at Plant C; replacement of 12 existing RAS V-notch metering gates in the Plant C secondary clarifier RAS channel with 12 telescoping valves; replacement of the existing Plant B WAS pumps and VFDs; replacement of the existing Plant C RAS pumps and VFDs; replacement of the existing manually operated Plant B secondary clarifier rotary scum troughs with electrically actuated rotary scum troughs; replacement of the existing aeration basin froth spray pumps, piping and spray nozzles at Plant B and Plant C, replacement of the existing scum pumps, local control panel, and scum pump piping at Plant B and Plant C, replacement of deteriorated and failing RAS and WAS piping in the piping gallery; and concrete structural repairs at the T2 tertiary filter effluent channels. Plant C improvements were constructed during plant low flow periods between May and October 2018. Once Plant C was returned to service, Plant B improvements were constructed during plant low flow periods between May and October 2019. Final construction was completed in April 2020.

Santiago Canyon Pump Station Improvements

Irvine Ranch Water District, CA

LEE + RO is the Engineer-of-Record for the $4 million Santiago Canyon Pump Station Improvements project. The Project increases pumping capacity at Manning, Read, Shaw, and Williams pump stations to meet Tier 1 Fire Flow requirements, improve reliability, and upgrade the facilities to meet current District standards. Three of the four pump stations are capable of operating in excess of 200 psi. The improvements include a new pressure-reducing valve connecting Zones 9 and 10B (at Manning Pump Station only), which will open during fire flow conditions, site improvements for maintenance across the four pump stations, and improved fire protection. Evaluation of existing standby generators due to increased pump horsepower was performed along with the evaluation and design of electrical equipment upgrades, instrumentation and control improvements to current District standards, including PLC replacements, and design of communications upgrades including two new 35-foot-tall IRWD standard communications towers at Shaw Reservoir and Williams Pump Station.

Water Treatment Plant Conversion from Gaseous Chlorine to Sodium Hypochlorite

City of El Centro, El Centro

The City of El Centro (City) owns and operates a Water Treatment Plant (WTP) that receives its water supply from the Colorado River through the Imperial Irrigation District's (IID) canals. The City's WTP has a design capacity of 21 MGD, with an average daily demand of 7.8 MGD and current peak flows of 14 MGD. The WTP was equipped with a gaseous chlorine water disinfection system to disinfect the water prior to discharging it into the City's supply lines. The City had expressed concern regarding the usage of chlorine gas as a disinfectant, as chlorine gas is toxic. The WTP is located adjacent to residential areas and chlorine gas disinfection poses a potential risk to the public in the event of a chlorine gas leak. The City contracted LEE + RO to design a 12.5% bulk sodium hypochlorite disinfection system for the WTP. LEE + RO provided all engineering and design services, bid phase services and we are currently providing engineering services during construction. LEE + RO's design was based on providing 14 days of on-site storage for the disinfection facility. The design includes two (2) new 10-ft. diameter x 16.6-ft tall 6,500-gallon double-wall high-density linear polyethylene (HDLPE) bulk sodium hypochlorite storage tanks, new concrete foundation, and five (5) new 0-50 GPH peristaltic chemical metering pumps, complete with valves, piping, instrumentation, electrical and controls. The hypochlorite solution is injected into two (2) clarifiers and a clearwell prior to the reservoir. The chemical metering pumps receive the residual chlorine concentration from an existing chlorine analyzer that is located in the clearwell and automatically controls the hypochlorite dosage to maintain the target residual concentration.

Rehabilitation at Plant No. 2

Orange County Sanitation District

The scope of work for this project includes the upgrade of the Sodium Bisulfite Station (SBS) and Anionic Polymer Station (APS) at OC San's Treatment Plant No. 2. These upgrades are essential to enhance wastewater treatment processes and operational efficiency. The SBS, originally designed for continuous disinfection, now requires modifications due to changing operational needs and currently experiences operational challenges due to chemical crystallization. Similarly, the APS faces issues with outdated electrical and instrumentation equipment, affecting overall performance. The objective of this project is to address these deficiencies by establishing a reliable chemical dosing system for the SBS and modernizing the outdated equipment at the current APS facility. The new SBS facility includes two 4,000 gallon FRP tanks, chemical feed pump skid, piping with valves, control panel, recirculation and flushing systems, electrical panels, lighting, flow meters, emergency shower/eyewash stations, and repairs such as containment area concrete recoating, and metal canopy recoating. The improvements at the APS facility include replacement of three polymer mix tank isolating ball valves with pneumatic actuators, replacement of the existing polymer solution RIO panel with a new ABB RIO/Controller, 480V wall-mounted motor starters for existing tank mixers and polymer transfer pumps, along with 480V wall-mounted FCPs equipped with new VFDs for existing Polymer Feed Pumps A, B, C, and S. The design is anticipated to be finished by February 2025, with construction scheduled for completion in June 2027.

Trinidad Pump Station Replacement

City of Coronado

The old Trinidad Pump Station consisted of two pumps located in a dry well silo nearly 30' deep and a wet well. As a sub to Nasland Engineering, LEE + RO's duties included structurally retrofitting the wet well into a submersible pit where the new pumps are located, a new mechanical discharge piping vault with emergency bypass suction and discharge piping, and a new electrical control system. The total construction cost for the Trinidad Pump Station upgrades was $1.0 million

APPENDIX A

EXHIBIT D

LEVINE ACT STATEMENT

LEE+RO
WATER INFRASTRUCTURE ENGINEERS

EXHIBIT D

LEVINE ACT STATEMENT

Levine Act Statement
PRIME PROPOSER AND SUBCONSULTANTS MUST SUBMIT A SIGNED LEVINE ACT STATEMENT

California Government Code § 84308, commonly referred to as the "Levine Act," precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than $500 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the officer, or received by the officer on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

This statement must be provided for the company and for each consultant who will work with the City.

City of El Centro Council Members as of the date of this RFP are as follows:

Mayor Sonia Carter
Mayor Pro-Tem Marty Ellett
Sylvia Marroquin
Claudia Camarena
Michael Crankshaw

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than $500 to any City of El Centro Council Member in the 12 months preceding the date of the issuance of this RFP?
_____ YES XX NO
If yes, please identify the Council Member: _____

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than $500 to any City of El Centro Council Member in the three months following the award of the contract? _____ YES XX NO
If yes, please identify the Council Member:_____

Answering yes to either of the two questions above does not preclude City of El Centro from awarding a contract to your firm. It does, however, preclude the identified Council Member from participating in the contract award process for this contract.

September 29, 2025 _____ TC Mueller _____
DATE (SIGNATURE OF CONSULTANT)

EXHIBIT D

LEVINE ACT STATEMENT

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PRIME PROPOSER AND SUBCONSULTANTS MUST SUBMIT A SIGNED LEVINE ACT STATEMENT

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Michael Crankshaw

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_____ YES ____✔____ NO
If yes, please identify the Council Member: _____

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If yes, please identify the Council Member:_____

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9/22/25 _____ Anthony L Pitts _____
DATE (SIGNATURE OF CONSULTANT)

EXHIBIT D

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Mayor Sonia Carter
Mayor Pro-Tem Marty Ellett
Sylvia Marroquin
Claudia Camarena
Michael Crankshaw

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than $500 to any City of El Centro Council Member in the 12 months preceding the date of the issuance of this RFP?
_____ YES ___X___ NO
If yes, please identify the Council Member: _____

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than $500 to any City of El Centro Council Member in the three months following the award of the contract? _____ YES ___X___ NO
If yes, please identify the Council Member:_____

Answering yes to either of the two questions above does not preclude City of El Centro from awarding a contract to your firm. It does, however, preclude the identified Council Member from participating in the contract award process for this contract.

9/30/25 _____
DATE

_____
(SIGNATURE OF CONSULTANT)

EXHIBIT D

LEVINE ACT STATEMENT

Levine Act Statement
PRIME PROPOSER AND SUBCONSULTANTS MUST SUBMIT A SIGNED LEVINE ACT STATEMENT

California Government Code § 84308, commonly referred to as the "Levine Act," precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than $500 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the officer, or received by the officer on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

This statement must be provided for the company and for each consultant who will work with the City.

City of El Centro Council Members as of the date of this RFP are as follows:

Mayor Sonia Carter
Mayor Pro-Tem Marty Ellett
Sylvia Marroquin
Claudia Camarena
Michael Crankshaw

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than $500 to any City of El Centro Council Member in the 12 months preceding the date of the issuance of this RFP?
   _____ YES ___X___ NO
   If yes, please identify the Council Member: _____

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than $500 to any City of El Centro Council Member in the three months following the award of the contract? _____ YES ___X___ NO
   If yes, please identify the Council Member: _____

Answering yes to either of the two questions above does not preclude City of El Centro from awarding a contract to your firm. It does, however, preclude the identified Council Member from participating in the contract award process for this contract.

9-25-25
DATE

Vincent Kepp
(SIGNATURE OF CONSULTANT)

EXHIBIT B
FEE SCHEDULE

Billing Rate Schedule

(Billing rates are effective From November 1, 2025 to October 31, 2026.
Billing rates are subject to an annual increase on November 1st of every year.)

PERSONNEL CLASSIFICATION			BILLING RATES ($/HOUR)
ENGINEERS			
Engineer 9	E9	Chief Engineer	$362
Engineer 8	E8	Managing Engineer	$330
Engineer 7	E7	Supervising Engineer	$295
Engineer 6	E6	Principal Engineer	$262
Engineer 5	E5	Senior Engineer	$222
Engineer 4	E4	Engineer	$205
Engineer 3	E3	Associate Engineer	$184
Engineer 2	E2	Assistant Engineer	$136
Engineer 1	E1	Junior Engineer	$113
CAD / DESIGNERS			
Designer 6	T6	Principal Designer	$244
Designer 5	T5	Senior Designer	$187
Designer 4	T4	Designer	$167
Designer 3	T3	Associate Designer	$158
Designer 2	T2	Assistant Designer	$126
Designer 1	T1	Junior Designer	$108
FIELD PROFESSIONALS			
Field Professional 5	F5	Senior Resident Engineer	$222
Field Professional 4	F4	Resident Engineer	$205
Field Professional 3	F3	Senior Inspector	$184
Field Professional 2	F2	Inspector	$136
Field Professional 1	F1	Assistant Inspector	$113
ADMINISTRATIVE			
Administrative 4	A4	Senior Contract Manager	$159
Administrative 3	A3	Contract Manager	$150
Administrative 2	A2	Senior Word Processor	$119
Administrative 1	A1	Word Processor / Admin. Assistant	$99

Other Direct Costs

(Effective From November 1, 2025 to October 31, 2026)

Automobile Mileage	IRS Published Rate
In-house Reproduction	$0.08 / sheet (8.5 x 11 Bond B & W)
	$0.20 / sheet (8.5 x 11 Bond Color)
	$0.15 / sheet (11 x 17 Bond B & W)
	$0.50 / sheet (11 x 17 Color)
	$1.25 / sheet (24 x 36 Bond)
Mylar Original Drawing	$8.00 / sheet (24 x 36 or 22 x 34)
Computers & Work Stations	No Charge
Subconsultant Mark-up	Subconsultant Invoice Amount Plus 10%
Bulk Reproduction by Outside Printing Firm	Invoice amount plus 10% Handling Charge
Overnight Mailing, Air Fare, Project-Specific Software, Equipment Rental, etc.	At Cost

EXHIBIT C
INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of City, and prior to commencement of work and/or services under this Agreement, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to City.

General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office (Form CG 00 01), in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned, or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement and Consultant agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (statutory limits) and Employer's Liability insurance (with limits of at least $1,000,000).

Consultant shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

Umbrella or excess liability insurance. [If required to meet higher limits.]. Consultant shall obtain and maintain an umbrella liability insurance policy with limits that will provide bodily injury, personal injury, and property damage liability coverage, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason, other than bankruptcy or insolvency of said primary insurer;
- "Pay on behalf of" wording as opposed to "reimbursement";
- Concurrency of effective dates with primary policies.

Should Consultant obtain and maintain an excess liability policy, such policy shall be excess over commercial general liability, automobile liability, and employer's liability policies. Such policy or policies shall include wording that the excess liability policy follows the terms and conditions of the underlying policies.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance and required endorsements to City as evidence of the insurance coverage required herein. Insurance certificates and endorsements must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City for the contract period and any additional length of time required thereafter. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. Consultant shall procure and maintain for the contract period, and any additional length of time required thereafter, insurance against claims for injuries to persons or damages to property, or financial loss which may arise from or in connection with the performance of the Work hereunder by Consultant, their agents, representatives, employees, or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self- insurance shall be called upon to protect it as a named insured.

City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary, and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives

its own right of recovery against City and shall require similar written express waivers and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non-estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide the City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage. If any of the Consultant's insurers are unwilling to provide such notice, then Consultant shall have the responsibility of notifying the City immediately in the event of Consultant's failure to renew any of the required insurance coverages, or insurer's cancellation or non-renewal.

Additional insured status. General liability, automobile liability, and umbrella/excess liability insurance policies shall provide or be endorsed to provide that City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party who is brought onto or involved in the project/service by Consultant (hereinafter collectively "Subcontractor"), provide the same minimum insurance coverage and endorsements required of Consultant under this Agreement. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. However, in the event Consultant's Subcontractor

cannot comply with this requirement, which proof must be submitted to the City, Consultant may still be able to utilize the Subcontractor provided Consultant shall be required to ensure that its Subcontractor provide and maintain insurance coverage and endorsements sufficient to the specific risk of exposure involved with Subcontractor's scope of work and services, with limits less than required of the Consultant, but in all other terms consistent with the Consultant's requirements under this Agreement. This provision does not relieve the Consultant of its contractual obligations under the Agreement and/or limit its liability to the amount of insurance coverage provided by its subcontractors. This provision is intended solely to provide Consultant with the ability to utilize a Subcontractor who may be otherwise qualified to perform the work or services but may not carry the same insurance limits as required of the Consultant under this Agreement given the limited scope of work or services provided by the subcontractor. Consultant agrees that upon request, all agreements with Subcontractors, and others engaged in the project and/or services, will be submitted to City for review.

City's right to revise specifications. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City and Consultant may renegotiate Consultant's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible, or require proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention through confirmation from the underwriter.

Timely notice of claims. Consultant shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

Claims made: The following provisions shall apply if any of the required policies are written on a claims-made basis:

a. The Retroactive Date of the policy must be shown and must be before the date of the Agreement or the beginning of the contracted work.

b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement or the work.

c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a Retroactive Date that precedes the date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five (5) years after completion of the Agreement or the work. The City shall have the right to exercise, at the Consultant's sole

cost and expense, any extended reporting provisions of the policy, if the Consultant cancels or does not renew the coverage.

d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

EXHIBIT D
CONSULTANT'S FINANCIAL DISCLOSURE STATEMENT [1]

Consultant will comply with all conflict-of-interest laws and regulations including, without limitations, City's Conflict of Interest Code (on file in the City Clerk's Office) as required by Section 4.10 of this Agreement. It is incumbent upon the Consultant to notify the City pursuant to Sections 7.1 and 7.5 of any staff changes relating to this Agreement. The City Manager has made the following determination and Consultant, by his/her signature, acknowledges said determination. [2]

A. In accomplishing the scope of services of this Agreement, all officers, employees and/or agents of Consultant will be performing a very limited and closely supervised function, and, therefore, unlikely to have a conflict of interest arise. No disclosures are required of any officers, employees, and/or agents of Consultant. Consultant duties are as follows:

_____	Rick Fisher Vice President
City Manager	Consultant Signature & Title

B. In accomplishing the scope of services of this Agreement, Consultant will be performing a specialized or general service for the City, and there is substantial likelihood that the Consultant may make or participate in making a governmental decision, which may have a foreseeable material effect on a financial interest. As a result, the Consultant shall be subject to the Disclosure Category "Consultant" of the City's Conflict of Interest Code.

_____	_____
City Manager	Consultant Signature & Title

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1. Fair Political Practices Commission Section 18700.3 defines a consultant as follows:
(a) For purposes of Sections 82019 and 82048, "consultant" means an individual who, pursuant to a contract with a state or local government agency:
(1) Makes a governmental decision whether to:
(A) Approve a rate, rule, or regulation;
(B) Adopt or enforce a law;
(C) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
(D) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
(E) Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
(F) Grant agency approval to a plan, design, report, study, or similar item;
(G) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or
(2) Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in Regulation 18704(a) and (b) or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code under Section 87302.
2. Disclosure by Consultants: Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the City's adopted Conflict of Interest Code, subject to the following limitations: The City Manager may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and closely supervised, and, thus, is not required to comply with the disclosure requirements in the City's adopted Conflict of Interest Code. Such written determination shall include a description of the consultant's duties. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as the City's adopted Conflict of Interest Code.

EXHIBIT E
LEVINE ACT CERTIFICATION

PRIME PROPOSER AND SUBCONSULTANTS MUST SUBMIT A SIGNED LEVINE ACT STATEMENT

California Government Code § 84308, commonly referred to as the "Levine Act," precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than $500 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the officer, or received by the officer on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

This statement must be provided for the company and for each consultant who will work with the City.

City of El Centro Council Members as of the date of this RFP are as follows:

Mayor Sonia Carter
Mayor Pro-Tem Marty Ellett
Sylvia Marroquin
Claudia Camarena
Michael Crankshaw

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than $500 to any City of El Centro Council Member in the 12 months preceding the date of the issuance of this RFP? _____ YES ___X___ NO
   If yes, please identify the Council Member: _____

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than $500 to any City of El Centro Council Member in the three months following the award of the contract? _____ YES ___X___ NO
   If yes, please identify the Council Member:_____

Answering yes to either of the two questions above does not preclude City of El Centro from awarding a contract to your firm. It does, however, preclude the identified Council Member from participating in the contract award process for this contract.

12/10/2025 _____ Rick Lisbow _____
DATE (SIGNATURE OF CONSULTANT)

Effective April 30, 2025

EXHIBIT F

REQUEST FOR PROPOSALS (RFP)

EXHIBIT G

REQUEST FOR PROPOSALS
FOR
ON-CALL SERVICES

1. ***CIVIL ENGINEERING – GENERAL***
2. ***CIVIL ENGINEERING - WATER AND WASTEWATER TREATMENT***

Requested By:

City of El Centro
Department of Public Works
307 W. Brighton Ave.
El Centro, CA 92243
Phone: (760) 336-3152
Abraham Campos, PE
Director of Public Works/ City Engineer
August 2025

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EXHIBITS

A - Civil Engineering – General and Water and Wastewater Treatment. Expanded Scope

B – Sample Proposal Evaluation Form

C – Sample Design Professional Services Agreement

D- Levine Act. Statement

E- Sample Task Order

*No changes shall be made to consultant agreement by consultant.

II. REQUEST FOR PROPOSAL ("RFP")

NOTICE IS HEREBY GIVEN THAT the City of El Centro (the "City") is requesting proposals from qualified consultants to provide Civil Engineering Design (Roads and Traffic, and Water and Wastewater facilities) (the "Consultant(s)").

DEADLINE

Consultants are requested to submit five hard copies of their proposal before **04:30 p.m.** on Friday, September 19, 2025. Refer to section IX for further information.

Note: late, emailed, or faxed proposals will not be considered.

OBTAINING DOCUMENTS

The Contract Documents are available through Planet Bids, by accessing our website (www.cityofelcentro.org) and selecting "GOVERNMENT > PUBLIC WORKS> BIDS & PROPOSALS> PROCEED TO SITE".

III. INTRODUCTION AND PURPOSE

INTRODUCTION.
The Department of Public Works - Engineering Division of the City of El Centro is seeking professional services from a consulting firm or team (Consultant) for On-Call services for the two (2) disciplines listed below. The City will contract with the primary firm under which subconsultants may operate. The City is requesting services for up the term of the agreement. The term of the agreement shall be for two (2) years, with up to three (3) one (1) year extensions, which extensions shall be at the City's sole option.

Disciplines:

1. Civil Engineering – General Civil Engineering
2. Civil Engineering – Water and Wastewater Treatment

Up to three consultants shall be selected for each discipline. The City reserves the right to increase or decrease the number of consultants awarded a contract under each discipline.

<u>Consultant must submit a separate responsive proposal to each discipline that Consultant wishes to be considered.</u> Each discipline will be judged independently. You are not required to submit a proposal for both disciplines.

PURPOSE. The purpose of this RFP is to:

1. Familiarize prospective consultants with the information necessary to understand the consultant selection process and the required documentation consultant must

submit.

2. Receive, review and consider proposals from prospective consultants, and select a consultant to provide the desired services for each discipline.
3. Execute a contract for on-call services in the form of a Professional Services Agreement (PSA) (see RFP Exhibit C – Sample Standard Agreement), which will include a negotiated rate schedule established at the time of its execution.
4. Advise prospective consultants that the City is not obligated to issue any contract(s) by issuing this proposal.

The Consultant shall provide the Public Works Department with the ability to obtain assistance quickly during peak workload periods, staffing absences and when expedited/fast track support is needed to satisfy City customers. The most important objective is to maintain a level of high-quality, Civil Engineering Design (Roads, Traffic, Water and Wastewater facilities).

Qualified entities are invited to submit written proposals for consideration in accordance with this request. These services will be conducted under a contract with the City.

The City reserves the right to reject any or all responses received as a result of this solicitation; to extend the submission due date for; to modify, amend, reissue or rewrite this document; and to procure any or all services by other means. Consultants that respond to this RFP shall comply with all applicable laws. There are no M/WBE and/or DBE requirements for this RFP.

The contract will be regulated according to the provisions of all Federal, State and local laws and ordinances that are applicable. This includes compliance with prevailing wage rates and their payment in accordance with the California Labor Code, as applicable.

Consultants are advised to consider whether services to be performed include classifications subject to state or federal prevailing wage requirements. Prevailing wages will apply if the services to be performed will involve land surveying (such as flag persons, survey party chief, rodman or chainman), materials sampling and testing (such as drilling rig operators, pile driving, crane operators), inspection work, soils or foundation investigations, environmental hazardous materials and so forth. California State prevailing wage information is available through the California Department of Industrial Relations website at https://www.dir.ca.gov/OPRL/dprewagedetermination.htm

Labor categories subject to prevailing wage requirements, when employed for any work on this project, are wholly the responsibility of the firm or individual named in any Professional Services Agreement approved by the City. City will not assume any responsibility for Consultant's failure to pay prevailing wages in accordance with State law.

IV. BACKGROUND

The City of El Cento incorporated in 1908 and later became a Charter city. El Centro is the center of one of Southern California's most promising new commercial and industrial regions. There are two international border crossings nearby for commercial and noncommercial vehicles. Covering 11.019 square miles, it is the largest city in Imperial County. El Centro is located 616 miles southwest of San Francisco, 117 miles east of San Diego and 245 miles west of Phoenix, Az. and just 15 minutes from the international industrial complexes in Mexicali, Baja California. El Centro is accessible via Interstate 8, State Highway 86 and State Highway 111. The City population is estimated to be over 45,000 residents; however, population increases during the day as the City is the County seat.

The consultant(s) will work under the direction of the Public Works Director or designee to handle engineering service tasks as they are required. The highest rated consultant(s) will be selected to be on contract for on-call services. Consultant(s) will enter into a master agreement which will specify the billing rates, personnel to be assigned, and other terms. No monthly retainer is anticipated.

Letter proposals will be requested from one or more on-call consultants when engineering service tasks are required. The letter proposals will set forth the scope, fee, personnel, and time of performance for the particular task. The letter proposals will be approved through a task order implementing and attached to the master agreement. Consultant selection for a particular task will be based on qualification as set forth in the Statement of Qualifications. Consultant selection will be at the sole discretion of the City. No consultant is guaranteed work.

V. SCOPE OF SERVICES

Consultants shall submit in their proposal in addition to the main scope the discipline(s) for which they wish to be qualified. The disciplines include, but are not necessarily limited to the following areas of experience and expertise.

Civil Engineering - General

The consultant shall design and prepare plan, specifications, and estimate (PS&E) for arterial and local streets; including traffic engineering/design, landscaping, water, sewer and storm drain design. Sample work activities include:

- Preparation of Phase I and II site investigation and soils reports, including field exploration, drill test borings, sample soils, compacting testing, and laboratory tests. Laboratory shall be Caltrans certified.
- Review and/or preparation of traffic plans (signing and striping plans, traffic detour and traffic staging plans, as well as signals), traffic studies/reports.
- Review and/or preparation of street improvement plans.
- Review and/or preparation of domestic or raw water improvement plans and studies.
- Review and/or preparation of sewer improvement plans and studies

- Review and/or preparation of storm drain improvement plans, hydrology and hydraulic reports.
- Review and/or preparation of tract and parcel map, lot line adjustments, certificates of compliance, map/easement or legal descriptions and supporting documentation.
- Review and/or preparation of structure calculations.
- Review and/or preparation of engineering quantity estimates and costs.

Designers shall have a minimum of 10 years' experience in civil design for public facilities. A detailed scope of work is available as Exhibit A of this RFP.

The consultant shall assist City staff to identify and prioritize pavement preservation projects; design and prepare plan, specifications, and estimate (PS&E) for pavement projects. Utilize the latest technologies to design and construct/rehabilitate pavements in the most cost-effective way. Consultant must be experienced with state and federal funded projects and pavement designers shall have a minimum of 10 years' experience in pavement design. A detailed scope of work is available as Exhibit A of this RFP.

Civil Engineering – Water and Wastewater Treatment Facilities

The objective of this discipline is to enable the City to improve the City potable water, sanitary sewer and storm water systems to meet the rules and regulations of the State and Federal mandates as well as public demand. Consultant shall provide all services and work required to complete studies, designs, plans, specifications and estimates for City projects as identified in the current city water, wastewater and storm water master plans or as may be requested by the City. City may request the consultant to update said master plans. The consultant shall have 10 years' experience in the design of potable and sanitary sewer treatment, collection and distribution systems in compliance with State and Federal requirements in the State of California. A detailed scope of work is available as Exhibit A of this RFP.

The above list is not intended to be exclusive; other services will likely be sought as the need arises. The statement of qualifications does not need to include a fee proposal for any of these specific tasks; fee proposals for individual tasks would be requested during the course of the on-call contract.

Periodically, the City has the need for assistance with special engineering studies or general staff augmentation. The consultant must be able to assist the City through this contract to provide the necessary services.

The consultant shall utilize its' in-house staff and/or sub-consultants to complete the assignments to meet the City standards. For specialized work for which the prime consultant will require a sub-consultant, the prime consultant will serve as an administrative liaison between the City and the sub-consultant. The prime consultant mark-up for sub-consultants shall not exceed 10%.

VI. PROJECT SCHEDULE

The following is a tentative schedule for the project:

Release of RFP	**08/22/2025**
Proposal Due	**09/19/2025**
Consultant Interview (if needed)	**Week of October 6th, 2025**
Contract Award	**10/21/2025**

VII. DELIVERABLE ITEMS

The Consultant will be required to verify that all information submitted as services rendered is accurate and current. Furthermore, the Consultant will be required to document the source(s) of all compiled information. All information generated as part of the Consultant's or sub-consultant's work shall become part of City of El Centro record of the project.

VIII. CORRECTIONS

Proposing Consultants are encouraged to amplify the scope of services, to identify any supplemental tasks necessary, and to recommend any alternatives that may enhance the project or reduce costs. Where applicable, consultant is encouraged to describe the anticipated level of effort for each task.

IX. DELIVERY OF PROPOSALS

Proposals must be submitted to 307 W. Brighton Ave., El Centro CA 92243 by at 4:30 pm on Friday, September 19, 2025 with subject reading as follows:

Response for City of El Centro On-Call Services RFP
Discipline: (*Enter Discipline to be considered here*)
Attn: Abraham Campos, PE
Public Works Director/City Engineer

<u>On a separate envelope</u>, submit a hard copy Fee Schedule to the same address and by the same date in a sealed envelope marked:

Fee Proposal for City of El Centro On-Call Services
Discipline: (*Enter Discipline to be considered here*)
Attn: Abraham Campos, PE
Public Works Director/City Engineer

Proposals and Fee Proposals received after the stated deadline will not be accepted. Advance submittals are permitted. The City will not be liable for any costs incurred by the Consultant

incidental to the preparation of proposals or for developing and carrying out interview presentations.

Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of El Centro and the Consultant selected.

Questions concerning the RFP must be submitted via the Planet Bids portal. All questions must arrive at least ten (10) calendar days prior to the proposal due date to allow time for distributing answers and/or clarifications.
No questions or inquiries may be directed to any individual (s) at the location detailed in this document. All inquiries must be submitted in writing per the process described in this document. Attempts to contact any City employee other than the designated contact for this RFP may result in rejection of a submitted proposal. No questions will be answered after the ten-ten-day period.

X. SELECTION PROCESS

City staff will evaluate the proposals based on effectiveness and efficiency in supporting each of the following items.

1. Overall responsiveness to the RFP
2. Consultant (and project team) qualifications, experience and referenced projects
3. Qualifications, experience and commitment of the project manager and team members. The project manager shall preferably have successfully completed at least three (3) projects of similar nature, complexity, and size during the last 10 years
4. Project understanding, innovative approach and proposed scope of work
5. Ability to deliver the project scope of work within the stated estimated level of effort
6. Project management plan and schedule
7. Ability to sign the City's Standard Professional Services Agreement and provide the City's standard insurance coverages listed therein

Based on this evaluation, the City may choose to invite up to three (3) Consultants from each discipline to participate in an oral presentation/interview session or select the Consultant based on the results from the evaluation of the proposal.

In the event the City chooses to conduct interviews as part of the selection process, the selected Consultants will be asked to bring an interview panel including the project manager and up to three (3) (maximum) key staff members who will be directly involved in providing the services. The Consultants selected for the interview will be allowed thirty (30) minutes to present their Consultant experience and project approach. Following the presentation there will be a thirty (30) minute informal question and answer discussion.

At the conclusion of the evaluation, the City may enter into contract negotiations with the top three ranking Consultants. If negotiations with the top-ranking Consultants are unsuccessful, negotiations will terminate and the City may undertake negotiations with the

fourth-ranked Consultant. City staff then will make recommendations to the City Council, which reserves the right to reject any or all proposals. The selection process will be completed when a contract is executed.

Furthermore, the City reserves the right to reject any or all proposals, and to waive any and all irregularities to choose the Consultant which, in the City's opinion, best serves the City's interests. The City will not be liable for any costs incurred by the Consultant incidental to the preparation of proposals or for developing and carrying out interview presentations.

All Consultants issued this RFP were previously asked to certify that they would execute a contract with the City of El Centro with no exceptions or additions.

XI. SUBMITTAL REQUIREMENTS

Proposals shall be formatted for 8-1/2" x 11" portrait pages for written materials and 11" x 17" landscape pages for drawings, consisting only of the specified materials requested below. If interviews are required, presentation boards may be used. Presentation boards shall be 30" x 42", unframed with appropriate scale and identification.

It is imperative that all Proposers responding to the RFP comply exactly and completely with the instructions set forth herein. Proposals must be concise, but with sufficient detail to allow accurate evaluation and comparative analysis. Proposals should be straightforward and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Do NOT include marketing brochures or other promotional material not connected with this RFP. **Responses must be limited to 30 pages maximum.**

To be responsive, each Proposal must include only the following information in the format indicated. Proposals not organized according to the following format may be rejected.

1. Cover with title and date
2. Cover Letter that documents the proposal offer, lists subconsultants and their roles, location of office where work will be done, is signed by an officer of the Consultant (or by another person with authority to act on behalf of and bind the Consultant), and indicates the contact person for the proposal
3. Table of Contents
4. Executive Summary
5. Approach to satisfying scope of work, which should highlight key issues as well as special processes, tools and lessons learned that will be applied
6. Scope of Work based on the respective discipline above
7. Availability to meet the expected schedule for this work, including current workload and backlog
8. History, general qualifications, employee count by title and discipline, and recent or pending litigation for Consultants and subconsultants

9. Proposer must provide three (3) references for which Proposer has provided similar services performed in California of the nature and scope as set forth in the RFP within the last five (5) years. Include name of business, name of contact person, telephone number of contact person, and description and date of services provided. References for public agency projects are preferred.

10. Qualifications of Project Manager and Key Staff of Consultant and subconsultants, including individual resumes listing required licenses, credentials and relevant experience addressing qualifications requirements specified herein, with relevant experience focused on similar projects completed within the last 10 years. City will place considerable emphasis on the commitment by the Proposer to provide qualified personnel for the services being considered. The Proposer shall furnish resumes in outline form for the key personnel committed to this account. Proposer shall also include the number and type of additional support personnel who will be providing services. The substitution or addition of individuals shall be allowed only with prior written approval of the City.

EXHIBIT A

CIVIL ENGINEERING – GENERAL AND WATER AND WASTEWATER TREATMENT. EXPANDED SCOPE

1.0 Scope of Work

The Scope of Work shall include, but not limited to the following tasks:

In general, the Consultant shall perform engineering design services resulting in contract documents (plans, specifications and cost estimates) for various projects on an as-needed basis. The Consultant shall provide a detailed schedule of the assigned project upon issuance of a Task Order of that particular project. The Consultant shall also provide all field survey works required to complete the designs. In addition to scope of work items necessary to complete the design of approved CIP projects, the selected consultant shall also provide specific Engineering Technician services. The services to be provided are enumerated below.

The Consultant's services shall include, but are not limited to, the following:

1. Research existing records of utility companies and agencies and coordinate the proposed improvements with existing field conditions.

2. Prepare all documentation required to obtain permits from any and all agencies having jurisdiction of the project.

3. Conduct an environmental assessment for each project and prepare all documentation required to comply with the California Environmental Quality Act (CEQA).

4. Provide all field survey and topographic work necessary to complete the design effort. Design level survey and base mapping of the project site shall be prepared in US Customary English units by a California licensed Land Surveyor in accordance with the City guidelines and in AutoCAD Computer Aided Design and Drafting (CADD) format. The horizontal datum shall be NAD 83 and the vertical datum shall be NAVD 88. All survey field notes shall be on forms provided by the City, shall be neatly completed in pencil, and shall become property of the City upon completion of the project. Informal field investigations including marking of removal areas may be required for some of the sidewalk, curb and gutter, and pavement replacement projects.

5. Complete the design of projects including plans, specifications, and engineer's construction cost estimate. The Consultant shall contact manufacturers and/or contractors to verify the engineer's estimate prior to submitting to the City. Specifications shall be prepared in Microsoft Word and an electronic copy of the final version shall be furnished to the City. The City will provide the specification boiler plate to the Consultant.

6. All preliminary and bid sets of plans shall be plotted on bond or velum using the AutoCAD program. All drawings shall be completed per the City of El Centro CADD Standards

7. All original plan sheets, the title sheet of the specifications, calculations, and reports shall be signed and stamped by the Consultant's licensed professional engineer in responsible-charge of the project. These signed originals will then become the property of the City.

8. The Consultant shall provide support services as needed during the bidding and construction phases of the project, including:

   A. The Consultant shall respond to bidder inquiries during the bidding process, including preparation of any addenda. Upon award of the construction contract, the Consultant shall attend the pre- construction meeting.
   B. The Consultant shall review and approve all submittals and shop plan drawings required supporting the construction contract. The Consultant shall complete shop drawings reviews within one (1) week of receipt. Contract Change Order reviews shall be completed within two (2) working days of receipt.

   C. The Consultant shall respond to written Requests for Information (RFI) to provide clarification or resolve discrepancies in the contract documents. Responses shall be completed within three (3) working days.
   D. The Consultant shall provide periodic field reviews and bring to the attention of the City of El Centro any defects or deficiencies in the work by the construction contractor which the Consultant may observe. The Consultant shall have no authority to issue instruction on behalf of the City of El Centro, or to deputize another to do so.

9. Upon the completion of construction, as-builts shall be submitted to the City. The Consultant shall incorporate all changes to the plans electronically with all necessary revision notations. Once plans have been updated, a signed set of as-built mylars shall be submitted to the City with an electronic copy (in AutoCAD and pdf formats) of the final as-built drawings via CD or e-mail.

10. The Consultant shall monitor the project progress, maintain project files, and control the quality of the work performed by in-house staff and/or sub-consultants. Incomplete (not meeting targeted completion) or poor-quality work will not be accepted. The Consultant will need to revise the documents within a revised schedule set by the City, which may require overtime. No additional regular or overtime hours shall be approved for the required revisions.

11. Attend meetings with the City staff as required.

12. Coordinate plan check, design topics, permits and any other issues with the City, other Agencies, and all utility companies as required. The Consultant shall be the liaison with affected agencies.

13. The Consultant shall be responsible for to reviewing and approving addenda and clarifications to plans and specifications.

1.1 Preliminary Design

Review available record plans, existing/proposed conditions and requirements. Attend the Field

Review Meeting; prepare Field Review Report

Conduct a field survey in order to confirm the accuracy of any existing drawings, surveys, streets, and utility locations data obtained. Consultant is expected to conduct additional surveys based on the project requirements.

Consultant shall prepare a preliminary Design Report (PDR) of alternatives, preliminary cost estimate and preferred alternative.

1.2 Development of Detail Plans, Specifications and Estimate (PS&E):

All reports, plans, specifications and quantity calculations shall conform to criteria, policies, procedures and standards of Caltrans, APWA and the City, and shall be made available to the City at stages specified in the milestone schedule and upon request.

Construction plans shall adhere to City of El Centro Standard Construction Drawing standards. The Consultant shall produce, at the Consultant's sole cost and expense, blank reproducible sample plan sheets and any needed standard drawings. Standard drawings and standard plans shall be incorporated into the Contract Plans where applicable.

Each plan sheet shall bear the State of California Registered Professional Engineer registration seal within signatures, license number and registration certificate expiration date of the Engineer who is in responsible charge for developing the plan. Each plan sheet shall be signed by the engineer who performed the independent plan check.

Consultant shall prepare complete contract specifications based on the Manuals/Standards section 2.4.

A list of contract pay items with the descriptions, item codes and estimated quantities shall be included in the front of the special provisions.

The Consultant shall prepare quantity calculations for items that are applicable to this project, and prepare cost estimates.

Quantities for all contract pay items shall be substantiated by calculations. Quantity calculations shall be neat and orderly and shall show all sketches, diagrams, and dimensions necessary to allow them to be independently used by field inspectors during construction.

Electronic files for all structural details and calculations shall be submitted at the end of the contract or when requested by the City.

All electronic software developed, databases generated, spreadsheets and intellectual properties developed during the life of the Agreement shall become the property of the City.

1.3 Environmental Documents and Permit Compliance

Specific environmental documentation work as may be required by the funding agency and the City including, but not be limited to the following: prepare Preliminary Environmental Study (PES), CEQA compliance documentation, technical studies, , NPDES permit, Regional Board Section 401 certification, any coordination as required completing the environmental NEPA and

CEQA work, and any encroachment permits required for the project from agencies such as Caltrans, County of Imperial, the City and any other having jurisdiction.

1.4 Utility Research and Coordination

(1) Research and obtain file copy of utility maps within the project limits for existing and/or proposed facilities.
(2) Prepare preliminary plans with utility notices/questionnaires to be sent to utility companies.
(3) Plot existing and proposed utilities in plan (and profile when applicable)
(4) Monitor response of utility notices received by the City and then make recommendations for mitigating conflicts.
(5) Attend coordination meetings when required regarding adjustments and relocations.
(6) Pothole information, where required, shall be coordinated by the Consultant.

1.5 Construction Bidding Phase

Bidding procedures will be the responsibility of the City. While the PS&E construction package is being advertised for bids, all questions concerning the intent shall be referred to the City for resolution. In the event that any items requiring interpretation in the drawings or specifications are discovered during the bidding period, said items shall be analyzed by the Consultant for decision by the City, or by a covering change order after the award of the construction contract.

1.6 Construction Support Phase (As Needed)

(1) All construction support work shall be coordinated with the City.
(2) Consultant shall furnish, at the consultant's sole cost and expense, all necessary drawings for corrections and change orders required by errors and omissions of the Consultant. The original tracing(s) of the drawings and contract wording for the change orders shall be submitted to the city for duplication and distribution.
(3) Consultant will receive written notification of the award of a construction contract. Upon such notification, Consultant will proceed with the services required by the Agreement.
(4) Consultant is required to attend the pre-construction meeting with the successful construction contractor upon notification by the City.
(5) Consultant shall review and approve all submittals and shop plan drawings required supporting the construction contract. Consultant shall complete shop drawings reviews within two (2) weeks of receipt. Contract Change Order reviews shall be completed within two (2) working days of receipt.
(6) Consultant shall be available as requested by the City to resolve discrepancies in the contract documents. Consultant shall bring to the attention of the City any defects or deficiencies in the work by the construction contractor which the Consultant may observe. Consultant shall have no authority to issue instruction on behalf of the City, or to deputize another to do so.
(7) The Consultant shall prepare and deliver to the City the final as-built plans incorporating field marked prints supplied by the City. Upon completion of construction, the City will submit field-marked prints to Consultant. Consultant shall incorporate all changes to the plans electronically with all necessary revision notations and submit to the City.

1.7 Description of Required Services

All work shall be performed in conformance with the State of California and/or City of El Centro policies, procedures and standards.

Consultant shall carry out the instructions received from the City and shall cooperate with the City and other involved agencies.

The Consultant has total responsibility for the accuracy and completeness of the plans and related designs, specifications and estimates prepared and shall check all such materials accordingly. The plans will be reviewed by the City for conformity with the requirements of the Agreement. Reviews by the city do NOT include detailed review or checking of design or the accuracy with which such designs are depicted on the plans. The responsibility for accuracy and completeness of such items remains solely that of Consultant.

Consultant or its sub consultants shall not incorporate in the design any materials or equipment of single or sole source origin without written approval of the City.

The plans, specifications, estimates, calculations, and other documents furnished under the Agreement shall be of a quality acceptable to the City and State. The criteria for acceptance shall be a product of neat appearance, well organized, technically and grammatically correct, checked, and dated and having the maker and checker identified. The minimum standard of appearance, organization and content of the drawings shall be that of similar types produced by the State and set forth in related Caltrans manuals. The Consultant shall modify its work as necessary to meet the level of acceptability defined by the criteria above.

The Consultant shall have a quality control plan in effect during the entire time work is being performed under the Agreement. The Quality control plan shall establish a process whereby plans are independently checked, corrected and back checked, and all job-related correspondence and memoranda dated and received by affected persons and then bound in appropriate job files.

2.0 Construction Plans

2.1 60% PS&E (Unchecked Details)

Unchecked plan details shall consist of 60% design and detailed plans ready for the independent design check.

Three sets (3) full size (24”x36”) of design plans. The following submittals may be submitted electronically: draft SSP, preliminary quantities and estimates, pay item list, and design calculations.

2.2 100% PS&E

The Consultant shall submit the following documents for review and approval: Four sets (4) full

size (24”x36”) signed and sealed prints of checked design Electronic copies of Special Provisions

Electronic copies of cost estimate and check quantity calculations

Electronic copies of design calculations

Electronic copies of design check calculations
Other reports as needed by the City of El Centro

The City will review and comment on the PS&E package as soon as possible. The turnaround goal is within four (4) weeks of receipt of the complete PS&E package. One (1) copy of those documents with comments will be returned to the Consultant.

2.3 Final PS&E

The Consultant shall submit the following documents for review and approval:

Electronic sets of signed final design plans

Electronic copies of signed final specifications

Electronic copies of final cost estimate and final quantity calculations

Electronic copies of final design calculations

Electronic files in its original format and in PDF of all plans, specifications, and estimates

2.4 Manuals/Standards

Where applicable, engineering design of all PROJECT improvements shall be compatible and in accordance with the following as applicable:

Caltrans Highway Design Manual

Caltrans Standard Plans

Caltrans Standard Specifications

Imperial County Hydrology Manual

American Public Works Association Standard Specifications for Public Works Construction

American Public Works Association Standard Plans

American Water Works Association

City of El Centro Standard Plans

San Diego Regional Standard Drawings

It will be the responsibility of the Consultant to verify that it has received the latest version or update of these documents.

Plans for the improvements on the State Highway shall be prepared in accordance with Caltrans recommended practice for detailing and scope of work. Caltrans Standard plans shall be utilized where applicable and may be called out on the plans as reference.

Local street improvement plans shall adhere to City of El Centro Standard Plans and the Standard Specifications for Public Works Construction. Plans shall be computer drafted in AutoCAD compatible format and shall adhere to the current City of El Centro Public Works Department CAD standards.

The Consultant's work will be subject to inspections by representatives of the City, County, State and FHWA

2.5 ***Coordination***

Coordination with the City, other consultants and other involved agencies will be required to

achieve compatible designs, phasing of construction with existing or designed conditions, and timely delivery of the contract PS&E. Coordination may include, but not be limited to, coordination with Caltrans, FHWA, Regional Water Quality Control Board and other agencies.

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

EXHIBIT B

SAMPLE PROPOSAL EVALUATION FORM

CONSULTANT/FIRM NAME:		
Criteria	Max Points	Rating
Understanding of the work to be done	25	
Experience with similar kinds of work	25	
Quality of staff for work to be done	15	
Capability of developing innovative or advanced techniques	10	
Familiarity with state and federal procedures	10	
Financial responsibility	10	
Familiarity with local and regional approving agencies	5	
Total	100	

Evaluator

Print Name: _____

Signature: _____

Date: _____

Contract Manager

Initials:_____

Date: _____

EXHIBIT C

SAMPLE DESIGN PROFESSIONAL SERVICES AGREEMENT

EXHIBIT D

LEVINE ACT STATEMENT

Levine Act Statement
PRIME PROPOSER AND SUBCONSULTANTS MUST SUBMIT A SIGNED LEVINE ACT STATEMENT

California Government Code § 84308, commonly referred to as the "Levine Act," precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than $500 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the officer, or received by the officer on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

This statement must be provided for the company and for each consultant who will work with the City.

City of El Centro Council Members as of the date of this RFP are as follows:

Mayor Sonia Carter
Mayor Pro-Tem Marty Ellett
Sylvia Marroquin
Claudia Camarena
Michael Crankshaw

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than $500 to any City of El Centro Council Member in the 12 months preceding the date of the issuance of this RFP?
_____ YES _____NO
If yes, please identify the Council Member: _____

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than $500 to any City of El Centro Council Member in the three months following the award of the contract? _____ YES _____NO
If yes, please identify the Council Member:_____

Answering yes to either of the two questions above does not preclude City of El Centro from awarding a contract to your firm. It does, however, preclude the identified Council Member from participating in the contract award process for this contract.

_____ _____
DATE (SIGNATURE OF CONSULTANT)

EXIBIT E

SAMPLE TASK ORDER

SAMPLE CONSULTANT TASK ORDER #
FOR CITY OF EL CENTRO ON-CALL CONTRACT

PROJECT NAME:	On-Call Services	CONSULTANT: Engineering Firm
LOCATION:	Various in City of El Centro	ADDRESS: Somewhere, CA

This task order scope is made by and between the CITY OF EL CENTRO, acting through the Public Works Director, "CITY", and Engineering Firm, Somewhere, CA "CONSULTANT."

WHEREAS, CITY and CONSULTANT have entered into a contract, known as "AGREEMENT FOR ON-CALL CONSULTING SERVICES BETWEEN THE CITY OF EL CENTRO AND _____SERVICES"; which was fully executed on _____ by Resolution No. _____

WHEREAS,

1. CITY has solicited proposals for specific scope of work (Sub-Tasks) to be performed through this Task Order, herein attached as Exhibit A in accordance with section 1.2 of the On-Call agreement.
2. CITY has received a cost proposal for said Task Order herein attached as Exhibit B in compliance with Article III of the On-Call agreement.

NOW THEREFORE, it is mutually agreed to supplement the agreement as follows:

1. The original agreement is extended by a period of 0 yrs as it relates to the scope of this Task Order from today's date in order to complete the work independent of any other extension to the original agreement.
2. CITY and CONSULTANT may mutually elect to further extend this Task Order's time in order to complete its scope of work.
3. In accordance with section 1.4 of the On-Call Agreement, CITY directs CONSULTANT to proceed with said Task Order at the rate established in the cost proposal.
4. Said scope and cost shall be tracked solely under this Task Order and shall be independent of other Task Orders executed under the original on-call contract.

Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

IN WITNESS WHEREOF, this Task Order is executed by the City of El Centro, acting by and through the Director of Public Works, pursuant to section 1.2 of the On-Call agreement, authorizing such execution, and by the Consultant.

Dated this _____ day of _____, 20__.

THE CITY OF EL CENTRO

By:

_____
Abraham Campos P.E., Public Works
Director, City Engineer

Date: _____

I HEREBY CERTIFY I can legally bind _____ and that I have read all of this Task Order, this _____ day of _____, 20__.

By: _____
Authorized Representative

Title:

Print Name: _____

Date: _____

SAMPLE CONSULTANT TASK ORDER #
FOR CITY OF EL CENTRO ON-CALL CONTRACT

PROJECT NAME:	On-Call Services	CONSULTANT: Engineering Firm
LOCATION:	Various in City of El Centro	ADDRESS: Somewhere, CA

This task order scope is made by and between the CITY OF EL CENTRO, acting through the Public Works Director, "CITY", and Engineering Firm, Somewhere, CA "CONSULTANT."

WHEREAS, CITY and CONSULTANT have entered into a contract, known as "AGREEMENT FOR ON-CALL CONSULTING SERVICES BETWEEN THE CITY OF EL CENTRO AND _____SERVICES"; which was fully executed on _____ by Resolution No. _____

WHEREAS,

1. CITY has solicited proposals for specific scope of work (Sub-Tasks) to be performed through this Task Order, herein attached as Exhibit A in accordance with section 1.2 of the On-Call agreement.
2. CITY has received a cost proposal for said Task Order herein attached as Exhibit B in compliance with Article III of the On-Call agreement.

NOW THEREFORE, it is mutually agreed to supplement the agreement as follows:

1. The original agreement is extended by a period of 0 yrs as it relates to the scope of this Task Order from today's date in order to complete the work independent of any other extension to the original agreement.
2. CITY and CONSULTANT may mutually elect to further extend this Task Order's time in order to complete its scope of work.
3. In accordance with section 1.4 of the On-Call Agreement, CITY directs CONSULTANT to proceed with said Task Order at the rate established in the cost proposal.
4. Said scope and cost shall be tracked solely under this Task Order and shall be independent of other Task Orders executed under the original on-call contract.

Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

IN WITNESS WHEREOF, this Task Order is executed by the City of El Centro, acting by and through the Director of Public Works, pursuant to section 1.2 of the On-Call agreement, authorizing such execution, and by the Consultant.

Dated this _____ day of _____, 20__.

THE CITY OF EL CENTRO

By:

_____

Abraham Campos P.E., Public Works Director, City Engineer

Date: _____

I HEREBY CERTIFY I can legally bind _____ and that I have read all of this Task Order, this _____ day of _____, 20__.

By: _____

Authorized Representative

Title:

Print Name: _____

Date: _____

RESOLUTION NO. 26-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A DESIGN PROFESSIONAL SERVICES AGREEMENT WITH LEE & RO, INC. FOR ON-CALL CIVIL ENGINEERING WATER AND WASTEWATER TREATMENT SERVICES

WHEREAS, on-call professional Civil Engineering-Water and Wastewater Treatment services agreements are an effective way to retain consultants to ensure that public works projects and programs are delivered in a timely and cost-effective manner; and

WHEREAS, pursuant to City Code Section 2-174, the City of El Centro ("City") identified a need for on-call, specialized Civil Engineering-Water and Wastewater Treatment consulting services and released a Request for Proposal for such services through the City's Public Works Department; and

WHEREAS, on October 3, 2025, the City received proposals which were evaluated and ranked to determine the most qualified consultants; and

WHEREAS, Lee & Ro, Inc., ("Consultant") was amongst those consultants chosen to enter into an on-call agreement with the City; and

WHEREAS, such services will be awarded on a Task Order basis as the budget allows; and

WHEREAS, it is necessary for the City Council of the City of El Centro, California (the "City Council") to approve a Design Professional Services Agreement with Consultant for On-Call Civil Engineering – Water and Wastewater Treatment Services ("Agreement"); and

WHEREAS, the City Council finds that its approval of the Agreement is in the best interest of the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL CENTRO, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

1. That the foregoing is true, correct and adopted.

2. That the City Council authorizes the Agreement in a not-to-exceed amount of one million dollars ($1,000,000) for the total term of the Agreement (for two years, with the possibility of up to three (3) one-year extensions), with the understanding that services will be provided on an as-needed basis and Task Order basis as further set out in the Agreement, with no guarantee of any level of effort from Consultant.

3. That the City Manager is hereby authorized to sign the Agreement on behalf of the City, a copy of which is on file in the Office of the City Clerk.

4. That the Public Works Director is hereby authorized to execute Task Orders up to fifty thousand dollars ($50,000) each for budgeted projects.

5. That the City Manager is hereby authorized to execute Task Orders for budgeted projects above fifty thousand dollars ($50,000) and under two-hundred thousand dollars ($200,000); task orders above that amount shall be approved by the City Council.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of El Centro, California, held on the day of , 2026.

CITY OF EL CENTRO

By_____
Sonia Carter, Mayor

ATTEST:

By_____
Norma Wyles, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney

By_____
Elizabeth L. Martyn, City Attorney

STATE OF CALIFORNIA)
COUNTY OF IMPERIAL) ss
CITY OF EL CENTRO)

I, Norma Wyles, City Clerk of the City of El Centro, California, do hereby certify that the foregoing Resolution No. 26- was duly and regularly adopted at the regular meeting of the City Council of the City of El Centro, California, held on the day of , 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

By_____
Norma Wyles, City Clerk

City Council of the City of El Centro
1275 W. Main Street
El Centro, CA 92243
SUBMITTED
ACTION ITEM (ID # 2025-405)

Item: 9.
Meeting: 1/6/2026 3:30 PM
Department: Public Works
Category: Presentation
Prepared by: Rocio Ruelas , Staff Assistant
Department Head: Abraham Campos
DOC ID: 2025-405

Adopt Resolution No. 26- , RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH THE HOLT GROUP, INC. FOR ON-CALL CIVIL ENGINEERING- WATER AND WASTEWATER TREATMENT SERVICES.

CITY MANAGER'S RECOMMENDATION:

Adopt Resolution No. 26- RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH THE HOLT GROUP, INC. FOR ON-CALL CIVIL ENGINEERING- WATER AND WASTEWATER TREATMENT SERVICES.

FISCAL IMPACT:

Contract is not to exceed one million dollars ($1,000,000.00) through out the term of the agreement. This will be through the approval of various task orders through out the life of the contract.

Award of the contract will not obligate the City to purchase any specific level of effort from any firm as task orders will be issued by the City Manager or Public Works Director to assign work on an as-needed, project-by-project basis. Funding for each project will be budgeted in the Citywide Capital Improvement Program (CIP) budget which is adopted through the annual budget process. If a non-budgeted project arises, staff will return to Council to request funding as needed. Funding sources may include the general fund, enterprise funds as well as other sources such as Measure D, Gas Tax, SB1 and other grants.

STRATEGIC PLANNING PROGRAM 2022-2027 RELATION:

Financial & Governance Stability & Sustainability

DUE DILIGENCE CHECK FOR CONTRACTORS/CONSULTANTS: DID THE DEPARTMENT VERIFY CURRENT EL CENTRO BUSINESS LICENSE, CONTRACTOR'S LICENSE, REFERENCE CHECKS, INSURANCE, ETC.:

The consultant went through a request for proposals and an evaluation process. Any missing documentation, such as a business license, will be obtained before issuance of Notice to Proceed ("NTP").

BACKGROUND:

In late 2020, the City Council awarded a series of contracts to on-call consultants. These contracts in essence, pre-approve consultants for design work, construction management work, special studies, etc. This expedites the award of work and eliminates the need to do RFP's, interviews, etc., for contract which may be small in value, which may discourage firms from submitting due to the cost of preparing for a RFP and interview process.

Generally, these contracts are not utilized for certain grant funds, as grant funds have

added language that may not be included in the on-call contracts and that does not apply for all projects. As such, grant funded projects generally go through contracts outside of the on-call approved contract list.

On-call contracts have been used in the past to do design work funded by park impact fees, general fund, water enterprise, wastewater enterprise, Measure D and SB1 funds. Individual Task Orders are issued for projects that fit within the scope of the on-call contract.

Projects in the past have included the Imperial Avenue Extension design, studies and portions of the Southern Pump Station project, various construction management contracts for Measure D projects and some water and wastewater projects to name a few. Task Orders are funded from approved budget funds.

DISCUSSION:
The current list of On-Call contracts began to expire at the beginning of August 2025. To replace the contracts, Public Works' staff divided the on-call disciplines into two groups. One Request for Proposals (RFP) was prepared for Civil Engineering- General and Civil Engineering- Water and Wastewater Treatment, while another was prepared for the On-Call Architectural Design and Construction Management and Inspection Services.

On August 19, 2025, the City Council, during its regular meeting, approved the Request for Proposals(RFP) for four on-call disciplines. Each RFP was advertised and released as follows:

1. Request for Proposals (RFP) for On-Call Civil Engineering - General and On-Call Civil Engineering- Water and Wastewater Treatment was published in the Imperial Valley Press on August 22, 2025, with an initial deadline of September 19, 2025, and then revised via addendum to October 3, 2025.

2. Request for Proposals (RFP) for On-Call Architectural Design, and Construction Management and Inspection Services was published in the Imperial Valley Press on August 26, 2025, with an initial deadline of September 26, 2025, and then revised to October 10th, 2025.

These are the disciplines where we expect to have the need for these contracts. Each applicant was required to specify the discipline for which they were submitting a proposal.

Under this Council approval request, we are focusing on consultants who submitted proposals for the Civil Engineering — Water and Wastewater Treatment Services portion of the RFP. For this discipline, the City received four proposals. The proposals were evaluated by a panel of three city staff members. Based on the scores, four firms were selected and will be recommended for contract award, which includes the following in no particular order:

- Dudek.
- Lee and Ro, Inc.
- NV5, Inc.
- The Holt Group, Inc.

A separate Council agenda report, agreement, and resolution is being prepared for each

firm. Each agreement would be limited to $250,000 per fiscal year for each fiscal year the agreement is active. However, as each agreement will be for on-call, as-needed services, there is no guarantee on any level of services from any firm. Each contract has an initial Two (2) year life with the option to provide for three (3) individual one (1) year extensions for a possible total five (5) year contract.

In this report, staff seeks approval of an on-call contract for the Civil Engineering — Water and Wastewater Treatment Services with The Holt Group, Inc.

CONCLUSION:

Adopt Resolution No. 26- RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH THE HOLT GROUP, INC. FOR ON-CALL CIVIL ENGINEERING- WATER AND WASTEWATER TREATMENT SERVICES.

ATTACHMENTS:

1. Design Professional Services Agreement- The Holt Group
2. Resolution 26-

DESIGN PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement"), is made and effective as of the last signature date in this agreement, between the City of El Centro ("City"), a municipal corporation, and The Holt Group, Inc., ("Consultant"), a stock corporation. In consideration of the mutual covenants and conditions set forth herein, the parties agree as follows:

I. TERM

This Agreement shall commence upon the issuance of the Notice to Proceed ("NTP") and shall remain and continue in effect until the professional services described herein are completed, but in no event later than two (2) years from the date of approval and may be extended for up to three (3) one (1) year extensions by mutual agreement unless sooner terminated pursuant to the provisions of this Agreement. All days set out in this Agreement are calendar days unless otherwise provided.

II. SERVICES

Consultant shall perform the tasks described and set forth in Exhibit A, attached hereto and incorporated herein as though set forth in full (the Tasks to be Performed or Tasks). Consultant shall complete the Tasks according to the schedule of performance which also is set forth in Exhibit A. To the extent that Exhibit A is a proposal from Consultant, such proposal is incorporated only for the description of the scope of services and no other terms and conditions from any such proposal shall apply to this Agreement unless specifically agreed to in writing. A sample Task Order is attached and incorporated as Exhibit "G".

III. PERFORMANCE BY CONSULTANT

A. Consultant shall at all times faithfully, competently, and to the best of their ability, experience, and talent, perform all Tasks. Consultant shall employ, at a minimum, generally accepted standards and practices utilized by persons engaged in providing similar services as are required of Consultant hereunder in meeting its obligations under this Agreement.

B. Consultant immediately shall notify the City Representative in writing of any delay in completion of the services. Such notice shall include the reason for such delay and a reasonable estimate of the length of the delay. If the delay materially effects performance of the Services, the City may terminate this Agreement under Section VI (Termination) or VII (Default).

C. Force Majeure. If delays in performance of the services are caused by the following unforeseen events or conditions beyond the reasonable control of City or Consultant, the time for performance may be extended by City only for the period of such events: war, changes in law or government regulation, labor disputes or strikes; fires, floods, adverse weather or other natural conditions preventing work; or inability to obtains materials, equipment or labor when the Consultant provides the City with timely evidence of its inability to obtain personnel.

D. Consultant may terminate this Agreement without cause upon providing at least 60 days prior written notice to the City of such termination. Within such time period, the Consultant shall complete any work necessary for the orderly termination of its consulting services

IV. CITY REPRESENTATIVE

City's Public Works Director shall represent City in all matters pertaining to the administration of this Agreement, review and approve all products submitted by Consultant, but not including the authority to change the compensation due to Consultant except as provided in this Agreement (the "City Representative")

V. PAYMENT

A. The City agrees to pay Consultant in accordance with the payment rates and terms and the schedule of payment as set forth in Exhibit B, attached hereto and incorporated herein by this reference as though set forth in full, based upon actual time spent on the above tasks. This amount shall not exceed One million dollars ($1,000,000.00) for the total term of the Agreement unless additional payment is approved as provided in this Agreement.

B. Consultant shall not be compensated for any services rendered in connection with its performance of this Agreement which are in addition to those set forth herein, unless such additional services are authorized in advance and in writing by the City. Consultant shall be compensated for any such authorized additional services in the amounts and in the manner as agreed to by the City and Consultant at the time City's written authorization is given to Consultant for the performance of such services and/or as set for in Exhibit B.

C. Consultant shall submit invoices monthly for actual services performed. Invoices shall be submitted on or about the first business day of each month, or as soon thereafter as practical, for services provided in the previous month. City shall use reasonable efforts to pay within forty-five (45) days of receipt of each invoice as to all non-disputed fees. If the City disputes any of Consultant's fees, it shall use its best efforts to give written notice to Consultant within forty-five (45) days of receipt of an invoice of any disputed fees set forth on the invoice.

D. It is understood and agreed that the City's obligation to proceed under this Agreement is conditioned upon the appropriation of funds. If anticipated funds for payment under this Agreement are not forthcoming or are insufficient, the City shall have the right to terminate this Agreement without penalty upon ten (10) days prior written notice to Consultant. Notwithstanding, the City also may determine a source of additional funds.

VI. CITY'S SUSPENSION OR TERMINATION OF AGREEMENT

A. Except as otherwise provided herein below, the City may suspend or terminate this Agreement, or any portion hereof, without cause and for convenience by serving written notice of termination upon the other party at least ten (10) calendar days prior to the date of termination. Upon receipt of said notice, the Consultant shall immediately cease all work under this Agreement, unless the notice provides otherwise. If the City terminates a portion of this Agreement, such termination shall not make void or invalidate the remainder of this Agreement.

B. In the event this Agreement is terminated pursuant to this section, the City shall pay to Consultant the actual value of the work performed up to the time of termination, less any disputed amounts. Upon termination of the Agreement pursuant to this section, the Consultant will submit an invoice to the City as provided above.

VII. DEFAULT

A. Either Party's failure to comply with the provisions of this Agreement shall constitute a default. In the event that either party is in default for cause under the terms of this Agreement, the affected party shall promptly notify the deficient party of such default and following such notice shall have no obligation or duty to continue compensating or providing any work after the date of default and terminate this Agreement immediately by written notice to the other party. If such failure hereunder arises out of causes beyond either party's control under Section III C above (force majeure), the provisions of that sub-section shall apply.

B. If the City Representative determines the Consultant is in default in the performance of any of the terms or conditions of this Agreement, City shall cause to be served upon the Consultant a written notice of the default. The Consultant shall have ten (10) days after service of default to cure the default as directed by the City in the notice of default. In the event the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled at law, in equity or under this Agreement.

VIII. OWNERSHIP OF DOCUMENTS

A. Consultant shall maintain complete and accurate records with respect to sales, costs, expenses, receipts, and other such information required by City that relate to the performance of services under this Agreement. Consultant shall maintain adequate records of services provided in sufficient detail to permit an evaluation of services. All such records shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible. Consultant shall provide free access to the City at reasonable times to such books and records; shall give City the right to examine and audit said

books and records; shall permit City to make transcripts or copies therefrom as necessary; and shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement. Such records, together with supporting documents, shall be maintained for a period of three (3) years after receipt of final payment.

B. Upon completion of, or in the event of termination of this Agreement, all original documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared in the course of providing the services to be performed pursuant to this Agreement shall become the sole property of the City and may be used, reused, or otherwise disposed of by the City without the permission of the Consultant. With respect to computer files, Consultant shall make available to the City, at the Consultant's office and upon reasonable written request by the City, the necessary computer software and hardware for purposes of accessing, compiling, transferring, copying and/or printing computer files. Consultant hereby grants to City all right, title, and interest, including any copyright, in and to the documents, designs, drawings, maps, models, computer files, surveys, notes, and other documents prepared by Consultant in the course of providing the services under this Agreement.

IX. INDEMNIFICATION AND DEFENSE

To the fullest extent permitted by law, Consultant shall indemnify, defend, and hold harmless City and any and all of its officials, employees, agents, and volunteers ("Indemnified Parties") from and against any and all claims, losses, liabilities, damages, costs, and expenses, including attorney's fees and costs, to the extent they arise out of, pertain to or relate to the negligence, recklessness, or willful misconduct of the Consultant.

Consultant's duty to defend shall consist of reimbursement of defense costs incurred by Agency in direct proportion to the Consultant's proportionate percentage of fault.

Consultant's percentage of fault, for both indemnity and defense, shall be determined, as applicable, by a court of law, jury, or arbitrator. In the event any loss, liability, or damage is incurred by way of settlement or resolution without a court, jury or arbitrator having made a determination of the Consultant's percentage of fault, and the parties cannot mutually agree on Consultant's percentage of fault, the parties agree to mediation with a neutral third-party to determine the Consultant's proportionate percentage of fault for purposes of determining the amount of indemnity and defense cost reimbursement owed to the Agency.

X. INDEPENDENT CONTRACTOR

A. Consultant is and shall at all times remain as to the City a wholly independent contractor. The personnel performing the services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of Consultant or any of Consultant's officers, employees,

or agents, except as set forth in this Agreement. Consultant shall not at any time or in any manner represent that it or any of its officers, employees, or agents are in any manner officers, employees, or agents of the City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner.

B. No employee benefits shall be available to Consultant in connection with the performance of this Agreement. Except for the fees paid to Consultant as provided in the Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing services hereunder.

XI. INSURANCE

Consultant shall maintain prior to the beginning of and for the duration of this Agreement insurance coverage as specified in Exhibit C attached hereto and incorporated herein by this reference as though set forth in full.

XII. LEGAL RESPONSIBILITIES

A. The Consultant shall keep itself informed of local, state, and federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its services pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. The City, its officers, agents and employees, shall not be liable at law or in equity occasioned by failure of the Consultant to comply with this section.

B. Licenses. At all times during the term of this Agreement, Consultant shall have in effect all licenses required for the performance of the services described in this Agreement.

C. City Business License: At all time during the term of this Agreement, Consultant shall have in effect a City business license.

D. Non-discrimination. Consultant shall not discriminate on the basis of any protected state or federal class or association with such class in its solicitation, selection, hiring or treatment of its employees, vendors or suppliers. Consultant understands that violation of this requirement shall be a material breach of this Agreement and may result in its termination, debarment or other sanctions. This requirement shall be placed in all agreements between the Consultant and its employees, vendors and suppliers.

E. Drug-free Workplace. Consultant agrees to insure a drug free workplace. The Consultant shall certify to the City that it will provide a drug-free workplace by submitting a Consultant Certification for a Drug-Free Workplace form as provided by the City. The Consultant shall publish a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a

controlled substance is prohibited in the workplace, and specifying the actions that will be taken against employees for violations of the prohibition. The Consultant also shall establish a drug-free awareness program to inform employees about all of the following: the dangers of drug abuse in the workplace; the policy of maintaining a drug free workplace; available drug counseling, rehabilitation, and employee assistance programs; and the penalties that may be imposed upon employees for drug abuse violations. In addition, the Consultant shall post the drug free policy in a prominent place.

F. No Use of City logo or Product Endorsement. The Consultant agrees that any advertisement or notification identifying or referring to the City as a client of the Consultant requires the prior written approval of the City. No City logo or other identifying mark may be used without the prior written approval of the City.

XIII. CONFLICTS OF INTEREST XX

A. Undue Influence. Consultant declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of the City in connection with the award, terms, or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of the City has or will receive compensation, directly or indirectly, from Consultant, or from any officer, employee, or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this section shall be a material breach of this Agreement entitling the City to any and all remedies at law or in equity.

B. No Benefit to City Employees. During their tenure and for one year thereafter, no officer or employee of City, or their designees or agents, and no public official who exercises authority over or responsibilities with respect to the services under this Agreement shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for work to be performed in connection with the services performed under this Agreement.

C. Consultant covenants that neither Consultant nor any officer or principal of their firm have any interest in, or shall acquire any interest, directly or indirectly, which will conflict in any manner or degree with the performance of their services hereunder. Consultant further covenants that in the performance of this Agreement, no person having such interest shall be employed by them as an officer, employee, agent, or subconsultant. To the extent applicable, Consultant further covenants that Consultant has not contracted with nor is performing any services, directly or indirectly, with any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the City or the study area and further covenants and agrees that Consultant and/or its subconsultants shall provide no service or enter into any agreement or agreements with a/any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the City or the study area prior to the completion of the work under this Agreement.

D. Form 700. Consultant is subject to all applicable federal, state and local conflict of interest laws, regulations and policies applicable to its contract with the City and procurement practices related to such contract, including but not limited to the those under the Political Reform Act and its regulations or California Government Code Section 1090 et seq. Consultant may be required to complete Form 700's or similar forms as determined under Exhibit D, attached and incorporated.

E. Levine Act Compliance. The Consultant shall complete and comply with the provisions of Exhibit E, attached and incorporated, regarding compliance with the Levine Act.

XIV. RELEASE OF INFORMATION

A. All information gained by Consultant in the performance of this Agreement shall be considered confidential and shall not be released by Consultant without City's prior written authorization. Consultant, its officers, employees, agents, or subconsultants, shall not without prior written authorization from the City Attorney or designee, or unless requested by the City, voluntarily provide declarations, letters of support, testimony at depositions, response to interrogatories, or other information concerning the work performed under this Agreement or relating to any project or property located within the City. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives City notice of such court order or subpoena.

B. Consultant promptly shall notify City should Consultant, its officers, employees, agents, or subconsultants be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions, or other discovery request ("Discovery"), court order, or subpoena from any person or party regarding this Agreement and the work performed thereunder or with respect to any project or property located within the City, unless the City is a party to any lawsuit, arbitration, or administrative proceeding connected to such Discovery, or unless Consultant is prohibited by law from informing the City of such Discovery. City retains the right, but has no obligation, to represent Consultant and/or be present at any deposition, hearing, or similar proceeding as allowed by law. Unless City is a party to the lawsuit, arbitration, or administrative proceeding and is adverse to Consultant in such proceeding, Consultant agrees to cooperate fully with City and to provide the opportunity to review any response to Discovery requests provided by Consultant. However, City's right to review any such response does not imply or mean the right by City to control, direct, or rewrite said response.

XV. NOTICES

Any notices which either party may desire to give to the other party under this Agreement must be in writing and may be given either by: (i) personal service; (ii) delivery by a reputable document delivery service (e.g., Federal Express), which provides a receipt showing date and time of delivery; or (iii) United States mail, certified mail, postage prepaid, return receipt requested, addressed to the address of the party as set forth below or at any other address as that party may later designate

by notice:

To CITY: City of El Centro
1275 Main St.
El Centro, CA 92243
Attention: City Clerk

TO CONSULTANT: The Holt Group, Inc.,
[NAME]

1601 N. Imperial Ave.
El Centro, CA, 92243

Attention: James G. Holt, P.E.

XVI. ASSIGNMENT

A. Consultant shall not assign the performance of this Agreement, nor any part thereof, nor any monies due hereunder, without prior written consent of the City. Due to the personal nature of the services to be rendered pursuant to this Agreement, only Consultant shall perform the services described in this Agreement.

B. Before retaining or contracting with any subconsultant for any services under this Agreement, Consultant shall provide City with the identity of the proposed subconsultant, a copy of the proposed written contract between Consultant and such subconsultant which shall include an indemnity provision identical to the one provided herein identifying City as an indemnified party, or an incorporation of the indemnity provision provided herein, and proof that such proposed subconsultant carries insurance at least equal to that required by this Agreement or obtain a written waiver from City for such insurance.

C. The Holt Group, Inc., may use assistants, under their direct supervision, to perform some of the services under this Agreement. Consultant shall provide City fourteen (14) days' notice prior to the departure of James G. Holt, P.E., from Consultant's employ. Should James G. Holt, P.E., leave Consultant's employ, the City shall have the option to immediately terminate this Agreement. Upon termination of this Agreement, Consultant's sole compensation shall be payment for actual services performed up to, and including, the date of termination or as may be otherwise agreed to in writing between the Governing Board and the Consultant.

XVII. GOVERNING LAW

The City and Consultant understand and agree that the laws of the State of California shall govern the rights, obligations, duties, and liabilities of the parties to this Agreement and also govern the interpretation of this Agreement. Any litigation concerning this Agreement shall take place in the municipal, superior, or federal district court with jurisdiction over the City.

XVIII. ENTIRE AGREEMENT

This Agreement contains the entire understanding between the parties relating to the obligations of the parties described in this Agreement. All prior or contemporaneous agreements, negotiations, understandings, representations, and statements, oral or written and pertaining to the subject of this Agreement or with respect to the terms and conditions of this Agreement, are merged into this Agreement and shall be of no further force or effect. Each party is entering into this Agreement based solely upon the representations set forth herein and upon each party's own independent investigation of any and all facts such party deems material.

A. No waiver or failure of either Party to insist upon the strict performance by the other shall be a continuing waiver of any breach of this Agreement, nor shall such waiver affect or alter this Agreement, and each provision hereof shall continue in full force and effect. No change to any term or condition of this Agreement, nor any verbal understanding of the Parties shall be valid unless in writing as set forth in this Agreement.

B. Nothing contained this Agreement shall be considered a limit upon the charter city powers of the City.

C. This Agreement shall not be construed in favor of or against either Party by reason of the extent to which each Party participated in its drafting.

D. In any conflict between the body of this Agreement and the Exhibits, the body of this Agreement shall control. If a conflict exists between any applicable law, rule, or regulation, that law, rule or regulation shall control. The most stringent requirements shall control. Each Party shall notify the other immediately upon identification of any apparently conflict or inconsistency.

XIX. SEVERABILITY

Any part, provision, or representation of this Agreement or any of its exhibits, including, which is held to be invalid, void or unenforceable by a court of competent jurisdiction, shall be limited to that part, provision or representation and all other parts, provisions, or representations herein shall remain in full force and effect.

XX. CONTENTS OF REQUEST FOR PROPOSAL AND PROPOSAL

Consultant is bound by the contents of City's Request for Proposal and the contents of the proposal submitted by the Consultant, attached and incorporated as Exhibit A. In the event of conflict, the requirements of City's Request for Proposal and this Agreement shall take precedence over those contained in the Consultant's proposal. The incorporation of the Consultant's proposal shall be for the scope of services to be provided only, and any other terms and conditions included in such proposal shall have no force and effect on this Agreement or the relationship between Consultant and/or City, unless expressly agreed to in writing.

XXI. AUTHORITY TO EXECUTE THIS AGREEMENT

The person or persons executing this Agreement on behalf of Consultant warrants and represents that they have the authority to execute this Agreement on behalf of the Consultant and have the authority to bind Consultant to the performance of its obligations hereunder.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

The Holt Group, Inc.,
By:
(Signature)

_____

James G. Holt
(Typed Name)

Secretary/CFO
(Title)

City of El Centro
A Municipal Corporation

_____
Robert Sawyer, City Manager

ATTEST:

_____
City Clerk

APPROVED AS TO FORM:
City Attorney

By: _____

Attachments:	Exhibit A	Consultant's Proposal
	Exhibit B	Fee Schedule
	Exhibit C	Insurance Requirements
	Exhibit D	Conflict Financial Disclosure
	Exhibit E	Levine Act Certification
	Exhibit F	City RFP
	Exhibit G	Sample Task Order

EXHIBIT A

CONSULTANT'S PROPOSAL

CITY OF EL CENTRO

REQUEST FOR PROPOSALS FOR ON-CALL

CIVIL ENGINEERING SERVICES FOR WATER AND WASTEWATER TREATMENT

October 3, 2025

Submitted by:

The Holt Group

Requested By:

City of El Centro
Department of Public Works
307 W. Brighton Avenue
El Centro, CA 92243
Phone: (760) 336-3152
Abraham Campos, P.E.
Director of Public Works/City Engineer

The Holt Group, Inc.

James G. Holt, P.E.

Robert K. Holt, P.E.

Engineering ■ Planning ■ Surveying

October 3, 2025

Mr. Abraham Campos, P.E.
Director of Public Works/City Engineer
City of El Centro
Department of Public Works
307 W. Brighton Avenue
El Centro, California 92243

RE: CITY OF EL CENTRO REQUEST FOR PROPOSAL FOR ON-CALL CIVIL ENGINEERING SERVICES FOR WATER AND WASTEWATER TREATMENT - THG PROPOSAL NO. 2025-065

Dear Mr. Campos,

The Holt Group is pleased to present this Proposal for On-Call Civil Engineering Services for Water and Wastewater Treatment to the City of El Centro. The Holt Group has over forty-one years of experience in providing General Civil Engineering Services to municipalities, districts, governmental agencies and private entities. We are confident that with our well-qualified staff and local experience, that we possess the ability to provide superior general civil engineering for projects within the City of El Centro. Our experienced staff is readily available from our El Centro office to ensure our projects run smoothly and our clients are satisfied. We look forward to the opportunity to discuss how we can best serve the City of El Centro with civil engineering services for water and wastewater treatment as requested within the contents of the Request for Proposal (RFP). Thank you for the opportunity to submit this proposal. Contact me if questions arise.

The Primary Contact for this Proposal is:

Mr. James G. "Jack" Holt, P.E.
Principal Engineer and Secretary/CFO
The Holt Group, Inc.
1601 N. Imperial Avenue
El Centro, CA 92243
Phone: (760)337-3883
Fax: (760)337-5997
Email: jack@theholtgroup.net

Sincerely,

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

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1. EXECUTIVE SUMMARY

Founded in 1984, The Holt Group, Inc. is a full service consulting firm offering Design Engineering, Construction Management and Inspection, Resident Engineering, Plan Checking, Surveying, Engineering Report and Study Services, Planning, Environmental Assessments, Grant Administration, Grant Writing, Engineering Administrative Support Services and related Professional Services to both Private and Public Sector Clients throughout Southern California and Western Arizona. Our main office is located in El Centro, California, with satellite office locations in Blythe, California and Palm Desert, California. If selected, all of the Services provided to the City of El Centro will be provided from **our principal office located at 1601 N. Imperial Avenue in El Centro, California**.

The Holt Group El Centro office is staffed with Professionals who specialize in providing contract Engineering and Planning Services to local Imperial and Riverside County Municipalities. We have maintained office locations in the County of Imperial, City of Blythe and Coachella Valley for the last forty-one years during which we have had the opportunity to perform services for the County of Imperial, Seeley County Water District, Niland County Sanitary District, Heber Public Utility District, Palo Verde Water District, Imperial Irrigation District, and the Cities of Blythe, Brawley, Calexico, Calipatria, El Centro, Imperial, Holtville and Westmorland. The Holt Group, Inc. currently serves as the consulting City/District Engineer for the Cities of Holtville, Calipatria, and the Heber Public Utility District and provide on-call, as needed Engineering, Planning, and Plan Checking Services to the County of Imperial and Cities of El Centro, Imperial and Calexico. We also serve as the consulting City Planning, Grant Writing and Administration, and Environmental Staff for the Cities of Holtville and Calipatria, and the Heber Public Utility District.

Due to our extensive amount of local participation and experience, we are intimately familiar with the local Engineering and Planning standards, regulations, and guidelines as well as local seismic, geotechnical, groundwater and extreme temperature conditions which significantly impact Engineering Projects in Imperial County. Over the years, The Holt Group has developed Engineering Standards, Details and Specifications and Long-Range Planning Documents for many of our Municipal Clients which address the conditions unique to Imperial County. Our firm also has extensive experience working with a variety of agencies including the California Department of Housing and Community Development (HCD), Community Development Block Grant (CDBG), Economic Development Agency (EDA), North American Development Bank (NADB), United States Department of Agriculture (USDA), Environmental Protection Agency (EPA) and Regional Water Quality Control Board (RWQCB).

We understand that the City of El Centro is seeking experienced Professional Engineering Firm(s) to provide As-Needed, On-Call General Civil Engineering Services for various City of El Centro projects. The selected firm(s) will be available on an "on-call" basis to assist the City with General Civil Engineering Services.

The Holt Group takes both professional and personal interest in the development of communities within Imperial County. Although many consulting firms possess the technical knowledge and ability to serve the City of El Centro, we believe that the commitment of local engineers and planners participating in local projects coupled with the knowledge of local conditions and local agency requirements results in superior engineering projects. Our El Centro office has a staff of 24 Engineering, Planning, Surveying, Construction Management and Administrative Specialists who can handle multiple projects for the City of El Centro simultaneously. All of our Staff members performing services for the City of El Centro will be staffed out of our El Centro office and therefore will be available 7 days a week, 24 hours a day to provide services if required on an emergency basis. We are highly sensitive to the needs of our Municipal Clients and consistently strive to complete projects on time and within budget. Thank you for the opportunity to submit this Proposal and we look forward to further discussing our capabilities in assisting the City of El Centro with General Civil Engineering Services.

2. APPROACH TO SATISFYING SCOPE OF WORK AND SCOPE OF SERVICES

The Holt Group specializes in Water and Wastewater Design projects as evidenced by the current project list as referenced in this proposal. The Holt Group has over forty-one (41) years of experience in the design of water and wastewater related projects and is confident that it can provide high quality water and wastewater related design services to the City of El Centro.

Most Water and Wastewater Projects require a study be completed prior to the commencement of design services. The studies provide the design criteria, capacity requirements, scope of work, project costs and project schedule, as a minimum. Agencies providing funding for projects require Preliminary Engineering Reports (PER's) with a comprehensive list of items to be included in the report. The items required for Preliminary Engineering Reports include population studies, community public hearings, a complete assessment of the existing condition of a water or wastewater treatment plant, the financial aspects for the funding and expenses of the water or wastewater facility (including service connections, current annual income, rate structure, operation and maintenance costs, debts and reserves, operational budget, capital needs and possibly a rate study), aging infrastructure, life cycle costs, staffing level and training needs, proposed improvements and alternatives, land availability, cost estimates, schedules and many other items.

Engineering design of Water and Wastewater Projects occur after the study phase is completed and the scope of work, design criteria, capacity, budget and schedule are clearly defined. Initial survey work is required to be completed prior to the commencement of the designs. For water and wastewater plants, pump stations and similar infrastructure it is important that the project boundary and property lines be accurately defined and that easements or right of ways within or along the exterior of the boundaries be defined. Utility research is required during the initial design stages to define utility availability, identify utility upgrades and identify utility conflicts. Geotechnical work is also required at the initial stages of a water and wastewater project. The depth of the groundwater table is of particular importance. Dewatering is expensive and excavations made without dewatering are unsafe. It is important that the water table beneath ponds in the vicinity of deep structures or along pipelines be defined and illustrated on the plans.

Water and Wastewater projects require many design review meetings with the City, plant operators, sub-consultants, utilities, State of California Water Board, State of California Regional Water Control Board and other effected agencies to review the on-going project design, address design related problems and refine the plans and specifications. The Design Engineer requires more involvement in the bidding phase of water and wastewater projects due to the more technical nature of these projects. The Design Engineer's assistance with Construction Support Services is more intense, especially with regard to Submittal Review, RFI's and meeting attendance. The Design Engineer is also more deeply involved with start-up issues and possibly the preparation of a water treatment plant or wastewater plant required operations plan.

Water and Wastewater pipeline projects require that easements and right of ways are reviewed at the commencement of the project. Easements which must be acquired are to be identified during the Engineering Study Phase. Easements are to be secured prior to commencing construction. Temporary Construction Easements may also need to be obtained. It is important that the water table depths along the pipeline be identified during the study or initial design phases. Piezometers placed along the length of the pipelines accurately determine the depth of the water table and allow fluctuations in the water table to be monitored during the design, bidding and construction phase of the project. A geotechnical report should be prepared during the study phase of the project and include backfill and dewatering requirements. The recommendation for disposal of groundwater from dewatering operations should be included in the plans or specifications. Utility research and the accurate illustration of utilities on the plans is important. Utility conflicts require identification during the design phase. Plans should be forwarded to Utility Companies during the design phase for utility comment. Traffic Control is a major issue with water, sewer or storm water pipelines which extend for long distances with street and roadway areas. The Holt Group completes the required traffic control plans and includes the traffic control plans with the overall plan documents. Encroachment Permits are often required for pipeline projects, and the Encroachment Permit applications and plan checks should be completed during the project design with the encroachment permit requirements and fees included in the Special Conditions of the Specifications to allow the contractor to include the costs in the bid forwarded to the City. For major pipeline projects extending long distances it is recommended that the Special Conditions section includes a sequence of events. A sequence of events allows for the orderly installation of the pipelines and requires given pipeline sections to be completed prior to other pipeline sections being installed. This is important to control the extent of the street system which is affected during the pipeline installation process.

1.0 General Civil Engineering Services Scope of Work

- Research existing records of utility companies and agencies and coordinate the proposed improvements with existing field conditions.

- Prepare all documentation required to obtain permits from any and all agencies having jurisdiction of the project.

- Conduct an environmental assessment for each project and prepare all documentation required to comply with the California Environmental Quality Act (CEQA).

- Provide all field survey and topographic work necessary to complete the design effort. Design level survey and base mapping of the project site shall be prepared in US Customary English units by a California licensed Land Surveyor in accordance with the City guidelines and in AutoCAD Computer Aided Design and Drafting (CADD) format. The horizontal datum shall be NAD 83 and the vertical datum shall be NAVD 88. All

survey field notes shall be on forms provided by the City, shall be neatly completed in pencil, and shall become property of the City upon completion of the project. Informal field investigations including marking of removal areas may be required for some of the sidewalk, curb and gutter, and pavement replacement projects.

- Complete the design of projects including plans, specifications, and engineer's construction cost estimate. The Holt Group shall contact manufacturers and/or contractors to verify the engineer's estimate prior to submitting to the City. Specifications shall be prepared in Microsoft Word and an electronic copy of the final version shall be furnished to the City. The City will provide the specification boiler plate to the Holt Group.

- All preliminary and bid sets of plans shall be plotted on bond or velum using the AutoCAD program. All drawings shall be completed per the City of El Centro CADD Standards.

- All original plan sheets, the title sheet of the specifications, calculations and reports shall be signed and stamped by the Holt Group licensed professional engineer in responsible-charge of the project. These signed originals will then become the property of the City.

- The Holt Group shall provide support services as needed during the bidding and construction phases of the project, including:

    - The Holt Group shall respond to bidder inquiries during the bidding process, including preparation of any addenda. Upon award of the construction contract, the Holt Group shall attend the pre-construction meeting.

    - The Holt Group shall review and approve all submittals and shop plan drawings required supporting the construction contract. The Holt Group shall complete shop drawings reviews within one (1) week of receipt. Contract Change Order reviews shall be completed within two (2) working days of receipt.

    - The Holt Group shall respond to written Requests for Information (RFI) to provide clarification or resolve discrepancies in the contract documents. Responses shall be completed within three (3) workings days.

    - The Holt Group shall provide periodic field reviews and bring to the attention of the City of El Centro any defects or deficiencies in the work by the construction contractor which the Holt Group may observe. The Holt Group shall have no authority to issue instruction on behalf of the City of El Centro, or to deputize another to do so.

- Upon the completion of construction, as-builts shall be submitted to the City. The Holt Group shall incorporate all changes to the plans electronically with all necessary revision notations. Once plans have been updated, a signed set of as-built mylars shall be submitted to the City with an electronic copy (in AutoCAD and pdf formats) of the final as-built drawings via CD or e-mail.

- The Holt Group shall monitor the project progress, maintain project files, and control the quality of the work performed by in-house staff and/or sub-consultants. Incomplete (not meeting targeted completion) or poor quality work will not be accepted. The Holt Group will need to revise the documents within a revised schedule set by the City, which may require overtime. No additional regular or overtime hours shall be approved for the required revisions.

- Attend meetings with the City staff as required.

- Coordinate plan check, design topics, permits and any other issues with the City, other Agencies, and all utility companies as required. The Holt Group shall be the liaison with affected agencies.

- The Holt Group shall be responsible for to reviewing and approving addenda and clarifications to plans and specifications.

1.1 Preliminary Design

- Review available record plans, existing/proposed conditions and requirements.

- Attend the Field Report Meeting; prepare Field Review Report.

- Conduct a field survey in order to confirm the accuracy of any existing drawings, surveys, streets, and utility locations data obtained. The Holt Group is expected to conduct additional surveys based on the project requirements.

- The Holt Group shall prepare a preliminary Design Report (PDR) of alternatives, preliminary cost estimate and preferred alternative.

1.2 Development of Detail Plans, Specifications and Estimate (PS&E)

- All reports, plans, specifications and quantity calculations shall conform to criteria, policies, procedures and standards of Caltrans, APWA and the City, and shall be made available to the City at stages specified in the milestone schedule and upon request.

- Construction plans shall adhere to City of El Centro Standard Construction Drawing standards. The Holt Group shall produce, at the Holt Group's sole cost and expense, blank reproducible sample plan sheets and any needed standard drawings. Standard drawings and standard plans shall be incorporated into the Contract Plans where applicable.

- Each plan sheet shall bear the State of California Registered Professional Engineer registration seal within signatures, license number and registration certificate expiration date of the Engineer who is in responsible charge for developing the plan. Each plan sheet shall be signed by the engineer who performed the independent plan check.

- The Holt Group shall prepare complete contract specifications based on the Manuals/Standards section 2.4.

- A list of contract pay items with the descriptions, item codes and estimated quantities shall be included in the front of the special provisions.

- The Holt Group shall prepare quantity calculations for items that are applicable to this project, and prepare cost estimates.

- Quantities for all contract pay items shall be substantiated by calculations. Quantity calculations shall be neat and orderly and shall show all sketches, diagrams, and dimensions necessary to allow them to be independently used by field inspectors during construction.

- Electronic files for all structural details and calculations shall be submitted at the end of the contract or when requested by the City.

- All electronic software developed, databases generated, spreadsheets and intellectual properties developed during the life of the Agreement shall become the property of the City.

1.3 Environmental Documents and Permit Compliance

- Specific environmental documentation work as may be required by the funding agency and the City including, but not be limited to the following: prepare Preliminary Environmental Study (PES), CEQA compliance documentation, technical studies, NPDES permit, Regional Board Section 401 certification, any coordination as required completing the environmental NEPA and CEQA work, and any encroachment permits required for the project from agencies such as Caltrans, County of Imperial, the City and any other having jurisdiction.

1.4 Utility Research and Coordination

- Research and obtain file copy of utility maps within the project limits for existing and/or proposed facilities.
- Prepare preliminary plans with utility notices/questionnaires to be sent to utility companies.
- Plot existing and proposed utilities in plan (and profile when applicable)
- Monitor response of utility notices received by the City and then make recommendations for mitigating conflicts.
- Attend coordination meetings when required regarding adjustments and relocations.
- Pothole information, where required, shall be coordinated by the Holt Group.

1.5 Construction Bidding Phase

- Bidding procedures will be the responsibility of the City. While the PS&E construction package is being advertised for bids, all questions concerning the intent shall be referred to the City for resolution. In the event that any items requiring interpretation in the drawings or specifications are discovered during the bidding period, said items shall be analyzed by the Holt Group for decision by the City, or by a covering change order after the award of the construction contract.

1.6 Construction Support Phase (As Needed)

- All construction support work shall be coordinated with the City.
- The Holt Group shall furnish, at the Holt Group's sole cost and expense, all necessary drawings for corrections and change orders required by errors and omissions of the Holt Group. The original tracing(s) of the drawings and contract wording for the change orders shall be submitted to the city for duplication and distribution.
- The Holt Group will receive written notification of the award of a construction contract. Upon such notification, the Holt Group will proceed with the services required by the Agreement.
- The Holt Group is required to attend the pre-construction meeting with the successful construction contractor upon notification by the City.

- The Holt Group shall review and approve all submittals and shop plan drawings required supporting the construction contract. The Holt Group shall complete shop drawings reviews within two (2) weeks of receipt. Contract Change Order reviews shall be completed within two (2) working days of receipt.

- The Holt Group shall be available as requested by the City to resolve discrepancies in the contract documents. The Holt Group shall bring to the attention of the City any defects or deficiencies in the work by the construction contractor which the Holt Group may observe. The Holt Group shall have no authority to issue instruction on behalf of the City, or to deputize another to do so.

- The Holt Group shall prepare and deliver to the City the final as-built plans incorporating field marked prints supplied by the City. Upon completion of construction, the City will submit field-marked prints to the Holt Group. The Holt Group shall incorporate all changes to the plans electronically with all necessary revision notations and submit to the City.

1.7 Description of Required Services

- All work shall be performed in conformance with the State of California and/or City of El Centro policies, procedures and standards.

- The Holt Group shall carry out the instructions received from the City and shall cooperate with the City and other involved agencies.

- The Holt Group has total responsibility for the accuracy and completeness of the plans and related designs, specifications and estimates prepared and shall check all such materials accordingly. The plans will be reviewed by the City for conformity with the requirements of the Agreement. Reviews by the city do NOT include detailed review or checking of design or the accuracy with which such designs are depicted on the plans. The responsibility for accuracy and completeness of such items remains solely that of the Holt Group.

- The Holt Group or its sub consultants shall not incorporate in the design any materials or equipment of single or sole source origin without written approval of the City.

- The plans, specifications, estimates, calculations, and other documents furnished under the Agreement shall be of a quality acceptable to the City and State. The criteria for acceptance shall be a product of neat appearance, well organized, technically and grammatically correct, checked, and dated and having the maker and checker identified. The minimum standard of appearance, organization and content of the drawings shall be that of similar types produced by the State and set forth in related Caltrans manuals.

The Holt Group shall modify its work as necessary to meet the level of acceptability defined by the criteria above.

- The Holt Group shall have a quality control plan in effect during the entire time work is being performed under the Agreement. The Quality control plan shall establish a process whereby plans are independently checked, corrected and back checked, and all job related correspondence and memoranda dated and received by affected persons and then bound in appropriate job files.

2.0 Construction Plans

2.1 60% PS&E (Unchecked Details)

- Unchecked plan details shall consist of 60% design and detailed plans ready for the independent design check.

- Three sets (3) full size (24"x36") of design plans. The following submittals may be submitted electronically: draft SSP, preliminary quantities and estimates, pay item list, and design calculations.

2.2 100% PS&E

- The Holt Group shall submit the following documents for review and approval: Four sets (4) full size (24"x36") signed and sealed prints of checked design. Electronic copies of Special Provisions.

- Electronic copies of cost estimate and check quantity calculations.

- Electronic copies of design calculations.

- Electronic copies of design check calculations.

- Other reports as needed by the City of El Centro.

- The City will review and comment on the PS&E package as soon as possible. The turnaround goal is within four (4) weeks of receipt of the complete PS&E package. One (1) copy of those documents with comments will be returned to the Holt Group.

2.3 Final PS&E

- The Holt Group shall submit the following documents for review and approval:
    - Electronic sets of signed final design plans.
    - Electronic copies of signed final specifications.
    - Electronic copies of final cost estimate and final quantity calculations.
    - Electronic copies of final design calculations.
    - Electronic files in its original format and in PDF of all plans, specifications, and estimates.

2.4 Manuals/Standards

- Where applicable, engineering design of all PROJECT improvements shall be compatible and in accordance with the following as applicable:
    - Caltrans Highway Design Manual.
    - Caltrans Standard Plans.
    - Caltrans Standard Plans.
    - Imperial County Hydrology Manual.
    - American Public Works Association Standard Specifications for Public Works Construction.
    - American Public Works Association Standard Plans.
    - American Water Works Association.
    - City of El Centro Standard Plans.
    - San Diego Regional Standard Drawings.
- It will be the responsibility of the Holt Group to verify that it has received the latest version or update of these documents.

- Plans for the improvements on the State Highway shall be prepared in accordance with Caltrans recommended practice for detailing and scope of work. Caltrans Standard plans shall be utilized where applicable and may be called out on the plans as reference.

- Local street improvement plans shall adhere to City of El Centro Standard Plans and the Standard Specifications for Public Works Construction. Plans shall be computer drafted in AutoCAD compatible format and shall adhere to the current City of El Centro Public Works Department CAD standards.

- The Holt Group's work will be subject to inspections by representatives of the City, County, State and FHWA.

2.5 Coordination

- Coordination with the City, other consultants and other involved agencies will be required to achieve compatible designs, phasing of construction with existing or designed conditions, and timely delivery of the contract PS&E. Coordination may include, but not be limited to, coordination with Caltrans, FHWA, Regional Water Quality Control Board and other agencies.

- The City will decide the manner in which the coordination of individual matters is undertaken. At the City's option, coordination efforts may be performed by the Holt Group's direct contact, by the Holt Group acting through the City or by the City only. When coordination efforts require Agreement, such Agreement shall be coordinated through the City.

3. AVAILABILITY TO MEET EXPECTED WORK SCHEDULE

While timelines vary from project to project based on the project scope and complexity, the Holt Group will complete all as-needed general engineering services promptly to ensure the project schedule is maintained. Commencement of work will occur within three (3) working days from the notice to proceed issued by the City of El Centro except that emergency work will commence immediately after being requested by City of El Centro Staff.

4. CURRENT HOLT GROUP GENERAL CIVIL ENGINEERING SERVICES PROJECT WORKLOAD

Following is a list of projects The Holt Group, Inc. is currently providing General Civil Engineering Services:

CLIENT	PROJECT NAME
City of Calipatria	Design Engineering, Bidding and Construction Management Services for the Delta Street Sewer Lift Station
City of Holtville	Engineering Services for the Wastewater Treatment Plant UV system Replacement Project
County of Imperial	Design Engineering, Bidding and Construction Management Services for the Niland Wastewater Treatment Plant and Sewer Collection System Improvement Project
County of Imperial	Design Engineering, Bidding and Construction Management Services for the Gateway pf the Americas Water Treatment Plant Improvements Project
County of Imperial	Gateway of the Americas Wastewater Treatment Facility Preliminary Engineering Report (PER)
City of Westmorland	Preparation of the Water Treatment Plant Operations Plan
City of Imperial	Design Engineering Services for the Wastewater Treatment Plant Demolition Project

5. QUALIFICATIONS OF FIRM

The Holt Group, Inc. is an Engineering and Planning Firm offering a full range of services to public sector and private clients. The Holt Group completes a full range of Civil Engineering Services including, Surveying, Preliminary Engineering Services, Design Services, Bidding Services, Construction Management and Inspection Services, Plan and Map Checking Services and Miscellaneous Engineering Services. The Holt Group Planning Department often assists with Engineering related projects contributing Environmental Assessment. The Planning Staff also assists with preparing grant applications for large scale projects and assisting with complying with funding agency requirements during the project construction phase.

The Holt Group staff is capable of completing a large number of diverse and complex projects. A description of the Civil Engineering Services provided by the Holt Group follows.

5.1 SURVEYING

Obtaining surveying information and preparing base survey documents is required at the commencement of preliminary engineering and design projects. The completion of initial survey work is required prior to the commencement of construction activities. The Holt Group is capable of completing a full range of surveying services. The Holt Group is capable of providing the following list of surveying services:

- Right of Way research and acquisition.
- Easement research and acquisition.
- Preparation of Legal Descriptions and Plats for various projects.
- Boundary surveys and maps.
- Topographic Surveys including obtain all horizontal and vertical information for the preparation of improvement plans. Vertical information includes spot elevations and contours.
- Completing level loops and shots to obtain vertical information for preliminary engineering and design projects.
- Tentative Maps.
- Parcel Maps.
- Tract Maps.
- Records of Survey.
- Lot Line Adjustments.
- Parcel Mergers.
- Annexation Maps.
- ALTA Surveys.
- Construction Surveying and Staking

5.2 PRELIMINARY ENGINEERING, REPORTS AND STUDIES

Preliminary Engineering includes preparation of Reports, Conceptual Plans, Special Studies and preliminary cost estimates. Engineering Projects generally commence with a Study followed by a Design Phase, Bidding Phase and Construction Phase. The Holt Group has completed a wide variety of Preliminary Engineering Reports and Studies from a six page report for specific street section improvements to Comprehensive Grant Agency Required Wastewater and Water Treatment Plant Preliminary Engineering Reports. Engineering Reports prepared for infrastructure projects should clearly define the scope of work, costs and offer an accurate schedule for the completion of the project design, bidding and construction phases. The Holt Group has prepared numerous reports over the past 41 years. A listing of the different types of reports prepared by the Holt Group follows:

- Hydrology Studies
- Storm Water Pollution Prevention Plans (SWPPP's). The Holt Group possesses four (4) California Certified Qualified SWPPP Developers and Practitioners (QSP's and QSD's) to assist with the completion and implementation of SWPPP's.
- Initial Assessment Reports
- Water Distribution System Studies
- Sanitary Sewer Collection System Studies
- Master Plan of Water Reports
- Master Plan of Sewer Reports
- Comprehensive Municipal Street Reports
- Preliminary Engineering Report (PER) meeting USDA, SRF and NadBank requirements for Water Treatment Plant
- Preliminary Engineering Report (PER) meeting USDA, SRF and NadBank requirements for Sanitary Sewer Plant
- Response Plans
- Updated Operations Plans for Water Treatment Plants
- NPDES Permit Renewal for Wastewater Treatment Plants
- Preliminary Design Reports
- Sanitary Sewer Management Plans
- Conceptual Plans

The draft preliminary engineering studies and reports are reviewed and approved by the Clients prior to finalizing the studies and reports.

5.3 DESIGN SERVICES

Design services include the preparation of all, or a portion of the documents necessary for the construction of a project. Clients often request only a portion of the documents be provided such as the Plans, Special Conditions, Technical Conditions, Bid Forms and Cost Estimates with the Clients preparing the other sections of the project manual. Other Clients request the entire set of project design documents be prepared. The Holt Group is amendable to preparing all or a portion of the design documents as requested by the client. A full scope of design services follow:

- Review survey information and complete the first draft project site plans. Illustrate the project boundary on the draft site plan. For infrastructure to be constructed in streets or alleys illustrate the right of way lines or easements on the plans.
- Prepare a Sheet Count listing the plan sheets to comprise a project.
- Prepare a Title Sheet. The Title Sheet includes the list of drawing sheets comprising the plans, project description, vicinity map, abbreviation list, project title and can include General Notes, City Staff and City Council. The project benchmark may be listed on the Title Sheet.
- Prepare a Sheet Index Sheet for projects which contain multiple plan sheets over a wide area. Sheet Index Sheets are included for projects such as street or pipeline projects that include many street sections or pipelines which extend for long distances.
- Prepare an existing site plan sheet or existing site/demolition plan sheet, if applicable. Illustrate all existing above grade items on the plan sheet and "callout" all existing above grade items. Indicate which items are to remain and which items are subject to demolition. Illustrate all known below grade items on the plan sheet. Illustrate the site boundary and vertical information on the plan sheet such as spot elevations or contours.
- Research available records. Illustrate Easements on the plan sheets and call out the Easement Grantor and Grantee. Illustrate the easement dimensions and the purpose of the easement.
- Contact Utility Companies. Obtain Utility Maps. Conduct a site field review. Illustrate all known utilities on the improvement plans. Forward the plans to the utility companies and request the utility companies review the plans and offer any comments, especially with regard to utility conflicts.
- Research all recorded survey maps. Illustrate existing survey monuments on the plan sheets. If survey monuments will be destroyed during construction then require that the survey monuments be removed and replaced per current California Survey Laws.
- Prepare new improvement plans. Illustrate all critical elevations and slopes on the grading plans. Water, Sewer and Stormwater Plans will be prepared on plan and profile sheets. Improvement plans shall illustrate design grades and contours. Existing elevations shall be illustrated with brackets. Illustrate all new items proposed to be constructed and existing items to remain on the new improvement plan sheet(s). Illustrate the project benchmark information on the new improvement plans.

- Prepare detail sheets and section sheets as required. "Blowup" plans illustrating an enlarged portion of the new improvement plan sheets shall be located with the detail and section sheets.
- Include Erosion Control Plans, if applicable.
- Include Traffic Control Plans, if applicable.
- Forward the plans to the City of El Centro Public Works Department for plan check. The plans shall be modified according to the redlined plan check comments. Complete iterative plan check reviews and revisions until the plans are completed and accepted by the City of El Centro. It is anticipated there will be a 30 percent, 90 percent and 100 percent sets of plans prepared, reviewed and revised prior to plan finalization.
- Prepare an Engineers Opinion of Probable Quantity and Cost. Forward the documents to the City of El Centro for review. The Quantity and Cost Estimates will be used to prepare the Bid Form.
- Prepare the Specifications as required by the Client. A limited set of specifications would include the Special Conditions and Technical Conditions. It would also include the preparation of the bid form. A full service set of specifications would include the bid advertisement, instruction for bidders, proposal forms, contract documents, general conditions, special conditions and technical conditions. Grant Agencies may require Construction Specifications Institute (CSI) formatted Technical Specifications and Engineers Joint Contract Document Committee (EJCDC) Contract Documents. It should be noted EJCDC Contract Documents include everything but the Technical and Special Condition Sections of the Specifications. Funding Agencies for Water and Wastewater Projects generally require CSI and EJCDC specifications and contract documents. The Holt Group has prepared numerous projects using the CSI and EJCDC specifications and contract documents and will prepare the specifications and contract documents using these documents as required.
- Conduct design review meetings during the course of the design. The number of design review meetings will depend on the size and complexity of a given project.
- A geotechnical report will be required during the design phase of most projects. If the project involves deep excavations it is recommended piezometers are installed during the design to accurately determine the water table depth. The Holt Group will provide the Geotechnical Report, if required by the task order agreement; or the Client can provide the Geotechnical Report as determined by the Client.
- Construction Support Services can be offered in addition to the Design Fee or as a separate item to provide specific design related services during the construction period. Design Support Services are generally requested when another firm (other than the Holt Group) is completing the Construction Management and Inspection for a project that the Holt Group had completed the Design. Construction Support Services generally include attendance of the Pre-Construction Conference, Review of Submittals, Responding to RFI's during the construction period, attending Construction Meetings and participating in the final project review at the conclusion of the project and preparing the as-built plans.

5.4 BIDDING SERVICES

The Holt Group offers bidding phase services to its clients. The client may elect to select all, none or a portion of the offered bidding services. Bidding phase services include the following items:

- Place a Legal Advertisement in a newspaper of wide circulation such as the Imperial Valley Press
- Large scale projects are forwarded to Client preferred plan rooms.
- Maintain a Plan Holder List throughout the Bid process. Periodically update the plan holder list. It is important an accurate and up to date plan holder list is maintained to ensure all plan holders receive project addendum(a).
- Actively contact local subcontractors, contractors and material suppliers to insure the local businesses are given an opportunity to submit quotations/proposals for projects.
- Actively contact specialty contractors outside of the Imperial Valley to insure there are competent subcontractors participating in the bidding process. For instance, traffic lighting subcontractors are contacted for given street improvement projects.
- Chair the Pre-Bid Conference. Contacts all plan holders in advance of the Pre-Bid Conference as a reminder. Effected Utility Agencies are also to be contacted and invited to the Pre-Bid Conference. The Holt Group prepares the Pre-Bid Conference Agenda and Pre-Bid Conference Attendance List. Prepare a Pre-Bid Conference Memorandum after the Pre-Bid Conference summarizing the items discussed at the Pre-Bid Conference. The Pre-Bid Conference Memorandum to be is distributed to all Plan Holders.
- Prepare project addendum(a) periodically throughout the bidding process as required. The project addendum(a) is issued to the plan holders and plan rooms. Follow-up phone calls or e-mail confirmation is to be conducted after the issuance of the Addendum(a) to ensure all Plan Holders are in receipt of the Addendum(a).
- Answers questions posed by contractors, subcontractors, suppliers, affected utility agencies and others during the bidding process using Request for Information Forms (RFI's). The RFI's are distributed to all plan holders by means of project addendum(a).
- Assist in the opening of proposals and prepare a word processor based bid tabulation form listing all bids received after the bid opening.
- Assist in reviewing the submitted bid proposals for compliance with the Invitation for Proposals and Instruction for Bidders. Assist in preparing the recommendation letter for the Award of Contract. Assist with the preparation of City Council or District Resolutions approving the Award of Contact.

5.5 CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES

Proper design and review efforts are only the first steps toward insuring proper completion of Engineering Improvement Projects. Construction Management and Inspection services are essential to ensure compliance with the approved plans and specifications. Construction Management and Inspection Services include the following items:

- The Holt Group, Inc. will assist in conducting the Pre-Construction Conference. A Pre-Construction Conference Agenda will be prepared prior to the commencement of the Pre-Construction Conference. A Pre-Construction Conference Attendance List will be circulated during the commencement of the Pre-Construction Conference. Effected Utility Agency Representatives are invited to the Pre-Construction Conference. Grant/loan agency representatives are invited to the Pre-Construction Conference and may review Grant/Loan agency requirements as applicable. The Holt Group, Inc. Labor Compliance Consultant attends the Pre-Construction Conference and reviews the Labor Compliance Requirements for the Project. The Geotechnical representatives are also invited to the Pre-Construction Conference.
- The Holt Group, Inc. reviews submittals forwarded by the Contractor. The Holt Group, Inc. approves, conditionally approves or rejects project submittals. The submittal process insures the materials, equipment and items used for a project comply with the specification requirements. An expeditious submittal review process is encouraged as submittals which are not processed in a timely manner often result in project delays.
- It is recommended that full time project inspection occur at the project site. Inspection work requirements include checking the subbase, subgrade and concrete formwork prior to allowing Class 2 Base, A.C. pavement or concrete placement, monitoring and insuring Geotechnical Testing occurs in conformance with the Contract Documents, keeping concrete and asphalt delivery slips, insuring traffic control measures are in place, responding to clients and contractor questions and similar items. At the conclusion of each day's inspection it is required that the Resident Engineer/Inspector complete a daily report which includes pictures of the day's work activities. The Daily Inspection Report is emailed to the Client, Contractor and other Client approved parties at the conclusion of the work day. The Daily Inspection Report is e-mailed to the Client and Contractor and is accessible at the beginning of the following work day. By daily issuance of the Daily Inspection Reports, problems which occur the previous day are known to all parties for immediate action.
- The Resident Engineer/Project Inspector maintains all level notes, cut sheets, correspondence, material delivery slips, daily activity lists, memorandums, contractor's payment request forms and all other items in 3-inch wide bound notebooks. Each item is labeled and maintained separately within the project notebook. This filing method allows for easy access to records during the construction process and for archive retrieval after the project is complete.
- The Resident Engineer/Inspector monitors the placement of materials at the project site. The Resident Engineer/Inspector obtains copies of material delivery slips and

maintains a daily spread sheet of the materials placed at a project site each day. This is of particular importance for unit price based contracts where the contractor is compensated on a unit price basis for the quantity of material placed.

- The Resident Engineer/Inspector interprets the Contract Documents and answers Contractor questions.
- The Resident Engineer/Inspector is to inspect the work completed to insure the project is constructed in conformance with the project documents. The Resident Engineer/Inspector is to maintain contact with effected Utility Purveyors and notify/coordinate utility improvements or connections required for the project.
- The Holt Group, Inc.'s policy is to conduct weekly project meetings with the Contractor, Subcontractors, Owner, effected utilities, effected Public Agencies with the Resident Engineer/Inspector present. The Resident Engineer/Inspector prepares an Agenda of items to discuss prior to the meeting. The work completed during the week, the work anticipated to be completed next week, work items to be completed by the Resident Engineer, Contractor, Subcontractors or Owner the next week, problems to be addressed and other specific items are discussed. The Resident Engineer/Inspector completes a memorandum of the Weekly Project Meeting summarizing the issues discussed. The Weekly Project Memorandum documents the work completed during the week, lists the project work items to be completed the next week, lists specific work tasks to be completed the next week and offers "look ahead" items. The Weekly Meeting Memorandum is distributed to all pertinent parties. The Weekly Meetings and Weekly Memorandums are extremely effective in maintaining a project schedule, defining important work tasks to be completed and facilitate an atmosphere of teamwork during the Construction Process.
- The Resident Engineer/Inspector is to assist with completing the Contractor's Monthly Payment Request for forwarding to the Client for processing.
- The Resident Engineer/Inspector is to respond to Request for Information (RFI's) forwarded by the Contractor. The Resident Engineer/Inspector is to review change orders submitted by the Contractor, review the change orders with the Client and respond to the change order request. If the change order is approved the Resident Engineer is to assist in processing the change order and insuring the change order is reflected in the Payment Request.
- The Resident Engineer/Inspector is to insure that all Grant/Loan Agency contract document requirements are completed as appropriate during the course of the project construction. Agency required monthly forms are to be completed as required.
- At the conclusion of the project a job walk is to be completed by the Client, Contractor, Resident Engineer/Inspector and Grant/Loan Agency representative as applicable. A comprehensive "punch list" of items necessary for completion prior to project acceptance is to be completed.
- The Resident Engineer/Inspector is to assist in the filing of the Notice of Completion (NOC) for the project. Certified copies of the NOC are to be obtained from the County Recorder's Office and distributed to the Client, Contractor and Grant/Loan Agency as required.

- The Resident Engineer/Inspector is to assist in coordinating the Survey Crew for completion of required staking at the project site.
- The Resident Engineer/Inspector shall require the Contractor submit all Equipment Manuals. The Resident Engineer/Inspector shall assemble the Project Operation and Maintenance Manuals after all the Equipment Manuals for a project are received.
- The Resident Engineer/Inspector is to coordinate and assist in the "start-up" of Mechanical Units, Traffic Lights, Treatment Plant Facility Units, Etc.
- The Resident Engineer/Inspector is to coordinate project tests, i.e.: hydrostatic pressure tests for watermains, disinfection tests for water mains, disinfection tests for Ground Storage Reservoirs, etc. The Resident Engineer/Inspector shall coordinate all specialty tests and start-up requirements during the project such as x-ray weld tests for steel reservoirs or calibrations of programmable controllers (PC's) at water and wastewater treatment plants.
- The Resident Engineer is to update Boards or City Councils with regard to the status of the projects if so directed by the City Manager or District General Manager.
- The Resident Engineer is to take a lead position along with the City Board Staff on Grant/Loan related projects to insure all Grant/Loan related requirements are being compiled with and that the Grant/Loan Agency is forwarded all required information to promptly process and distribute payment reimbursements to the City or District during the construction project.
- The Resident Engineer/Inspector shall coordinate the Geotechnical Testing at the Project Site and ensure the Geotechnical Testing is completed in conformance with the Quality Assurance Program (QAP), if applicable.
- The Resident Engineer is to assemble As-Built records maintained by the Contractor and Resident Engineer during the project construction. The redlined As-Built Drawings are to be forwarded to the Design Engineer for preparation. The finalized As-Built Drawings are to be forwarded to the Owner.

The above items are a few of the items to be completed by the Resident Engineer/Inspector for a project. There are many other duties and responsibilities to be completed and assumed by the Resident Engineer/Inspector for a given construction project.

5.6 MISCELLANEOUS ENGINEERING SERVICES

The Holt Group is available to complete miscellaneous engineering services for clients. Miscellaneous services may include the following:

- Prepare Council or Board Staff Reports or Resolutions.
- Attend Utility, Caltrans or other Agency Meetings on the behalf of the Client if requested.
- Attend Council Meetings or Planning Commission Meetings to address a specific item if requested.

6. RECENT OR PENDING LITIGATION

None.

7. QUALIFICATIONS AND RESUMES OF KEY INDIVIDUALS

Due to the Request for Proposal (RFP) 30-page maximum allowance, the Holt Group has not provided resumes and qualifications of all qualified staff members. Resumes and qualifications of the Holt Group's key staff members have been provided in this proposal response. Additional resumes and qualifications for qualified staff members can be provided at the City of El Centro's request.

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

PRINCIPAL ENGINEER / QAQC

EDUCATION

B.S., Civil Engineering, 1977
University of Michigan
Ann Arbor, Michigan

REGISTRATIONS

Registered Civil Engineer R.C.E. # 31773, California - 1980

Registered Civil Engineer, R.C.E. # 25315, Arizona – 1992

California QSP & QSD SWPPP Certification # 20198

PROFESSIONAL ORGANIZATIONS

American Society of Civil Engineers

Water Pollution Control Federation

American Water Works Association

GENERAL QUALIFICATIONS

Mr. James G. "Jack" Holt offers over forty-eight years of engineering, surveying, project administration 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 Water District, the Palo Verde County Water District, the Town of Quartzsite and the County of Imperial.

RELEVANT EXPERIENCE

Mr. Holt has completed comprehensive street reports identifying the type of street improvements and associated costs for each street section comprising the roadway system for the Cities of Holtville, Calipatria, and Westmorland. Mr. Holt has completed design, bidding and construction management/resident engineering services for over sixty (60) street improvement projects during the last forty (40) 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

American Concrete Institute

PROFESSIONAL PRACTICE

THE HOLT GROUP, INC.
El Centro, California
1984 - 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

plants projects. Mr. Holt completed the design of the Niland and Seeley townsite 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 the Bombay Beach Bombay Beach rehabilitation design in 2022. 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 Niland Wastewater Treatment Plant and Collection System Improvement Project and the Gateway of the Americas Water Treatment Plant Improvements Project.

Jesus "Juny" Marmolejo, P.E.

PROJECT ENGINEER / PROJECT MANAGER – PRELIMINARY ENGINEERING DESIGN, CONSTRUCTION MANAGEMENT AND FIELD SERVICES

EDUCATION

B.S., Civil Engineering, June 2002
California State University at
Long Beach
Long Beach, California

CERTIFICATIONS

Registered Professional Engineer (P.E.)
California, 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, Improvements 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 completed project coordination efforts with various public agencies including the County of Imperial, Imperial Irrigation District (water and power departments), AT&T, Time Warner Cable, The Gas Company, Caltrans, Regional Water Quality Control Board, SWRCB's Division of Drinking Water, and various City agencies.

Mr. Marmolejo is The Holt Group's Manager of Construction Activities and 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 coordination and environmental review, commissioning and start-up of facilities, close-out of project and project records filing and archiving, coordination of project survey requirements, structural review, labor compliance and monitoring services (as required).

RELEVANT EXPERIENCE

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 for coordinating and attaining 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 regarding preparation and submittal of design documentation to finalize funding for the $3.4 million dollar construction cost improvements.

City of Calexico – Preliminary Engineering Report (PER) and 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).

Sameer Patel, P.E.

ASSISTANT PROJECT ENGINEER / ASSISTANT RESIDENT ENGINEER

EDUCATION

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

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

CERTIFICATIONS

Registered Engineer
R.C.E # 81443

PROFESSIONAL PRACTICE

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

SUGAM CONSTRUCTION, LTD
Long Beach, California
August 1991 – May 2003

GENERAL QUALIFICATIONS

Mr. Patel has completed a variety of Civil Engineering Projects over the past thirty-four (34) years. Mr. Patel has assisted with the project design, bidding, construction management and surveying phases of projects. Mr. Patel has completed construction management services for numerous Street and Roadway improvement projects. Mr. Patel was the Resident Engineer for the 4 million gallon per day, 8.3 Million Dollar Heber Public Utility District Water Treatment Facility Expansion Project completed in 2017. Mr. Patel was the Resident Engineer for the 20 Million Dollar Wastewater Treatment Plant Upgrade Project completed for the City of Imperial. Mr. Sameer Patel is currently the Resident Engineer for the Niland Wastewater Treatment Plant and Sewer Collection System Improvement Project being completed for the County of Imperial.

RELEVANT EXPERIENCE

Client: Heber Public Utility District
Project: 2 MGD Water Treatment Plant Expansion
Location: Heber, California

Mr. Patel completed the Resident Engineering for the Heber Public Utility District 2 MGD Water Treatment Plant Expansion. Mr. Patel was present at the project site on a daily basis until the project's completion. The project increased the Heber Public Utility District Water Plant Capacity from 2 Million Gallons per Day to 4 Million Gallons per Day. The $8,500,000 project was funded by the State Revolving Fund through the State of California Water Resources Control Board, Division of Drinking Water. The Holt Group assisted with the SRF Administrative work associated with this project.

The Water Treatment Plant Expansion including installing a new 2 MGD filtering facility and the associated chemical systems and inlet and outlet piping and automated valves. A new sedimentation/coagulation system with associated chemical pumps, tanks, and piping was constructed at to accept the raw water at the upstream end of the plant and reduce the sediment in the raw water. New pipe sections were installed between the sedimentation ponds and new 2 MGD Filter. The two (2) existing MGD filters were refurbished. New clear water transfer pumps were installed. Two (2) of the existing steel reservoirs were refurbished and coated. A new TTHM (disinfection byproduct) removal system was installed in the concrete reservoir. A new SCADA system was installed. The existing Power Generator Set for the Water Treatment Plant was installed. A new high service pump station to convey the water into the HPUD water distributed system was installed and similar improvements were completed.

Mr. Patel completed the daily construction logs, coordinated geotechnical testing, coordinated structural engineering inspections, assisted with the review of the contractors payment request forms, completed submittal reviews, completed RFI reviews, answered questions from the contractors.

Client: City of Imperial
Project: Wastewater Treatment Plant Upgrade Project
Location: Imperial, California

Mr. Patel completed the Resident Engineering for the City of Imperial Wastewater Treatment Plant Upgrade Project. Mr. Patel was present at the project site on a daily basis until the project's completion. The project consisted of the existing WWTP to a 3.0 MG Capacity WWTP Upgrade which included demolition of existing aeration basins; installation of new Membrane Bio-Reactor (MBR) Basins and new MBR System for bio-treatment of wastewater complete with waste activated sludge pumps, blowers, air compressors, monorail crane and associated appurtenances; construction of new pre-engineered MBR Building including offices spaces and lab facility; construction of new pre-engineered Dewatering Building with new Dewatering System, monorail crane and associated appurtenances; installation of new emergency standby generator and new electrical transformer, main breaker, and automatic transfer switch; civil and yard piping; and replacement of the electrical and instrumentation controls including new SCADA for the entire wastewater treatment plant's various processes.

Mr. Patel provided comprehensive construction management services which included administration of the pre-construction meeting and preparing the pre-construction conference agenda and memorandum; chairing weekly meetings with the Contractor, City, Utility Purveyors, and Geotechnical Consultants and preparing the weekly meeting memoranda; submittal reviews; RFI review; coordination with design engineer and City to address RFI responses; review, coordination and negotiation of change orders; review and approval of payment requests; monitoring of safety conditions at the project site; monitoring of construction activities on a full time basis including the preparation of daily construction activity logs; coordination of geotechnical testing services; monitoring of the project schedule; completion of labor compliance services; completion of project close out; and completion of as-built plans.

8. CLIENT REFERENCES

Mr. Nick Wells City Manager City of Holtville 121 West Fifth Street Holtville, CA 92250 Tel: 760/356-2912	**Ms. Madeline Dessert** General Manager Heber Public Utility District 1078 Dogwood Road Heber, CA 92249 Tel: 760/482-2440
Ms. Laura Gutierrez City Manager City of Calipatria 125 North Park Avenue Calipatria, California 92233 Tel: 760/348-4141	**Mr. John Gay, P.E.** Public Works Director County of Imperial 155 S. State Street El Centro, California 92243 Tel: 760/482-4462
Ms. Laura Fischer City Manager City of Westmorland 355 S. Center Street Westmorland, California 92281 Tel: 760/344-3411	**Mr. Rom Medina** Director of Public Works and Operations City of Brawley 180 S. Western Avenue Brawley, California 92227 Tel: 760/344-5800

ATTACHMENT "A" – ACKNOWLEDGED ADDENDA

REQUEST FOR PROPOSALS FOR ON-CALL CIVIL ENGINEERING GENERAL, AND CIVIL ENGINEERING WATER AND WASTEWATER TREATMENT SERVICES

ADDENDUM NO. 1

Date: September 10, 2025
To: Prospective Bidders
From: Abraham Campos, PE – Public Works Director/City Engineer
City of El Centro
307 W. Brighton Ave., El Centro, CA 92243
Telephone: (760) 336-3152

This addendum forms a part of the contract documents and modifies the original request for proposal documents. Addenda shall be noted as received and acknowledged on Proposal when submitted as outlined in the RFP Package.

Failure to properly acknowledge all Addenda on the proposal may be cause for rejection of proposal.

***Summary*:**

1) Change to RFP Due Date
2) Change to Q&A Deadline
3) Revisions to RFP Section X. Selection Process
4) Q&A Response

Changes:

1. RFP due date is hereby extended to October 3, 2025. Submittals must be received no later than 4:30 PM at the same location as noted in the RFP.
2. The deadline for questions is hereby extended to Monday, September 22, 2025 at 5:00 P.M. Questions must be submitted through Planet Bids.
3. The following sentence shall be deleted from the RFP Section X. Selection Process: "All Consultants issued this RFP were previously asked to certify that they would execute a contract with the City of El Centro with no exceptions or additions shall be deleted."

Questions and Answers:

1. Are we able to use the City of El Centro as one of our three references/projects in our Statement of Qualifications?
   a. No.

2. On page 8: The submittal requirements specify "Responses must be limited to 30 pages maximum." Does the 30-page count include cover, cover letter, table of contents, resumes, and Exhibit D Levine Act Statement?

a. *Cover, cover letter, table of contents, and Exhibit D Levine Act Statement will be excluded from the 30 page count. Resumes will be counted towards the 30 page limit.*

3. In reviewing the Sample Agreement, we didn't see any language addressing rate escalation. If it's not currently included, may we incorporate a provision for annual rate adjustments in our Fee Proposal?
   a. *Yes, incorporate a provision for rate escalation and/or fee schedules for the 2 year term of the contract if awarded*

4. The Water and Wastewater Treatment discipline scope of services states that the consultant shall provide services for projects identified in the City's current water, wastewater, and stormwater master plans or as requested by the City, including updates to master plans. Though the discipline states water and wastewater 'treatment' specifically, will firms with master planning and collection/distribution system planning and design experience be considered for on-call services in the absence of treatment system design experience?.
   a. *No, you are welcomed to submit for the Civil Engineering General services discipline.*

5. Would the City consider excluding the cover, cover letter, and table of contents from the 30-page limit? And can the signed Levine Act statement be in an Appendix that is also excluded from the 30-page limit?
   a. *Refer to question No. 2*

6. Will you permit an 11x17 landscape page for a chart showing staffing availability and current workload?
   a. *Yes.*

7. We would like to confirm whether the Civil Engineering - General scope needs to include the review and preparation of improvement plans and studies for both domestic/raw water and sewer systems.
   a. *Yes*

8. Does the 30-page maximum include the front cover, back cover, and table of contents?
   a. *Refer to question No. 2*

9. Does 11" x 17" landscape pages count as one or two pages?
   a. *Counts as one page.*

10. Do staff resumes count toward the 30 page maximum?
    a. *Yes. Refer to question No. 2.*

11. On page 9 of the RFP, it states that "All Consultants issued this RFP were previously asked to certify that they would execute a contract with the City of El Centro with no exceptions or additions." Can you clarify when this occurred? Was this RFP issued only to select firms? We were under the impression that this was a publicly advertised RFP.
    a. *Please disregard this sentence. It will be removed from the RFP via an addendum. In conformance with the Table of Contents, changes to the attached sample agreement are not desired. Should very minor modifications be requested they need to be included as part of your proposal submittal. Refer to*

section X. Selection Process of the RFP

12. We were just made aware of this RFP. Would you please extend the due date by two weeks from Sept 19, 2025 to Oct 3, 2025?
    a. *Refer to Addendum No. 1, Item No. 1 Change to RFP Due Date listed above.*

END OF ADDENDUM NO. 1

REQUEST FOR PROPOSALS FOR ON-CALL CIVIL ENGINEERING GENERAL, AND CIVIL ENGINEERING WATER AND WASTEWATER TREATMENT SERVICES

ADDENDUM NO. 2

Date: September 25, 2025
To: Prospective Bidders
From: Abraham Campos, PE – Public Works Director/City Engineer
City of El Centro
307 W. Brighton Ave., El Centro, CA 92243
Telephone: (760) 336-3152

This addendum forms a part of the contract documents and modifies the original request for proposal documents. Addenda shall be noted as received and acknowledged on Proposal when submitted as outlined in the RFP Package.

Failure to properly acknowledge all Addenda on the proposal may be cause for rejection of proposal.

***Summary*:**

1) Q&A Response

Questions and Answers:

1. Can the City please confirm whether the separate fee schedule refers to our team's billing rates?
   a. *Yes, please refer to section IX. Delivery of Proposals of the RFP.*

2. Our firm has over 1,000 employees, making it impractical to provide a total count by title and discipline. Would it be acceptable to provide employee counts by discipline only?
   a. *Yes, however, refer to section XI. Submittal Requirements item No. 10.*

END OF ADDENDUM NO. 2

ATTACHMENT "B" – LEVINE ACT STATEMET

EXHIBIT D

LEVINE ACT STATEMENT

Levine Act Statement
PRIME PROPOSER AND SUBCONSULTANTS MUST SUBMIT A SIGNED LEVINE ACT STATEMENT

California Government Code § 84308, commonly referred to as the "Levine Act," precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than $500 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the officer, or received by the officer on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

This statement must be provided for the company and for each consultant who will work with the City.

City of El Centro Council Members as of the date of this RFP are as follows:

Mayor Sonia Carter
Mayor Pro-Tem Marty Ellett
Sylvia Marroquin
Claudia Camarena
Michael Crankshaw

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than $500 to any City of El Centro Council Member in the 12 months preceding the date of the issuance of this RFP?
_____ YES ___X___ NO
If yes, please identify the Council Member: _____

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than $500 to any City of El Centro Council Member in the three months following the award of the contract? _____ YES ___X___ NO
If yes, please identify the Council Member: _____

Answering yes to either of the two questions above does not preclude City of El Centro from awarding a contract to your firm. It does, however, preclude the identified Council Member from participating in the contract award process for this contract.

10/3/2025
DATE

(SIGNATURE OF CONSULTANT)

EXHIBIT B

FEE SCHEDULE

The Holt Group, Inc.

Hourly Rate Schedule

2025

Municipal Rates

PLANNING	
Principal Planner (AICP)/ Project Manager	$150.00/Hour
Senior Planner	$140.00/Hour
Associate Planner	$135.00/Hour
Assistant Planner	$100.00/Hour
Planning Designer/AutoCAD Technician	$95.00/Hour
Planning Clerk	$70.00/Hour
Senior Labor Standards Compliance Monitor	$100.00/Hour
Assistant Labor Standards Compliance Monitor	$85.00/Hour
ENGINEERING	
Principal Engineer P.E./L.S.	$170.00/Hour
Project Engineer P.E./L.S.	$150.00/Hour
Associate Project Engineer	$140.00/Hour
Assistant Project Engineer	$130.00/Hour
Project Manager	$150.00/Hour
Civil Designer III	$105.00/Hour
Civil Designer II	$100.00/Hour
Civil Designer I	$90.00/Hour
Senior Plan Checker P.E./L.S.	$150.00/Hour
Junior Plan Checker	$120.00/Hour
Resident Engineer	$140.00/Hour
Assistant Resident Engineer	$120.00/Hour
Designer III	$90.00/Hour
Designer II	$80.00/Hour
Designer I	$75.00/Hour
SURVEYING	
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	$90.00/Hour
Word Processor	$65.00/Hour
Office Technician/Courier	$60.00/Hour
REIMBURSABLE EXPENSES	
Photocopies (each)	$0.25
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	$0.60
Reproduction, Special Photography, Printing, etc. performed by Subcontractor, Aerial Photogrammetry, Delivery Service,	Cost + 15%
Hotel/Motel Per Diem Expenses	Cost + 15%

EXHIBIT C

INSURANCE REQUIREMENTS

Without limiting Consultant's indemnification of City, and prior to commencement of work and/or services under this Agreement, Consultant shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to City.

General liability insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office (Form CG 00 01), in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

Automobile liability insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned, or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.

Professional liability (errors & omissions) insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement and Consultant agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

Workers' compensation insurance. Consultant shall maintain Workers' Compensation Insurance (statutory limits) and Employer's Liability insurance (with limits of at least $1,000,000).

Consultant shall submit to City, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees, and volunteers.

Umbrella or excess liability insurance. [If required to meet higher limits.]. Consultant shall obtain and maintain an umbrella liability insurance policy with limits that will provide bodily injury, personal injury, and property damage liability coverage, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason, other than bankruptcy or insolvency of said primary insurer;
- "Pay on behalf of" wording as opposed to "reimbursement";
- Concurrency of effective dates with primary policies.

Should Consultant obtain and maintain an excess liability policy, such policy shall be excess over commercial general liability, automobile liability, and employer's liability policies. Such policy or policies shall include wording that the excess liability policy follows the terms and conditions of the underlying policies.

Other provisions or requirements

Proof of insurance. Consultant shall provide certificates of insurance and required endorsements to City as evidence of the insurance coverage required herein. Insurance certificates and endorsements must be approved by City's Risk Manager prior to commencement of performance. Current certification of insurance shall be kept on file with City for the contract period and any additional length of time required thereafter. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

Duration of coverage. Consultant shall procure and maintain for the contract period, and any additional length of time required thereafter, insurance against claims for injuries to persons or damages to property, or financial loss which may arise from or in connection with the performance of the Work hereunder by Consultant, their agents, representatives, employees, or subconsultants.

Primary/noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self- insurance shall be called upon to protect it as a named insured.

City's rights of enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary, and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

Waiver of subrogation. All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City and shall require similar written express waivers

and insurance clauses from each of its subconsultants.

Enforcement of contract provisions (non-estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

Requirements not limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

Notice of cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide the City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage. If any of the Consultant's insurers are unwilling to provide such notice, then Consultant shall have the responsibility of notifying the City immediately in the event of Consultant's failure to renew any of the required insurance coverages, or insurer's cancellation or non-renewal.

Additional insured status. General liability, automobile liability, and umbrella/excess liability insurance policies shall provide or be endorsed to provide that City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies.

Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.

Separation of insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

Pass through clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party who is brought onto or involved in the project/service by Consultant (hereinafter collectively "Subcontractor"), provide the same minimum insurance coverage and endorsements required of Consultant under this Agreement. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. However, in the event Consultant's Subcontractor cannot comply with this requirement, which proof must be submitted to the City, Consultant may still be able to utilize the Subcontractor provided Consultant shall be

required to ensure that its Subcontractor provide and maintain insurance coverage and endorsements sufficient to the specific risk of exposure involved with Subcontractor's scope of work and services, with limits less than required of the Consultant, but in all other terms consistent with the Consultant's requirements under this Agreement. This provision does not relieve the Consultant of its contractual obligations under the Agreement and/or limit its liability to the amount of insurance coverage provided by its subcontractors. This provision is intended solely to provide Consultant with the ability to utilize a Subcontractor who may be otherwise qualified to perform the work or services but may not carry the same insurance limits as required of the Consultant under this Agreement given the limited scope of work or services provided by the subcontractor. Consultant agrees that upon request, all agreements with Subcontractors, and others engaged in the project and/or services, will be submitted to City for review.

City's right to revise specifications. The City reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City and Consultant may renegotiate Consultant's compensation.

Self-insured retentions. Any self-insured retentions must be declared to and approved by City. City reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible, or require proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention through confirmation from the underwriter.

Timely notice of claims. Consultant shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

Claims made: The following provisions shall apply if any of the required policies are written on a claims-made basis:

a. The Retroactive Date of the policy must be shown and must be before the date of the Agreement or the beginning of the contracted work.

b. Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after completion of the Agreement or the work.

c. If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a Retroactive Date that precedes the date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five (5) years after completion of the Agreement or the work. The City shall have the right to exercise, at the Consultant's sole cost and expense, any extended reporting provisions of the policy, if the Consultant cancels or does not renew the coverage.

d. A copy of the claim reporting requirements must be submitted to the City prior to the commencement of any work under this Agreement.

EXHIBIT D
CONSULTANT'S FINANCIAL DISCLOSURE STATEMENT [1]

Consultant will comply with all conflict-of-interest laws and regulations including, without limitations, City's Conflict of Interest Code (on file in the City Clerk's Office) as required by Section 4.10 of this Agreement. It is incumbent upon the Consultant to notify the City pursuant to Sections 7.1 and 7.5 of any staff changes relating to this Agreement. The City Manager has made the following determination and Consultant, by his/her signature, acknowledges said determination. [2]

A. In accomplishing the scope of services of this Agreement, all officers, employees and/or agents of Consultant will be performing a very limited and closely supervised function, and, therefore, unlikely to have a conflict of interest arise. No disclosures are required of any officers, employees, and/or agents of Consultant. Consultant duties are as follows:

City Manager	Secretary/CFO Consultant Signature & Title The Holt Group, Inc.

B. In accomplishing the scope of services of this Agreement, Consultant will be performing a specialized or general service for the City, and there is substantial likelihood that the Consultant may make or participate in making a governmental decision, which may have a foreseeable material effect on a financial interest. As a result, the Consultant shall be subject to the Disclosure Category "Consultant" of the City's Conflict of Interest Code.

City Manager	Secretary/CFO Consultant Signature & Title The Holt Group, Inc.

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1. Fair Political Practices Commission Section 18700.3 defines a consultant as follows:
(a) For purposes of Sections 82019 and 82048, "consultant" means an individual who, pursuant to a contract with a state or local government agency:
(1) Makes a governmental decision whether to:
(A) Approve a rate, rule, or regulation;
(B) Adopt or enforce a law;
(C) Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
(D) Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract that requires agency approval;
(E) Grant agency approval to a contract that requires agency approval and to which the agency is a party, or to the specifications for such a contract;
(F) Grant agency approval to a plan, design, report, study, or similar item;
(G) Adopt, or grant agency approval of, policies, standards, or guidelines for the agency, or for any subdivision thereof; or
(2) Serves in a staff capacity with the agency and in that capacity participates in making a governmental decision as defined in Regulation 18704(a) and (b) or performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code under Section 87302.
2. Disclosure by Consultants: Consultants shall be included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the City's adopted Conflict of Interest Code, subject to the following limitations: The City Manager may determine in writing that a particular consultant, although a "designated position", is hired to perform a range of duties that is limited in scope and closely supervised, and, thus, is not required to comply with the disclosure requirements in the City's adopted Conflict of Interest Code. Such written determination shall include a description of the consultant's duties. The City Manager's determination is a public record and shall be retained for public inspection in the same manner and location as the City's adopted Conflict of Interest Code.

EXHIBIT E
LEVINE ACT CERTIFICATION

PRIME PROPOSER AND SUBCONSULTANTS MUST SUBMIT A SIGNED LEVINE ACT STATEMENT

California Government Code § 84308, commonly referred to as the "Levine Act," precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than $500 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the officer, or received by the officer on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

This statement must be provided for the company and for each consultant who will work with the City.

City of El Centro Council Members as of the date of this RFP are as follows:

Mayor Sonia Carter
Mayor Pro-Tem Marty Ellett
Sylvia Marroquin
Claudia Camarena
Michael Crankshaw

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than $500 to any City of El Centro Council Member in the 12 months preceding the date of the issuance of this RFP? _____ YES __X__ NO
   If yes, please identify the Council Member: _____

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than $500 to any City of El Centro Council Member in the three months following the award of the contract? _____ YES __X__ NO
   If yes, please identify the Council Member: _____

Answering yes to either of the two questions above does not preclude City of El Centro from awarding a contract to your firm. It does, however, preclude the identified Council Member from participating in the contract award process for this contract.

12/11/2025
DATE

(SIGNATURE OF CONSULTANT)
James G. Holt
Secretary/CFO
The Holt Group, Inc.

Effective April 30, 2025

EXHIBIT F
REQUEST FOR PROPOSALS (RFP)

REQUEST FOR PROPOSALS
FOR
ON-CALL SERVICES

1. ***CIVIL ENGINEERING – GENERAL***
2. ***CIVIL ENGINEERING - WATER AND WASTEWATER TREATMENT***

Requested By:

City of El Centro
Department of Public Works
307 W. Brighton Ave.
El Centro, CA 92243
Phone: (760) 336-3152
Abraham Campos, PE
Director of Public Works/ City Engineer
August 2025

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EXHIBITS

A - Civil Engineering – General and Water and Wastewater Treatment. Expanded Scope

B – Sample Proposal Evaluation Form

C – Sample Design Professional Services Agreement

D- Levine Act. Statement

E- Sample Task Order

*No changes shall be made to consultant agreement by consultant.

II. REQUEST FOR PROPOSAL ("RFP")

NOTICE IS HEREBY GIVEN THAT the City of El Centro (the "City") is requesting proposals from qualified consultants to provide Civil Engineering Design (Roads and Traffic, and Water and Wastewater facilities) (the "Consultant(s)").

DEADLINE

Consultants are requested to submit five hard copies of their proposal before **04:30 p.m.** on Friday, September 19, 2025. Refer to section IX for further information.

Note: late, emailed, or faxed proposals will not be considered.

OBTAINING DOCUMENTS

The Contract Documents are available through Planet Bids, by accessing our website (www.cityofelcentro.org) and selecting "GOVERNMENT > PUBLIC WORKS> BIDS & PROPOSALS> PROCEED TO SITE".

III. INTRODUCTION AND PURPOSE

INTRODUCTION.
The Department of Public Works - Engineering Division of the City of El Centro is seeking professional services from a consulting firm or team (Consultant) for On-Call services for the two (2) disciplines listed below. The City will contract with the primary firm under which subconsultants may operate. The City is requesting services for up the term of the agreement. The term of the agreement shall be for two (2) years, with up to three (3) one (1) year extensions, which extensions shall be at the City's sole option.

Disciplines:

1. Civil Engineering – General Civil Engineering
2. Civil Engineering – Water and Wastewater Treatment

Up to three consultants shall be selected for each discipline. The City reserves the right to increase or decrease the number of consultants awarded a contract under each discipline.

<u>Consultant must submit a separate responsive proposal to each discipline that Consultant wishes to be considered.</u> Each discipline will be judged independently. You are not required to submit a proposal for both disciplines.

PURPOSE. The purpose of this RFP is to:

1. Familiarize prospective consultants with the information necessary to understand the consultant selection process and the required documentation consultant must

submit.

2. Receive, review and consider proposals from prospective consultants, and select a consultant to provide the desired services for each discipline.
3. Execute a contract for on-call services in the form of a Professional Services Agreement (PSA) (see RFP Exhibit C – Sample Standard Agreement), which will include a negotiated rate schedule established at the time of its execution.
4. Advise prospective consultants that the City is not obligated to issue any contract(s) by issuing this proposal.

The Consultant shall provide the Public Works Department with the ability to obtain assistance quickly during peak workload periods, staffing absences and when expedited/fast track support is needed to satisfy City customers. The most important objective is to maintain a level of high-quality, Civil Engineering Design (Roads, Traffic, Water and Wastewater facilities).

Qualified entities are invited to submit written proposals for consideration in accordance with this request. These services will be conducted under a contract with the City.

The City reserves the right to reject any or all responses received as a result of this solicitation; to extend the submission due date for; to modify, amend, reissue or rewrite this document; and to procure any or all services by other means. Consultants that respond to this RFP shall comply with all applicable laws. There are no M/WBE and/or DBE requirements for this RFP.

The contract will be regulated according to the provisions of all Federal, State and local laws and ordinances that are applicable. This includes compliance with prevailing wage rates and their payment in accordance with the California Labor Code, as applicable.

Consultants are advised to consider whether services to be performed include classifications subject to state or federal prevailing wage requirements. Prevailing wages will apply if the services to be performed will involve land surveying (such as flag persons, survey party chief, rodman or chainman), materials sampling and testing (such as drilling rig operators, pile driving, crane operators), inspection work, soils or foundation investigations, environmental hazardous materials and so forth. California State prevailing wage information is available through the California Department of Industrial Relations website at https://www.dir.ca.gov/OPRL/dprewagedetermination.htm

Labor categories subject to prevailing wage requirements, when employed for any work on this project, are wholly the responsibility of the firm or individual named in any Professional Services Agreement approved by the City. City will not assume any responsibility for Consultant's failure to pay prevailing wages in accordance with State law.

IV. BACKGROUND

The City of El Cento incorporated in 1908 and later became a Charter city. El Centro is the center of one of Southern California's most promising new commercial and industrial regions. There are two international border crossings nearby for commercial and noncommercial vehicles. Covering 11.019 square miles, it is the largest city in Imperial County. El Centro is located 616 miles southwest of San Francisco, 117 miles east of San Diego and 245 miles west of Phoenix, Az. and just 15 minutes from the international industrial complexes in Mexicali, Baja California. El Centro is accessible via Interstate 8, State Highway 86 and State Highway 111. The City population is estimated to be over 45,000 residents; however, population increases during the day as the City is the County seat.

The consultant(s) will work under the direction of the Public Works Director or designee to handle engineering service tasks as they are required. The highest rated consultant(s) will be selected to be on contract for on-call services. Consultant(s) will enter into a master agreement which will specify the billing rates, personnel to be assigned, and other terms. No monthly retainer is anticipated.

Letter proposals will be requested from one or more on-call consultants when engineering service tasks are required. The letter proposals will set forth the scope, fee, personnel, and time of performance for the particular task. The letter proposals will be approved through a task order implementing and attached to the master agreement. Consultant selection for a particular task will be based on qualification as set forth in the Statement of Qualifications. Consultant selection will be at the sole discretion of the City. No consultant is guaranteed work.

V. SCOPE OF SERVICES

Consultants shall submit in their proposal in addition to the main scope the discipline(s) for which they wish to be qualified. The disciplines include, but are not necessarily limited to the following areas of experience and expertise.

Civil Engineering - General

The consultant shall design and prepare plan, specifications, and estimate (PS&E) for arterial and local streets; including traffic engineering/design, landscaping, water, sewer and storm drain design. Sample work activities include:

- Preparation of Phase I and II site investigation and soils reports, including field exploration, drill test borings, sample soils, compacting testing, and laboratory tests. Laboratory shall be Caltrans certified.
- Review and/or preparation of traffic plans (signing and striping plans, traffic detour and traffic staging plans, as well as signals), traffic studies/reports.
- Review and/or preparation of street improvement plans.
- Review and/or preparation of domestic or raw water improvement plans and studies.
- Review and/or preparation of sewer improvement plans and studies

- Review and/or preparation of storm drain improvement plans, hydrology and hydraulic reports.
- Review and/or preparation of tract and parcel map, lot line adjustments, certificates of compliance, map/easement or legal descriptions and supporting documentation.
- Review and/or preparation of structure calculations.
- Review and/or preparation of engineering quantity estimates and costs.

Designers shall have a minimum of 10 years' experience in civil design for public facilities. A detailed scope of work is available as Exhibit A of this RFP.

The consultant shall assist City staff to identify and prioritize pavement preservation projects; design and prepare plan, specifications, and estimate (PS&E) for pavement projects. Utilize the latest technologies to design and construct/rehabilitate pavements in the most cost-effective way. Consultant must be experienced with state and federal funded projects and pavement designers shall have a minimum of 10 years' experience in pavement design. A detailed scope of work is available as Exhibit A of this RFP.

Civil Engineering – Water and Wastewater Treatment Facilities

The objective of this discipline is to enable the City to improve the City potable water, sanitary sewer and storm water systems to meet the rules and regulations of the State and Federal mandates as well as public demand. Consultant shall provide all services and work required to complete studies, designs, plans, specifications and estimates for City projects as identified in the current city water, wastewater and storm water master plans or as may be requested by the City. City may request the consultant to update said master plans. The consultant shall have 10 years' experience in the design of potable and sanitary sewer treatment, collection and distribution systems in compliance with State and Federal requirements in the State of California. A detailed scope of work is available as Exhibit A of this RFP.

The above list is not intended to be exclusive; other services will likely be sought as the need arises. The statement of qualifications does not need to include a fee proposal for any of these specific tasks; fee proposals for individual tasks would be requested during the course of the on-call contract.

Periodically, the City has the need for assistance with special engineering studies or general staff augmentation. The consultant must be able to assist the City through this contract to provide the necessary services.

The consultant shall utilize its' in-house staff and/or sub-consultants to complete the assignments to meet the City standards. For specialized work for which the prime consultant will require a sub-consultant, the prime consultant will serve as an administrative liaison between the City and the sub-consultant. The prime consultant mark-up for sub-consultants shall not exceed 10%.

VI. PROJECT SCHEDULE

The following is a tentative schedule for the project:

Release of RFP	**08/22/2025**
Proposal Due	**09/19/2025**
Consultant Interview (if needed)	**Week of October 6th, 2025**
Contract Award	**10/21/2025**

VII. DELIVERABLE ITEMS

The Consultant will be required to verify that all information submitted as services rendered is accurate and current. Furthermore, the Consultant will be required to document the source(s) of all compiled information. All information generated as part of the Consultant's or sub-consultant's work shall become part of City of El Centro record of the project.

VIII. CORRECTIONS

Proposing Consultants are encouraged to amplify the scope of services, to identify any supplemental tasks necessary, and to recommend any alternatives that may enhance the project or reduce costs. Where applicable, consultant is encouraged to describe the anticipated level of effort for each task.

IX. DELIVERY OF PROPOSALS

Proposals must be submitted to 307 W. Brighton Ave., El Centro CA 92243 by at 4:30 pm on Friday, September 19, 2025 with subject reading as follows:

Response for City of El Centro On-Call Services RFP
Discipline: (*Enter Discipline to be considered here*)
Attn: Abraham Campos, PE
Public Works Director/City Engineer

<u>On a separate envelope</u>, submit a hard copy Fee Schedule to the same address and by the same date in a sealed envelope marked:

Fee Proposal for City of El Centro On-Call Services
Discipline: (*Enter Discipline to be considered here*)
Attn: Abraham Campos, PE
Public Works Director/City Engineer

Proposals and Fee Proposals received after the stated deadline will not be accepted. Advance submittals are permitted. The City will not be liable for any costs incurred by the Consultant

incidental to the preparation of proposals or for developing and carrying out interview presentations.

Submission of a proposal indicates acceptance by the Consultant of the conditions contained in this RFP unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of El Centro and the Consultant selected.

Questions concerning the RFP must be submitted via the Planet Bids portal. All questions must arrive at least ten (10) calendar days prior to the proposal due date to allow time for distributing answers and/or clarifications.
No questions or inquiries may be directed to any individual (s) at the location detailed in this document. All inquiries must be submitted in writing per the process described in this document. Attempts to contact any City employee other than the designated contact for this RFP may result in rejection of a submitted proposal. No questions will be answered after the ten-ten-day period.

X. SELECTION PROCESS

City staff will evaluate the proposals based on effectiveness and efficiency in supporting each of the following items.

1. Overall responsiveness to the RFP
2. Consultant (and project team) qualifications, experience and referenced projects
3. Qualifications, experience and commitment of the project manager and team members. The project manager shall preferably have successfully completed at least three (3) projects of similar nature, complexity, and size during the last 10 years
4. Project understanding, innovative approach and proposed scope of work
5. Ability to deliver the project scope of work within the stated estimated level of effort
6. Project management plan and schedule
7. Ability to sign the City's Standard Professional Services Agreement and provide the City's standard insurance coverages listed therein

Based on this evaluation, the City may choose to invite up to three (3) Consultants from each discipline to participate in an oral presentation/interview session or select the Consultant based on the results from the evaluation of the proposal.

In the event the City chooses to conduct interviews as part of the selection process, the selected Consultants will be asked to bring an interview panel including the project manager and up to three (3) (maximum) key staff members who will be directly involved in providing the services. The Consultants selected for the interview will be allowed thirty (30) minutes to present their Consultant experience and project approach. Following the presentation there will be a thirty (30) minute informal question and answer discussion.

At the conclusion of the evaluation, the City may enter into contract negotiations with the top three ranking Consultants. If negotiations with the top-ranking Consultants are unsuccessful, negotiations will terminate and the City may undertake negotiations with the

fourth-ranked Consultant. City staff then will make recommendations to the City Council, which reserves the right to reject any or all proposals. The selection process will be completed when a contract is executed.

Furthermore, the City reserves the right to reject any or all proposals, and to waive any and all irregularities to choose the Consultant which, in the City's opinion, best serves the City's interests. The City will not be liable for any costs incurred by the Consultant incidental to the preparation of proposals or for developing and carrying out interview presentations.

All Consultants issued this RFP were previously asked to certify that they would execute a contract with the City of El Centro with no exceptions or additions.

XI. SUBMITTAL REQUIREMENTS

Proposals shall be formatted for 8-1/2" x 11" portrait pages for written materials and 11" x 17" landscape pages for drawings, consisting only of the specified materials requested below. If interviews are required, presentation boards may be used. Presentation boards shall be 30" x 42", unframed with appropriate scale and identification.

It is imperative that all Proposers responding to the RFP comply exactly and completely with the instructions set forth herein. Proposals must be concise, but with sufficient detail to allow accurate evaluation and comparative analysis. Proposals should be straightforward and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Do NOT include marketing brochures or other promotional material not connected with this RFP. **Responses must be limited to 30 pages maximum.**

To be responsive, each Proposal must include only the following information in the format indicated. Proposals not organized according to the following format may be rejected.

1. Cover with title and date
2. Cover Letter that documents the proposal offer, lists subconsultants and their roles, location of office where work will be done, is signed by an officer of the Consultant (or by another person with authority to act on behalf of and bind the Consultant), and indicates the contact person for the proposal
3. Table of Contents
4. Executive Summary
5. Approach to satisfying scope of work, which should highlight key issues as well as special processes, tools and lessons learned that will be applied
6. Scope of Work based on the respective discipline above
7. Availability to meet the expected schedule for this work, including current workload and backlog
8. History, general qualifications, employee count by title and discipline, and recent or pending litigation for Consultants and subconsultants

9. Proposer must provide three (3) references for which Proposer has provided similar services performed in California of the nature and scope as set forth in the RFP within the last five (5) years. Include name of business, name of contact person, telephone number of contact person, and description and date of services provided. References for public agency projects are preferred.

10. Qualifications of Project Manager and Key Staff of Consultant and subconsultants, including individual resumes listing required licenses, credentials and relevant experience addressing qualifications requirements specified herein, with relevant experience focused on similar projects completed within the last 10 years. City will place considerable emphasis on the commitment by the Proposer to provide qualified personnel for the services being considered. The Proposer shall furnish resumes in outline form for the key personnel committed to this account. Proposer shall also include the number and type of additional support personnel who will be providing services. The substitution or addition of individuals shall be allowed only with prior written approval of the City.

EXHIBIT A

CIVIL ENGINEERING – GENERAL AND WATER AND WASTEWATER TREATMENT. EXPANDED SCOPE

1.0 Scope of Work

The Scope of Work shall include, but not limited to the following tasks:

In general, the Consultant shall perform engineering design services resulting in contract documents (plans, specifications and cost estimates) for various projects on an as-needed basis. The Consultant shall provide a detailed schedule of the assigned project upon issuance of a Task Order of that particular project. The Consultant shall also provide all field survey works required to complete the designs. In addition to scope of work items necessary to complete the design of approved CIP projects, the selected consultant shall also provide specific Engineering Technician services. The services to be provided are enumerated below.

The Consultant's services shall include, but are not limited to, the following:

1. Research existing records of utility companies and agencies and coordinate the proposed improvements with existing field conditions.

2. Prepare all documentation required to obtain permits from any and all agencies having jurisdiction of the project.

3. Conduct an environmental assessment for each project and prepare all documentation required to comply with the California Environmental Quality Act (CEQA).

4. Provide all field survey and topographic work necessary to complete the design effort. Design level survey and base mapping of the project site shall be prepared in US Customary English units by a California licensed Land Surveyor in accordance with the City guidelines and in AutoCAD Computer Aided Design and Drafting (CADD) format. The horizontal datum shall be NAD 83 and the vertical datum shall be NAVD 88. All survey field notes shall be on forms provided by the City, shall be neatly completed in pencil, and shall become property of the City upon completion of the project. Informal field investigations including marking of removal areas may be required for some of the sidewalk, curb and gutter, and pavement replacement projects.

5. Complete the design of projects including plans, specifications, and engineer's construction cost estimate. The Consultant shall contact manufacturers and/or contractors to verify the engineer's estimate prior to submitting to the City. Specifications shall be prepared in Microsoft Word and an electronic copy of the final version shall be furnished to the City. The City will provide the specification boiler plate to the Consultant.

6. All preliminary and bid sets of plans shall be plotted on bond or velum using the AutoCAD program. All drawings shall be completed per the City of El Centro CADD Standards

7. All original plan sheets, the title sheet of the specifications, calculations, and reports shall be signed and stamped by the Consultant's licensed professional engineer in responsible-charge of the project. These signed originals will then become the property of the City.

8. The Consultant shall provide support services as needed during the bidding and construction phases of the project, including:

   A. The Consultant shall respond to bidder inquiries during the bidding process, including preparation of any addenda. Upon award of the construction contract, the Consultant shall attend the pre- construction meeting.
   B. The Consultant shall review and approve all submittals and shop plan drawings required supporting the construction contract. The Consultant shall complete shop drawings reviews within one (1) week of receipt. Contract Change Order reviews shall be completed within two (2) working days of receipt.

   C. The Consultant shall respond to written Requests for Information (RFI) to provide clarification or resolve discrepancies in the contract documents. Responses shall be completed within three (3) working days.
   D. The Consultant shall provide periodic field reviews and bring to the attention of the City of El Centro any defects or deficiencies in the work by the construction contractor which the Consultant may observe. The Consultant shall have no authority to issue instruction on behalf of the City of El Centro, or to deputize another to do so.

9. Upon the completion of construction, as-builts shall be submitted to the City. The Consultant shall incorporate all changes to the plans electronically with all necessary revision notations. Once plans have been updated, a signed set of as-built mylars shall be submitted to the City with an electronic copy (in AutoCAD and pdf formats) of the final as-built drawings via CD or e-mail.

10. The Consultant shall monitor the project progress, maintain project files, and control the quality of the work performed by in-house staff and/or sub-consultants. Incomplete (not meeting targeted completion) or poor-quality work will not be accepted. The Consultant will need to revise the documents within a revised schedule set by the City, which may require overtime. No additional regular or overtime hours shall be approved for the required revisions.

11. Attend meetings with the City staff as required.

12. Coordinate plan check, design topics, permits and any other issues with the City, other Agencies, and all utility companies as required. The Consultant shall be the liaison with affected agencies.

13. The Consultant shall be responsible for to reviewing and approving addenda and clarifications to plans and specifications.

1.1 Preliminary Design

Review available record plans, existing/proposed conditions and requirements. Attend the Field

Review Meeting; prepare Field Review Report

Conduct a field survey in order to confirm the accuracy of any existing drawings, surveys, streets, and utility locations data obtained. Consultant is expected to conduct additional surveys based on the project requirements.

Consultant shall prepare a preliminary Design Report (PDR) of alternatives, preliminary cost estimate and preferred alternative.

1.2 Development of Detail Plans, Specifications and Estimate (PS&E):

All reports, plans, specifications and quantity calculations shall conform to criteria, policies, procedures and standards of Caltrans, APWA and the City, and shall be made available to the City at stages specified in the milestone schedule and upon request.

Construction plans shall adhere to City of El Centro Standard Construction Drawing standards. The Consultant shall produce, at the Consultant's sole cost and expense, blank reproducible sample plan sheets and any needed standard drawings. Standard drawings and standard plans shall be incorporated into the Contract Plans where applicable.

Each plan sheet shall bear the State of California Registered Professional Engineer registration seal within signatures, license number and registration certificate expiration date of the Engineer who is in responsible charge for developing the plan. Each plan sheet shall be signed by the engineer who performed the independent plan check.

Consultant shall prepare complete contract specifications based on the Manuals/Standards section 2.4.

A list of contract pay items with the descriptions, item codes and estimated quantities shall be included in the front of the special provisions.

The Consultant shall prepare quantity calculations for items that are applicable to this project, and prepare cost estimates.

Quantities for all contract pay items shall be substantiated by calculations. Quantity calculations shall be neat and orderly and shall show all sketches, diagrams, and dimensions necessary to allow them to be independently used by field inspectors during construction.

Electronic files for all structural details and calculations shall be submitted at the end of the contract or when requested by the City.

All electronic software developed, databases generated, spreadsheets and intellectual properties developed during the life of the Agreement shall become the property of the City.

1.3 Environmental Documents and Permit Compliance

Specific environmental documentation work as may be required by the funding agency and the City including, but not be limited to the following: prepare Preliminary Environmental Study (PES), CEQA compliance documentation, technical studies, , NPDES permit, Regional Board Section 401 certification, any coordination as required completing the environmental NEPA and

CEQA work, and any encroachment permits required for the project from agencies such as Caltrans, County of Imperial, the City and any other having jurisdiction.

1.4 Utility Research and Coordination

(1) Research and obtain file copy of utility maps within the project limits for existing and/or proposed facilities.
(2) Prepare preliminary plans with utility notices/questionnaires to be sent to utility companies.
(3) Plot existing and proposed utilities in plan (and profile when applicable)
(4) Monitor response of utility notices received by the City and then make recommendations for mitigating conflicts.
(5) Attend coordination meetings when required regarding adjustments and relocations.
(6) Pothole information, where required, shall be coordinated by the Consultant.

1.5 Construction Bidding Phase

Bidding procedures will be the responsibility of the City. While the PS&E construction package is being advertised for bids, all questions concerning the intent shall be referred to the City for resolution. In the event that any items requiring interpretation in the drawings or specifications are discovered during the bidding period, said items shall be analyzed by the Consultant for decision by the City, or by a covering change order after the award of the construction contract.

1.6 Construction Support Phase (As Needed)

(1) All construction support work shall be coordinated with the City.
(2) Consultant shall furnish, at the consultant's sole cost and expense, all necessary drawings for corrections and change orders required by errors and omissions of the Consultant. The original tracing(s) of the drawings and contract wording for the change orders shall be submitted to the city for duplication and distribution.
(3) Consultant will receive written notification of the award of a construction contract. Upon such notification, Consultant will proceed with the services required by the Agreement.
(4) Consultant is required to attend the pre-construction meeting with the successful construction contractor upon notification by the City.
(5) Consultant shall review and approve all submittals and shop plan drawings required supporting the construction contract. Consultant shall complete shop drawings reviews within two (2) weeks of receipt. Contract Change Order reviews shall be completed within two (2) working days of receipt.
(6) Consultant shall be available as requested by the City to resolve discrepancies in the contract documents. Consultant shall bring to the attention of the City any defects or deficiencies in the work by the construction contractor which the Consultant may observe. Consultant shall have no authority to issue instruction on behalf of the City, or to deputize another to do so.
(7) The Consultant shall prepare and deliver to the City the final as-built plans incorporating field marked prints supplied by the City. Upon completion of construction, the City will submit field-marked prints to Consultant. Consultant shall incorporate all changes to the plans electronically with all necessary revision notations and submit to the City.

1.7 Description of Required Services

All work shall be performed in conformance with the State of California and/or City of El Centro policies, procedures and standards.

Consultant shall carry out the instructions received from the City and shall cooperate with the City and other involved agencies.

The Consultant has total responsibility for the accuracy and completeness of the plans and related designs, specifications and estimates prepared and shall check all such materials accordingly. The plans will be reviewed by the City for conformity with the requirements of the Agreement. Reviews by the city do NOT include detailed review or checking of design or the accuracy with which such designs are depicted on the plans. The responsibility for accuracy and completeness of such items remains solely that of Consultant.

Consultant or its sub consultants shall not incorporate in the design any materials or equipment of single or sole source origin without written approval of the City.

The plans, specifications, estimates, calculations, and other documents furnished under the Agreement shall be of a quality acceptable to the City and State. The criteria for acceptance shall be a product of neat appearance, well organized, technically and grammatically correct, checked, and dated and having the maker and checker identified. The minimum standard of appearance, organization and content of the drawings shall be that of similar types produced by the State and set forth in related Caltrans manuals. The Consultant shall modify its work as necessary to meet the level of acceptability defined by the criteria above.

The Consultant shall have a quality control plan in effect during the entire time work is being performed under the Agreement. The Quality control plan shall establish a process whereby plans are independently checked, corrected and back checked, and all job-related correspondence and memoranda dated and received by affected persons and then bound in appropriate job files.

2.0 Construction Plans

2.1 60% PS&E (Unchecked Details)

Unchecked plan details shall consist of 60% design and detailed plans ready for the independent design check.

Three sets (3) full size (24”x36”) of design plans. The following submittals may be submitted electronically: draft SSP, preliminary quantities and estimates, pay item list, and design calculations.

2.2 100% PS&E

The Consultant shall submit the following documents for review and approval: Four sets (4) full

size (24”x36”) signed and sealed prints of checked design Electronic copies of Special Provisions

Electronic copies of cost estimate and check quantity calculations

Electronic copies of design calculations

Electronic copies of design check calculations
Other reports as needed by the City of El Centro

The City will review and comment on the PS&E package as soon as possible. The turnaround goal is within four (4) weeks of receipt of the complete PS&E package. One (1) copy of those documents with comments will be returned to the Consultant.

2.3 Final PS&E

The Consultant shall submit the following documents for review and approval:

Electronic sets of signed final design plans

Electronic copies of signed final specifications

Electronic copies of final cost estimate and final quantity calculations

Electronic copies of final design calculations

Electronic files in its original format and in PDF of all plans, specifications, and estimates

2.4 Manuals/Standards

Where applicable, engineering design of all PROJECT improvements shall be compatible and in accordance with the following as applicable:

Caltrans Highway Design Manual

Caltrans Standard Plans

Caltrans Standard Specifications

Imperial County Hydrology Manual

American Public Works Association Standard Specifications for Public Works Construction

American Public Works Association Standard Plans

American Water Works Association

City of El Centro Standard Plans

San Diego Regional Standard Drawings

It will be the responsibility of the Consultant to verify that it has received the latest version or update of these documents.

Plans for the improvements on the State Highway shall be prepared in accordance with Caltrans recommended practice for detailing and scope of work. Caltrans Standard plans shall be utilized where applicable and may be called out on the plans as reference.

Local street improvement plans shall adhere to City of El Centro Standard Plans and the Standard Specifications for Public Works Construction. Plans shall be computer drafted in AutoCAD compatible format and shall adhere to the current City of El Centro Public Works Department CAD standards.

The Consultant's work will be subject to inspections by representatives of the City, County, State and FHWA

2.5 ***Coordination***

Coordination with the City, other consultants and other involved agencies will be required to

achieve compatible designs, phasing of construction with existing or designed conditions, and timely delivery of the contract PS&E. Coordination may include, but not be limited to, coordination with Caltrans, FHWA, Regional Water Quality Control Board and other agencies.

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

EXHIBIT B

SAMPLE PROPOSAL EVALUATION FORM

CONSULTANT/FIRM NAME:		
Criteria	Max Points	Rating
Understanding of the work to be done	25	
Experience with similar kinds of work	25	
Quality of staff for work to be done	15	
Capability of developing innovative or advanced techniques	10	
Familiarity with state and federal procedures	10	
Financial responsibility	10	
Familiarity with local and regional approving agencies	5	
Total	100	

Evaluator

Print Name: _____

Signature: _____

Date: _____

Contract Manager

Initials:_____

Date: _____

EXHIBIT C

SAMPLE DESIGN PROFESSIONAL SERVICES AGREEMENT

EXHIBIT D

LEVINE ACT STATEMENT

Levine Act Statement
PRIME PROPOSER AND SUBCONSULTANTS MUST SUBMIT A SIGNED LEVINE ACT STATEMENT

California Government Code § 84308, commonly referred to as the "Levine Act," precludes an officer of a local government agency from participating in the award of a contract if he or she receives any political contributions totaling more than $500 in the 12 months preceding the pendency of the contract award, and for three months following the final decision, from the person or company awarded the contract. This prohibition applies to contributions to the officer, or received by the officer on behalf of any other officer, or on behalf of any candidate for office or on behalf of any committee.

This statement must be provided for the company and for each consultant who will work with the City.

City of El Centro Council Members as of the date of this RFP are as follows:

Mayor Sonia Carter
Mayor Pro-Tem Marty Ellett
Sylvia Marroquin
Claudia Camarena
Michael Crankshaw

1. Have you or your company, or any agent on behalf of you or your company, made any political contributions of more than $500 to any City of El Centro Council Member in the 12 months preceding the date of the issuance of this RFP?
_____ YES _____NO
If yes, please identify the Council Member: _____

2. Do you or your company, or any agency on behalf of you or your company, anticipate or plan to make any political contributions of more than $500 to any City of El Centro Council Member in the three months following the award of the contract? _____ YES _____NO
If yes, please identify the Council Member:_____

Answering yes to either of the two questions above does not preclude City of El Centro from awarding a contract to your firm. It does, however, preclude the identified Council Member from participating in the contract award process for this contract.

_____ _____
DATE (SIGNATURE OF CONSULTANT)

EXIBIT E

SAMPLE TASK ORDER

SAMPLE CONSULTANT TASK ORDER #
FOR CITY OF EL CENTRO ON-CALL CONTRACT

PROJECT NAME:	On-Call Services	CONSULTANT: Engineering Firm
LOCATION:	Various in City of El Centro	ADDRESS: Somewhere, CA

This task order scope is made by and between the CITY OF EL CENTRO, acting through the Public Works Director, "CITY", and Engineering Firm, Somewhere, CA "CONSULTANT."

WHEREAS, CITY and CONSULTANT have entered into a contract, known as "AGREEMENT FOR ON-CALL CONSULTING SERVICES BETWEEN THE CITY OF EL CENTRO AND _____SERVICES"; which was fully executed on _____ by Resolution No. _____

WHEREAS,

1. CITY has solicited proposals for specific scope of work (Sub-Tasks) to be performed through this Task Order, herein attached as Exhibit A in accordance with section 1.2 of the On-Call agreement.
2. CITY has received a cost proposal for said Task Order herein attached as Exhibit B in compliance with Article III of the On-Call agreement.

NOW THEREFORE, it is mutually agreed to supplement the agreement as follows:

1. The original agreement is extended by a period of 0 yrs as it relates to the scope of this Task Order from today's date in order to complete the work independent of any other extension to the original agreement.
2. CITY and CONSULTANT may mutually elect to further extend this Task Order's time in order to complete its scope of work.
3. In accordance with section 1.4 of the On-Call Agreement, CITY directs CONSULTANT to proceed with said Task Order at the rate established in the cost proposal.
4. Said scope and cost shall be tracked solely under this Task Order and shall be independent of other Task Orders executed under the original on-call contract.

Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

IN WITNESS WHEREOF, this Task Order is executed by the City of El Centro, acting by and through the Director of Public Works, pursuant to section 1.2 of the On-Call agreement, authorizing such execution, and by the Consultant.

Dated this _____ day of _____, 20__.

THE CITY OF EL CENTRO

By:

_____
Abraham Campos P.E., Public Works
Director, City Engineer

Date: _____

I HEREBY CERTIFY I can legally bind _____ and that I have read all of this Task Order, this _____ day of _____, 20__.

By: _____
Authorized Representative

Title:

Print Name: _____

Date: _____

EXHIBIT G

SAMPLE CONSULTANT TASK ORDER
FOR CITY OF EL CENTRO ON-CALL CONTRACT

PROJECT NAME:	On-Call Services	CONSULTANT: Engineering Firm
LOCATION:	Various in City of El Centro	ADDRESS: Somewhere, CA

This task order scope is made by and between the CITY OF EL CENTRO, acting through the Public Works Director, "CITY", and Engineering Firm, Somewhere, CA "CONSULTANT."

WHEREAS, CITY and CONSULTANT have entered into a contract, known as "AGREEMENT FOR ON-CALL CONSULTING SERVICES BETWEEN THE CITY OF EL CENTRO AND _____SERVICES"; which was fully executed on _____ by Resolution No. _____

WHEREAS,

1. CITY has solicited proposals for specific scope of work (Sub-Tasks) to be performed through this Task Order, herein attached as Exhibit A in accordance with section 1.2 of the On-Call agreement.
2. CITY has received a cost proposal for said Task Order herein attached as Exhibit B in compliance with Article III of the On-Call agreement.

NOW THEREFORE, it is mutually agreed to supplement the agreement as follows:

1. The original agreement is extended by a period of 0 yrs as it relates to the scope of this Task Order from today's date in order to complete the work independent of any other extension to the original agreement.
2. CITY and CONSULTANT may mutually elect to further extend this Task Order's time in order to complete its scope of work.
3. In accordance with section 1.4 of the On-Call Agreement, CITY directs CONSULTANT to proceed with said Task Order at the rate established in the cost proposal.
4. Said scope and cost shall be tracked solely under this Task Order and shall be independent of other Task Orders executed under the original on-call contract.

Except as amended herein, the terms and conditions of the Original Contract and all previous amendments remain in full force and effect.

IN WITNESS WHEREOF, this Task Order is executed by the City of El Centro, acting by and through the Director of Public Works, pursuant to section 1.2 of the On-Call agreement, authorizing such execution, and by the Consultant.

Dated this _____ day of _____, 20__.

THE CITY OF EL CENTRO

By:

_____
Abraham Campos P.E., Public Works
Director, City Engineer

Date: _____

I HEREBY CERTIFY I can legally bind _____ and that I have read all of this Task Order, this _____ day of _____, 20__.

By: _____
Authorized Representative

Title:

Print Name: _____

Date: _____

RESOLUTION NO. 26-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A DESIGN PROFESSIONAL SERVICES AGREEMENT WITH THE HOLD GROUP, INC. FOR ON-CALL CIVIL ENGINEERING WATER AND WASTEWATER TREATMENT SERVICES

WHEREAS, on-call professional Civil Engineering-Water and Wastewater Treatment services agreements are an effective way to retain consultants to ensure that public works projects and programs are delivered in a timely and cost-effective manner; and

WHEREAS, pursuant to City Code Section 2-174, the City of El Centro ("City") identified a need for on-call, specialized Civil Engineering-Water and Wastewater Treatment consulting services and released a Request for Proposal for such services through the City's Public Works Department; and

WHEREAS, on October 3, 2025, the City received proposals which were evaluated and ranked to determine the most qualified consultants; and

WHEREAS, The Holt Group, Inc., ("Consultant") was amongst those consultants chosen to enter into an on-call agreement with the City; and

WHEREAS, such services will be awarded on a Task Order basis as the budget allows; and

WHEREAS, it is necessary for the City Council of the City of El Centro, California (the "City Council") to approve a Design Professional Services Agreement with Consultant for On-Call Civil Engineering – Water and Wastewater Treatment Services ("Agreement"); and

WHEREAS, the City Council finds that its approval of the Agreement is in the best interest of the City.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EL CENTRO, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

1. That the foregoing is true, correct and adopted.

2. That the City Council authorizes the Agreement in a not-to-exceed amount of one million dollars ($1,000,000) for the total term of the Agreement (for two years, with the possibility of up to three (3) one-year extensions), with the understanding that services will be provided on an as-needed basis and Task Order basis as further set out in the Agreement, with no guarantee of any level of effort from Consultant.

3. That the City Manager is hereby authorized to sign the Agreement on behalf of the City, a copy of which is on file in the Office of the City Clerk.

4. That the Public Works Director is hereby authorized to execute Task Orders up to fifty thousand dollars ($50,000) each for budgeted projects.

5. That the City Manager is hereby authorized to execute Task Orders for budgeted projects above fifty thousand dollars ($50,000) and under two-hundred thousand dollars ($200,000); task orders above that amount shall be approved by the City Council.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of El Centro, California, held on the day of , 2026.

CITY OF EL CENTRO

By_____
Sonia Carter, Mayor

ATTEST:

By_____
Norma Wyles, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney

By_____
Elizabeth L. Martyn, City Attorney

STATE OF CALIFORNIA)
COUNTY OF IMPERIAL) ss
CITY OF EL CENTRO)

I, Norma Wyles, City Clerk of the City of El Centro, California, do hereby certify that the foregoing Resolution No. 26- was duly and regularly adopted at the regular meeting of the City Council of the City of El Centro, California, held on the day of , 2026, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAINED:

By_____
Norma Wyles, City Clerk

City Council of the City of El Centro
1275 W. Main Street
El Centro, CA 92243
SUBMITTED
ACTION ITEM (ID # 2025-433)

Item: 10.
Meeting: 1/6/2026 3:30 PM
Department: City Manager
Category: Action Item
Prepared by: Cindy De Zilwa, Management Assistant
Department Head: Robert Sawyer
DOC ID: 2025-433

Community Sponsorship - Soroptimist International of El Centro

CITY MANAGER'S RECOMMENDATION:
Discussion and any necessary action regarding the community sponsorship request from Soroptimist International of El Centro.

FISCAL IMPACT:
Funding is available from the Community Sponsorship Fund, 1201-610139. Available balance is $2,089.

STRATEGIC PLANNING PROGRAM 2022-2027 RELATION:

DUE DILIGENCE CHECK FOR CONTRACTORS/CONSULTANTS: DID THE DEPARTMENT VERIFY CURRENT EL CENTRO BUSINESS LICENSE, CONTRACTOR'S LICENSE, REFERENCE CHECKS, INSURANCE, ETC.:
N/A

BACKGROUND:
Soroptimist International of El Centro, founded in 1940, has been empowering women and girls in the Imperial Valley for over 80 years. As part of Soroptimist International of the Americas, they share a global mission: to provide women and girls with access to the education and training they need to achieve economic empowerment and support one another, especially those facing significant obstacles.

Through scholarships, mentorship, and career exploration programs — including their signature, Live Your Dream Awards, Dream It, Be It: Career Support for Girls, and the STEAM WARS & Beyond Conference.

DISCUSSION:
In January 2025, STEAM WARS & Beyond launched across Imperial Valley, inspiring local high school girls to build confidence, ambition, and interest in STEM careers. The success of this event sparked STEAM WARS & Beyond, a year-round series to follow-up workshops to keep the momentum going. The 2nd Annual STEAM WARS & Beyond is scheduled to take place on January 24, 2026, at Central Union High School STEM Building.

This education conference empowers girls ages 11–18 to explore career pathways in science, technology, engineering, arts, mathematics, and related fields. This program connects students with mentors, hands-on workshops, and real-world career exposure, helping build confidence, leadership skills, and future-ready aspirations. This conference is free and open to the public. The program not only benefits the students and residents of El Centro, but Imperial Valley residents by providing a high-impact educational experience.

The sponsorship levels are as follows:

- Bronze Naboo Senator - $500
- Silver Jedi Council - $1,000
- Gold Rebel Alliance - $2,500
- Platinum Galactic Empire - $5,000
- Legacy of the Force - $10,000

The City Manager's Office has reviewed the application and the requirements of the policy statement have been met. The Mayor has reviewed the request and recommends that Council consider a sponsorship in the amount of $500.

CONCLUSION:
Staff seeks direction and necessary action regarding the requested community cash sponsorship.

ATTACHMENTS:
1. Sponsorship Application
2. Sponsor Packet

CITY MANAGER
'25 DEC 5 PM3:22

CITY OF EL CENTRO
COMMUNITY SPONSORSHIP PROGRAM
APPLICATION

APPLICANT INFORMATION:
(Applicant is the contact person for City officials and must be at least 18 years of age.)

Organization Name: Soroptimist International of El Centro

Non-Profit ID # / 501(C) 3 #: 95-6098092

Contact Person: Ivonne Sotomayor

Address: 619 Flying Cloud Dr, Imperial CA, 92251
(Street Number) (Street Name) (City) (State) (Zip Code)

Phone: 760-587-5223 **Cell / Pager:** same

E-mail: ivonne_sotomayor123@hotmail.com

Amount Requesting From Community Sponsorship Fund: $ 2,500

TYPE OF EVENT:
(check one)

- ☐ **Promotional Event**
- ☒ **Cultural Event**
- ☐ **Athletic Event**
- ☒ **Educational Event**
- ☐ **Entertainment Event**
- ☐ **Other** _____

EVENT INFORMATION:

Event Name: STEAM WARS & Beyond: Dream It, Be It Conference (2nd Annual)

Event Date: Saturday, January 24, 2026 **Time of event:** 8:30 am (Begin) 4:00 PM (End)

Event Address: Central Union High School - 1001 W Brighton Avenue, El Centro, CA 92243
(Location Name) (Street Number) (Street Name) (City)

EVENT DESCRIPTION:

Purpose: see attached

Activities Planned: see attached

Amount of People Expected: see attached

Other Information: see attached

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Applicant's Signature: Ivonne Sotomayor Date: 12/5/2025

3/2020

CITY OF EL CENTRO
COMMUNITY SPONSORSHIP PROGRAM
APPLICATION CHECK LIST

DOCUMENTS THAT MUST BE INCLUDED WITH APPLICATION:

- [x] **Pre-Program Financial Affidavit**
  (Indicating proposed profit or loss, income from all sources, all expenditures, in-kind contributions, all sponsorship contributions, volunteers etc…)

- [x] **Statement from Authorizing Agent**
  (Indicating that admission to the event is free and open to the public, and explaining how the program will benefit El Centro residents.)

- [x] **Current Proof of 501(C) 3**
  (Or proof that a 501(C) 3 organization is a recipient of the program proceeds.)

- [x] **Program Sponsorship Package or Statement**
  (Indicating the City of El Centro's sponsorship benefits.)

- [x] **Organization's Mission Statement**
  (Purpose and goals of the organization.)

- [ ] **Copy of Current Business License**

DOCUMENTS THAT MUST BE SUBMITTED AT LEAST 45 DAYS BEFORE THE PROGRAM:

- [x] **Proof of all Permits, Clearances, Insurances, and Program Authorizations**
  (Within time restraints in compliance with the Code of the City of El Centro, policies and Special Event Policy requirements.)

  Type text here
  At this time, no permits were required for this event. Event insurance is currently being processed by Soroptimist International of the Americas through Pacific Ag Insurance Agency and will be provided to Central Union High School at least 30 days prior to the conference.

DOCUMENTS THAT MUST BE SUBMITTED WITHIN 30 DAYS AFTER THE PROGRAM:

- [x] **Post Program Financial Affidavit**
  (Indicating actual profit or loss, income from all sources, all expenditures, In-Kinds contributions, all sponsorship contributions, volunteers etc…)

Rev 03/2020

FOR CITY OF EL CENTRO
OFFICIAL USE ONLY

COMMUNITY SPONSORSHIP PROGRAM
APPLICATION REVIEW FORM

Program Name: Soroptimist International of El Centro

Program Date: 1-24-26 **City Manager's Review Date:** 12/10/25

DOCUMENTS SUBMITTED:

Documents that must be included with application:

- ☒ Pre-Program Financial Affidavit see attached
- ☒ Statement from Authorizing Agent
- ☒ Current Proof of 501(C) 3
- ☒ Program Sponsorship Package
- ☒ Mission Statement
- ☐ Copy of Current Business License N/A

Documents that must be submitted 45 days before program:

- ☐ Proof of Permits _____
- ☐ Proof of Clearances _____
- ☐ Proof of Insurance _____
- ☐ Program Authorizations _____
- ☐ Other _____

MAYOR'S REVIEW:

☒ **Approved**
Forward to City Council for Consideration

☐ **Denied**
Reason: _____

Comments: Mayor Carter recommends $500.00

By email.

Sonia Carter, by Cindy De Zilwa — 12/17/25

Mayor's Authorization Signature **Date**

CITY SPONSORSHIP SUMMARY:

City Council Date: 01-06-25 ☐ Approved ☐ Denied

Cash Sponsorship Amount: $_____

Requisition Process Date: _____ P.O #: _____

Rev 03/2020

Pre-Program Financial Affidavit

	Current Year - Projected*			Previous Year	
INCOME		Totals			Totals
Grants	37,500			10,000	
Corporate Sponsorships	5,000			17,700	
Individual Donations	150			136	
Inkind Contributions	3,000			3,000	
Total Income		**$45,650**			**$30,836**
Expenses		Totals			Totals
Student Swag	7,000			6,401	
Materials & Promotion	1,000			567	
Facility Rental & Support Staff	2,000			223	
Food & Beverage	6,000			5,874	
Audio & Visual	1,500			1,350	
Decorations	5,000			4,642	
Service Fees	200			166	
Presentor Stipends & Accommodations	1,500			1,284	
Total Expenses		**$24,200**			**$20,507**

Soroptimist is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment, especially those facing significant obstacles.

SOROPTIMIST INTERNATIONAL OF EL CENTRO

SPONSORSHIP OPPORTUNITIES & AGREEMENT

Soroptimist International of El Centro
STEAM WARS & BEYOND — Dream It, Be It: Career Support for Girls® Conference
Saturday, January 24, 2026 – Central Union High School STEM Building

Theme & Attire: Star Wars–inspired. Full costumes or themed professional attire – whatever you're comfortable in

PROGRAM OVERVIEW

Soroptimist International of El Centro invites you to join us as a valued sponsor for the 2026 STEAM WARS & Beyond: Dream It, Be It Career Support for Girls Conference.

This initiative is designed to empower high school girls from Imperial County to pursue careers in science, technology, engineering, arts, and mathematics (STEAM). Through your support, we aim to foster equity in education, build confidence, and expand career access for girls who need it most.

SPONSORSHIP TIERS & BENEFITS

Benefit	Bronze $500 Naboo Senator	Silver $1,000 Jedi Council	Gold $2,500 Rebel Alliance	Platinum $5,000 Galactic Empire	Presenting $10,000 Legacy of the Force
Name on event materials	✓ Name	✓ Logo	✓ Logo	✓ Logo: Premium Placement	✓ Logo: Premier/Top Placement
Logo on event signage & materials		✓ Logo	✓ Logo	✓ Logo: Premium Placement	✓ Logo: Premier/Top Placement
Recognition on event website (with link)		1 month	6 months	1 year	1 year (hero placement)
Social media acknowledgment		✓ (1 post)	✓ (2 posts)	✓ (4 posts)	✓ Featured campaign (post + stories)
Logo on participant bags & printed program	✓ Name in program	✓ Logo in program	✓ Logo on bags + program	✓ Logo on bags + program	✓ Premier logo on bags + program
Admission with reserved seating			2 admissions + exhibit booth	4 admissions + exhibit booth	6 admissions + exhibit booth + event acknowledgement
Provide branded items for participant swag bag	✓	✓	✓	✓	✓
Category Sponsor Patron of one section with signage, program, and web recognition.				✓ Choose 1 section	✓ Premier: first pick + exclusive in chosen section
Inclusion in event press release			✓	✓	✓ with sponsor quote
Recognition in annual impact report	Name	Name + Logo	✓ Quarter-Page	✓ Half-Page	✓ Full Page

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Pre-Program Financial Affidavit

	Current Year - Projected*			Previous Year	
INCOME		Totals			Totals
Grants	37,500			10,000	
Corporate Sponsorships	5,000			17,700	
Individual Donations	150			136	
Inkind Contributions	3,000			3,000	
Total Income		**$45,650**			**$30,836**
Expenses		Totals			Totals
Student Swag	7,000			6,401	
Materials & Promotion	1,000			567	
Facility Rental & Support Staff	2,000			223	
Food & Beverage	6,000			5,874	
Audio & Visual	1,500			1,350	
Decorations	5,000			4,642	
Service Fees	200			166	
Presentor Stipends & Accommodations	1,500			1,284	
Total Expenses		**$24,200**			**$20,507**

EVENT DESCRIPTION

Purpose

To provide a free, engaging, Star Wars-themed educational conference that empowers girls ages 11–18 to explore career pathways in science, technology, engineering, arts, mathematics, and related fields. The program connects students with mentors, hands-on workshops, and real-world career exposure, helping build confidence, leadership skills, and future-ready aspirations.

Activities Planned

- Interactive STEAM workshops led by professionals and partner organizations
- Career panels and mentorship sessions featuring local and regional leaders
- Hands-on demonstrations and learning stations
- Information on scholarships, internships, and local pathway opportunities
- Resource tables for families and students
- Community partner and sponsor engagement

Amount of People Expected

150–250 students plus educators, volunteers, and families

Other Information

STEAM WARS & Beyond is a Soroptimist-led initiative designed to expand educational access and career exposure for girls ages 11–18 through high-quality, hands-on learning and mentorship. The program has been reviewed by the Soroptimist International Foundation (SIF) and is currently deemed "suitable for funding," meaning it meets mission-aligned criteria and has demonstrated the structure, purpose, and potential impact required to be considered for SIF support; while this status is not a guarantee of an award, it confirms the project's credibility and eligibility within the Soroptimist network. This conference has grown beyond a county-based effort and is now considered a regional and international initiative, with students expected to participate from Imperial County as well as San Diego County and Riverside County, and with cross-border coordination supported through the Mexican Consulate to welcome student participation from Mexico. The initiative aligns with global priorities that advance gender equity and education, including the United Nations Sustainable Development Goals, by strengthening pathways for girls into education, leadership, and future economic opportunity. If approved for SIF support, the program would gain stronger international visibility within the Soroptimist network, expand its capacity to serve more students across the region and across the border, and further demonstrate a scalable model of girls' empowerment that contributes to broader global progress. The attached STEAM WARS Impact Report provides outcomes from the inaugural event, community partnerships, student reach, and the foundation for continued growth and sustainability.

Statement from Authorizing Agent

Soroptimist International of El Centro confirms that admission to the STEAM WARS & Beyond: Dream It, Be It Conference is free and open to the public. The program benefits El Centro and Imperial Valley residents by providing a high-impact educational experience that introduces girls ages 11–18 to career pathways in science, technology, engineering, arts, math, law, business, and emerging regional industries. Through interactive workshops, mentorship, and career exposure, participating students gain confidence, leadership skills, and

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expand awareness of educational and professional opportunities. This investment supports long-term workforce readiness and helps reduce opportunity gaps for youth in our community.

Organization Mission Statement

Soroptimist is a global volunteer organization that provides women and girls with access to the education and training they need to achieve economic empowerment, especially those facing significant obstacles.

ADDITIONAL PARTNERSHIP OPPORTUNITIES

- Workshop Sponsorship – $250 per session
- Padawan Sponsor – $100 per student
- Exhibitor Booth- $60 (additional details will be provided)
- Health & Wellness Resource Partner – In-kind services/goods or funding that promote student well-being (e.g., mindfulness/stretch breaks, hydration/snacks, hygiene/period kits, safety education, optional noninvasive screenings); recognized in event materials.
- Swag & Materials Sponsor – Provide branded giveaways or supplies

SPONSORSHIP AGREEMENT — DUE DEC 15, 2025
Email form to: sielcentro@soroptimist.net
For program/signage/web inclusion, commit by Dec 15 and send logo (hi-res PNG/JPG).

Organization Name: _____

Primary Contact Person: _____

Phone Number: _____ Email: _____

Mailing Address: _____

Sponsorship Level (check one):
[ ] $500 Bronze – Naboo Senator
[ ] $1,000 Silver – Jedi Council
[ ] $2,500 Gold – Rebel Alliance
[ ] $5,000 Platinum – Galactic Empire
[ ] $10,000+ Presenting – Legacy of the Force

Optional Add-Ons (check all that apply):
[ ] $250 Workshop Sponsor
[ ] $100 Padawan Sponsor Qty: _____
[ ] $60 Exhibitor Booth
[ ] Health & Wellness Resource Partner (describe your activation/supplies): _____
Estimated In-Kind Value $_____ or Donation $_____
[ ] In-Kind Contribution: _____

Checks payable to:
Soroptimist International of El Centro
Mailing Address: PO Box 23, El Centro, CA 92244
Federal Tax ID: 95-6098092

Authorized Signature: _____ Date: _____

*All sponsors will receive a formal acknowledgment letter, IRS documentation for tax purposes, and a post-event impact summary.

INTERNAL REVENUE SERVICE
P. 0. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: NOV 26, 2002

DLN: 17053200049002
Contact Person: LYNN A BRINKLEY - ID# 31435
Contact Phone #: 877-829-5500
Addendum Applies: No
GROUP EXEMPTION #: 3899

SOROPTIMIST INTERNATIONAL OF THE AMERICAS INC
23-2154856
2 PENN CENTER 1000
PHILADELPHIA, PA 19102-1721

Dear Applicant:

We have considered your application for a group exemption letter recognizing your subordinates as exempt from federal income tax under section 501(a) of the Internal Revenue Code as organizations of the type described in section 501(c)(3).

Our records show that you were recognized as exempt from federal income tax under section 501(c) (3) of the Code. Your exemption letter remains in effect.

Based on information you supplied, we recognize your subordinates whose names appear on the list you submitted as exempt from federal income tax under section 501(c) (3) of the Code.

Additionally, we have classified the organizations that you operate, supervise, or control, and that are covered by your notification to us, as organizations that are not private foundations because they are organizations of the type described in section 509(a) (2) of the Code.

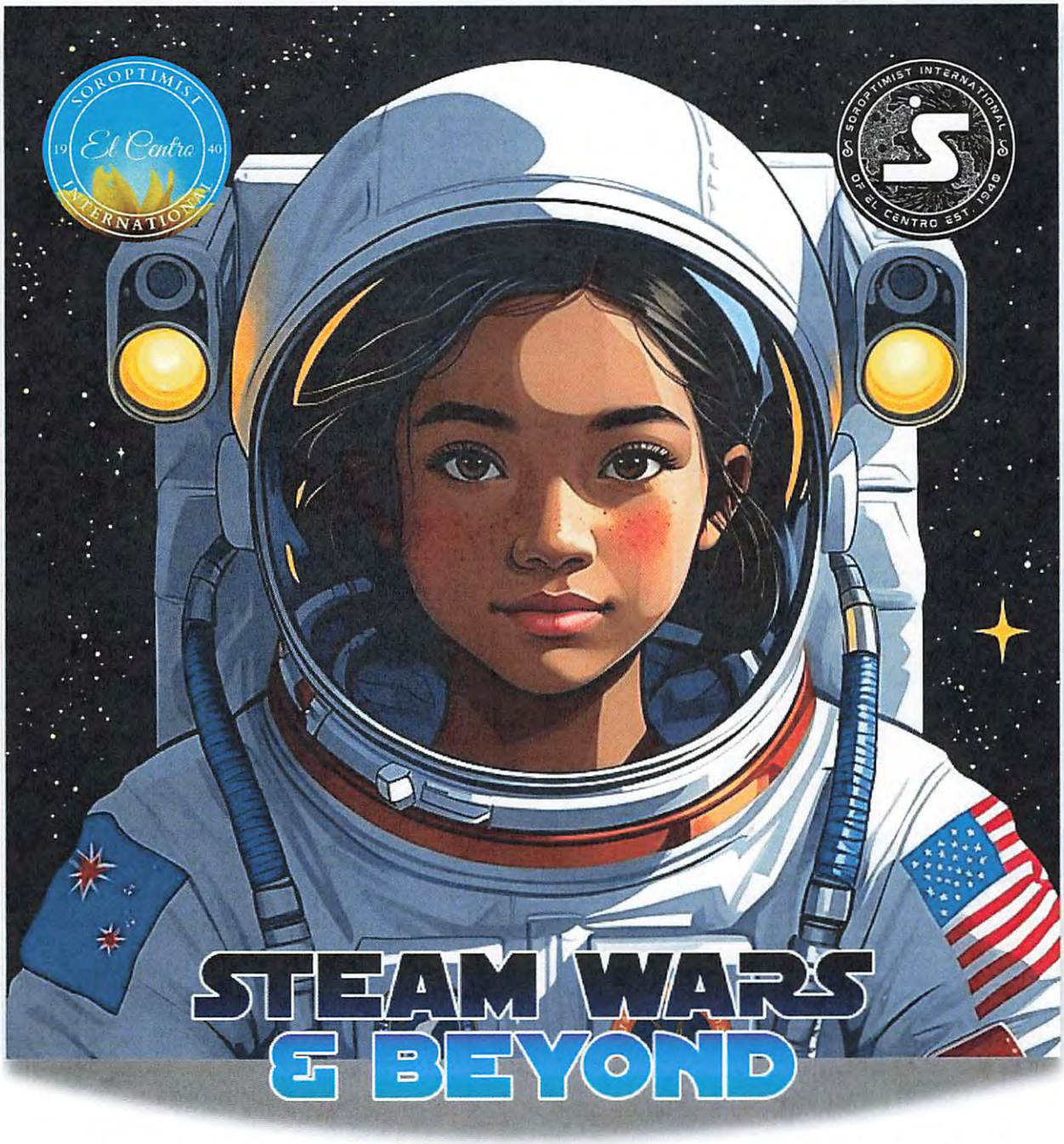
Donors may deduct contributions to your subordinates as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to your subordinates or for their use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

Your subordinates whose gross receipts each year are normally more than $25,000 are each required to file Form 990, Return of Organization Exempt From Income Tax, by the 15th day of the fifth month after the end of their annual accounting period. If you prefer, you may file a group return for those subordinates that authorize you in writing to include them in that return. If you are required to file Form 990 for your own activities, you must file a separate return arid may not be included on any group return that you file for your subordinates. The law imposes a penalty of $20 a day when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty imposed cannot exceed $10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding $1,000,000 in any year, the penalty is $100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding $1,000,000 shall not exceed $50,000. This penalty may also be charged if a return is not complete, so your subordinates should make sure their returns are complete before filing them. Please advise your subordinates that, if they receive a Form 990 package in the mail, they should file the return even if their gross receipts do not exceed the $25,000 minimum. If not required to file, a subordinate should simply attach the label provided, check the box in the heading to indicate that its annual gross receipts are normally $25,000 or less and sign the return. This will allow us to update our records to show that the subordinate is not required to file and to delete that subordinate from the list of organizations that will receive Form 990 packages in future years.

Your subordinates are required to make their annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You and your subordinates are also required to make available for public inspection your group exemption application, any supporting documents and this exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reason able fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

SOROPTIMIST®
Investing in Dreams

DREAM IT · BE IT
CAREER SUPPORT
{for girls}®



SOROPTIMIST INTERNATIONAL OF EL CENTRO

DREAM IT, BE IT: CAREER SUPPORT FOR GIRLS

2024 –2025 IMPACT REPORT

A MESSAGE FROM A GALAXY FAR FAR AWAY...

PRESIDENT IVONNE SOTOMAYOR SANTOS

On January 11, 2025, Soroptimist International of El Centro proudly launched our inaugural **STEAM WARS – Dream It, Be It: Career Support for Girls Conference**, empowering local high school girls to build confidence, ambition, and interest in STEM careers.

With women making up just 34% of the STEM workforce, our mission was clear: close the gender gap by offering hands-on experiences, inspiring workshops, and real stories from female leaders. The success of this event has sparked **STEAM WARS & BEYOND**, a year-round series of follow-up workshops to keep the momentum going.

We also introduced the **Caroline Treadway Jaime "Dream It, Be It" Educational Award**, celebrating young women who show leadership, resilience, and a passion for learning.

Our club remains committed to growing this powerful program and supporting the next generation of innovators and changemakers.

CO PRESIDENT JESSIE VILLANUEVA

We are incredibly proud of the impact made through our **Dream It, Be It Program** and the inaugural **STEAM WARS Conference**. For the first time in **Imperial County**, we brought students direct access to groundbreaking resources — including a remarkable partnership with **NASA** — creating an unforgettable and empowering experience.

Together, we inspired dreams, sparked curiosity, and reached young minds in ways never before seen in our community. From hands-on science activities to powerful mentorship moments, the event opened doors and hearts.

This is just the beginning. With continued community support and collaboration, we're committed to keeping the momentum going — **empowering the next generation of innovators, dreamers, and leaders**.

DREAM IT, BE IT CHAIR LUPITA ISLAS

On January 11, 2025, we proudly hosted the inaugural Dream It, Be It STEAM WARS Career Support for Girls Conference, an event created to inspire, empower, and support high school girls as they explore education and careers in science, technology, engineering, the arts, and mathematics. This first conference sparked meaningful conversations, opened doors to new opportunities, and planted the seed for what we hope will become a long-standing tradition of support and mentorship for young women in our region.

It was a true team effort, and I want to extend my heartfelt thanks to the incredible volunteers and the Soroptimist Committee for their dedication, hard work, and passion that brought this vision to reality.

As we begin planning for our next conference, I'm excited to build on this foundation and continue creating opportunities that uplift and inspire the next generation of leaders. The best is yet to come!

Our Galactic Mission

To awaken the inner force in every girl, guiding her on a journey of self-discovery, resilience, and purpose. Each session is a mission designed to help her explore new career galaxies, overcome the dark side of doubt, and rise as a leader in her own destiny.

CORE PURPOSE
Dream It, Be It helps girls **overcome obstacles, identify their career aspirations,** and **build actionable plans** for their future—especially girls facing socioeconomic challenges or limited access to role models.

KEY FOCUS AREAS

- Career exploration
- Confidence-building
- Goal setting
- Resilience and coping strategies
- Exposure to women in diverse professions
- Creating a vision for a successful, self-determined future

SOROPTIMIST'S BROADER VISION
"Helping women and girls live their dreams." Dream It, Be It is part of Soroptimist International of the Americas' global effort to improve the lives of women and girls through access to **education and mentorship**.

This mission makes DIBI not just a program—but a **movement of empowerment**, especially for girls from underserved communities who may not otherwise receive this level of support, encouragement, and exposure.

Dream It, Be It: The Girls Strike Back

The **Dream It, Be It** program exists to empower girls with the tools, mentorship, and confidence they need to pursue their goals and overcome real-world challenges. But in a world saturated with distractions and limitations, we must meet girls where they are — and **ignite their imaginations**.

A **Star Wars-themed STEAM conference** transforms that mission into an immersive, empowering experience. It speaks their language — a language of heroes, journeys, courage, and innovation.

WHY STAR WARS?
Because it's a story of ordinary people rising to do extraordinary things — just like the girls we serve. In this universe, curiosity is power, and knowledge is a superpower. It's the perfect metaphor for encouraging girls to believe that they, too, can lead the future.

WHY STEAM FOR GIRLS? BECAUSE THE FUTURE DEPENDS ON IT.

- Women still make up only 34% of the STEM workforce, and even fewer in leadership roles or advanced tech sectors.
- Many girls, especially in under-resourced communities like Imperial Valley, lack exposure to these careers or the role models who inhabit them.
- STEAM fields are the fastest-growing, highest-paying, and most influential industries of the 21st century.

Episode I **STEAM WARS** continued

THIS CONFERENCE HELPS GIRLS:

- Discover high-wage, high-impact careers they've never imagined.
- Gain practical tools like goal setting, self-advocacy, and problem-solving.
- See real women in STEAM roles, proving these careers are not just possible, but meant for them.

THE ECONOMIC BENEFIT: A REAL-WORLD IMPACT

By introducing girls to careers in science, technology, engineering, arts, and math, we're doing more than teaching — **we're lifting entire families and communities.**

- **STEM jobs pay nearly double** the average U.S. salary (U.S. Bureau of Labor Statistics)
- Girls who pursue STEM are more likely to achieve **financial independence, leadership roles**, and **generational stability**
- Communities like Imperial Valley, where poverty and unemployment are high, benefit immensely from cultivating a **local, educated, diverse talent pipeline**

Every girl who discovers her purpose through this program becomes a potential engineer, coder, healthcare worker, or scientist — building not only her future, but her community's.

THE IMPACT OF THIS EVENT

Your Star Wars-themed conference isn't just creative — it's strategic, inclusive, and powerful.

It:

- Makes career exploration fun, accessible, and culturally relevant
- Removes fear and stigma from subjects like math, coding, and engineering
- Shows girls they don't have to wait for opportunity — they can build it

With every lightsaber lit, every robot built, every dream shared — we're reminding girls that **they are the Force.**

IN SUMMARY

WHY THIS THEME?

Because it bridges imagination with empowerment.

WHY NOW?

Because we can't afford to let another generation of girls believe STEM isn't for them.

WHY THIS MATTERS?

Because when girls rise, economies grow, innovation accelerates, and the galaxy gets a little brighter.

The Star Wars theme isn't just decoration — it's a metaphor.

- It helps girls dream bigger.
- It helps them fight back against doubt.
- It helps them see that the galaxy of opportunity is theirs to explore.

EMPIRES OF INNOVATION: DREAM IT, BE IT

Program Overview

By connecting with girls while they're still young, we can empower them to stay healthy and safe today, while also paving the way for a brighter future with fewer women in crisis! Let's inspire them on a journey that helps them chase and achieve their dreams:

The **Soroptimist International of the Americas "SIA"** Projected Impact **2021-2031:**

Approximately **320,000** girls will participate by **2031**, progress since **2021** is **54,528** participants.

Outcomes for participants:

- **85%** feel prepared to pursue their career goals
- **85%** feel more confident about their future success.
- **80%** have tools to overcome obstacles to success.
- **85%** can connect personal values with possible careers.
- **85%** have professional role models.
- **85%** feel comfortable creating achievable goals.

SIA 2023-2024 Actual Impact

- **23,738** girls participated

SOROPTIMIST®

Investing in Dreams

Desert Coast Region Dream It, Be It : Girls Reached and Future Targets

- **2023-2024** Dream It, Be It **TARGET**
  - **331** participants
- **2023-2024** Dream It, Be It **ACTUAL**
  - **522** participants
- **2024-2025** Dream It, Be It **TARGET**
  - **653** participants

SI EL CENTRO IMPACT

(*Desert Coast Region*)

- **2024-2025** Dream It, Be It **TARGET - 100** participants
- **2024-2025** Dream It, Be It **ACTUAL - 88** total participants
  - STEAM WARS Conference
    - **70** new participants
  - STEAM WARS Workshops
    - **18** new participants
    - **5** returning participants

2025-2026 DREAM IT, BE IT TARGET - 150 PARTICIPANTS

DREAM IT BE IT
CAREER SUPPORT
{for girls}

88

Girls participated in the inaugural STEAM WARS conference & Workshops.

$30,836

Fundraised from Sponsors, Donors & Grants

THE STEAM WARS IMPACT:

Awakening the Force Within Our Girls

STEAM WARS - DREAM IT, BE IT CAREER SUPPORT FOR GIRLS CONFERENCE
INUAGURAL EVENT FOR DREAM IT, BE IT PROGRAM

Date: January 11, 2025

Location: STEM Building Central Union High School El Centro, CA

Participants: 70 high school girls

Volunteer Hours Contributed: 400 hours

Total Funds Expended: $20,506.76

Focus: STEM/STEAM Career Exploration, Confidence Building, Mentorship

Project Highlights

First-of-its-kind countywide girls' STEAM conference in Imperial Valley, CA

"I liked the positive environment and how I learned many things that I wouldn't have learned at school" -Freshman

Formed a partnership with NASA's "NASA Engages" program

"My favorite part of Dream It Be It is meeting successful and inspiring women in fields of STEAM."-Sophomore

Collaborated with school districts and nonprofits across the region

"My favorite part of Dream It Be It were the different sections in the hallway which the NASA one was the most interesting to me. " - Junior

Launched the Caroline Treadway Jaime "Dream It, Be It" Educational Award

My favorite part of Dream It, Be It was the connections I was able to make with different women in different STEM fields." - Senior

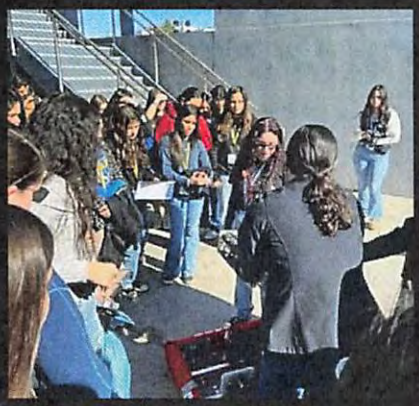
DREAM IT, BE IT:

JEDI TRAINING FOR REAL LIFE

Overall Goal: To help girls in secondary school grow into strong, confident, career-ready women by increasing their access to role models, practical strategies, and life-skills that support their long-term success.

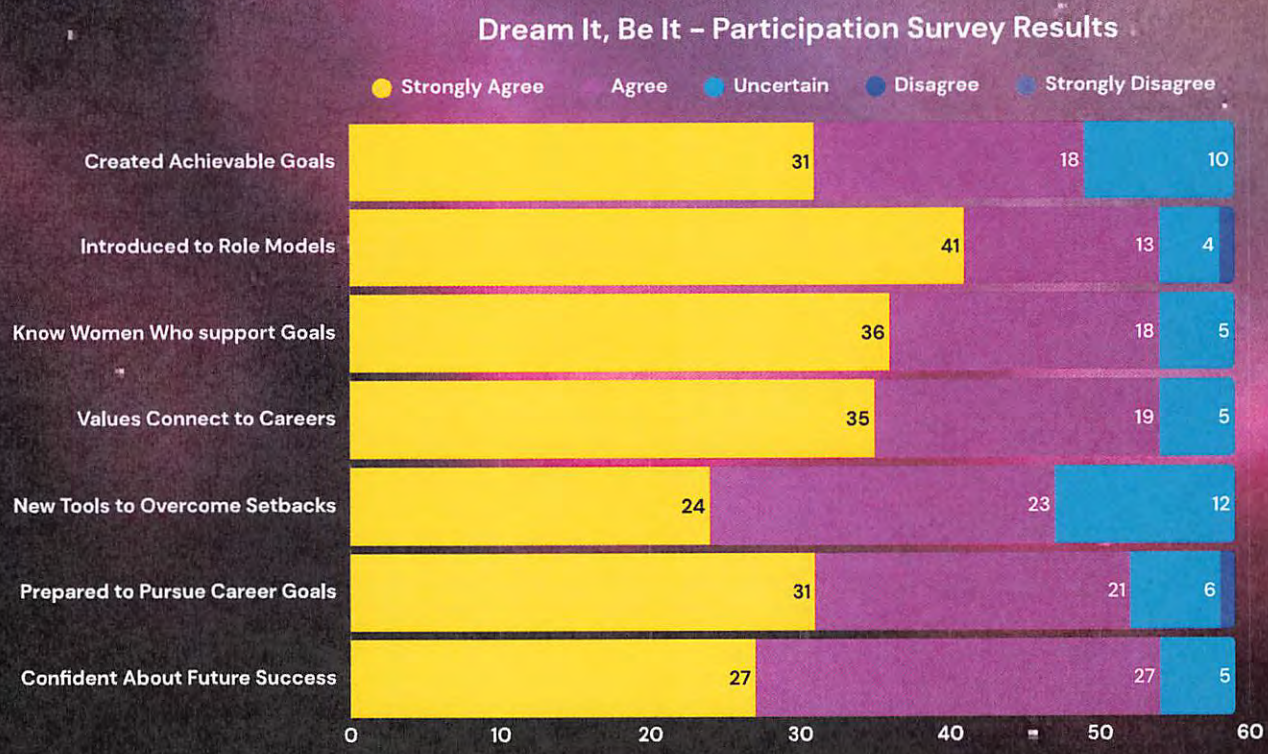
SESSION	GALACTIC GOAL
SESSION 1 DISCOVERING YOUR DREAMS	EVERY JEDI BEGINS WITH A VISION. THIS SESSION HELPS GIRLS UNLOCK THEIR PERSONAL MISSION AND ENVISION THEIR PATH TO GREATNESS.
SESSION 2 EXPLORING CAREERS	GIRLS SCAN THE GALAXY OF OPPORTUNITY—LEARNING ABOUT POWERFUL ROLES ACROSS SCIENCE, LEADERSHIP, ART, AND MORE.
SESSION 4 RISING ABOVE OBSTACLES	THE PATH TO BECOMING A MASTER IS NEVER EASY. THIS SESSION TRAINS GIRLS TO FACE FEARS, DOUBTS, AND RESISTANCE WITH COURAGE.
SESSION 5 TURNING FAILURE INTO SUCCESS	EVERY HERO STUMBLES. GIRLS LEARN TO RISE STRONGER FROM EVERY CRASH LANDING OR SETBACK.
SESSION 7 PUTTING DREAMS INTO ACTION	MISSION LAUNCH! THIS FINAL SESSION EMPOWERS GIRLS TO ACTIVATE EVERYTHING THEY'VE LEARNED AND BEGIN THEIR OWN EPIC JOURNEY.

Each session is interactive, mentorship-driven, and designed to create a safe, engaging space where girls can explore their potential and plan their futures with confidence.



VOICES OF THE GALAXY

What 59 Girls Told Us About STEAM WARS



Each bar shows how the 59 girls responded to key statements, giving a clear visual of their increased confidence, preparedness, and exposure to role models and career tools.

Key Insights from the Chart:

- The majority strongly agreed or agreed with every positive outcome.
- Over 90% felt more confident about their future and better prepared to pursue career goals.
- The program was especially successful in introducing girls to **professional role models and supportive women** in their fields.

PARTICIPANT SUMMARY

- **Girls Attended:** 70
- **Imperial County Cities Represented:**
  - Brawley
  - Calexico
  - Calipatria
  - El Centro
  - Heber
  - Holtville
  - Imperial
- **Grade Levels:** 9th – 12th

COMMANDERS OF THE CAUSE:
Guest Speakers from Every Star System

From Left to Right:

- David Arceo - Math Teacher & Coach of Imperial High School TigerBotics
- Eric Arceo - Student of Electrical Engineering at SDSU
- Veronica Atondo - County Surveyor & Deputy Director of Public Works-Engineering for Imperial County
- Glenna Barrett - Senior Wildlife Biologist
- Marie Barrett - Senior Wildlife Biologist
- Giovanna Camacho - NASA Pathways Engineering Trainee
- ,Dr. Jeffrey Chan - Doctor of Nursing Practice
- Natalie Erickson - Contractor

From Left to Right:

- Rose Fiorenza - Pathogen Researcher
- Gabriela Franks- Architect
- Annette Leon - Landscape Architect
- Julie Nasser, M.A. - Archaeologist

COMMANDERS OF THE CAUSE:
Guest Speakers from Every Star System continued

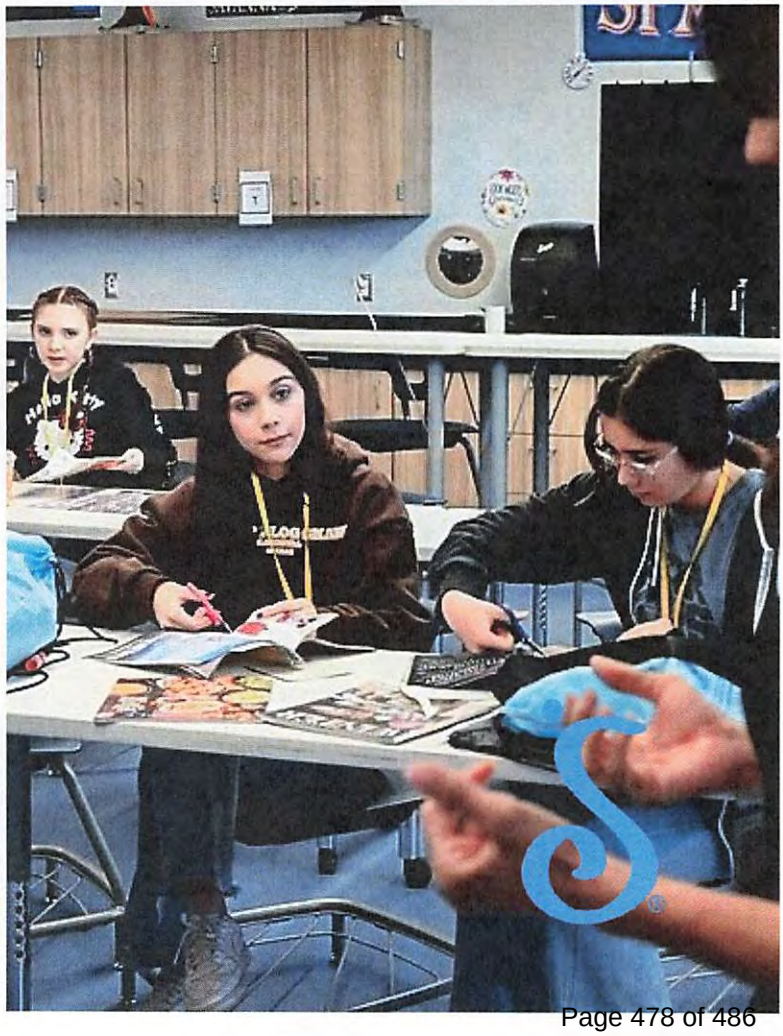
From Left to Right:

- Blanca Ramirez - Electronic Cybernetics Engineering Student at CETYS
- Carmen Rene - CFO of EnergySource Minerals
- Brittany Saiza - Business Owner
- Dr. Silvia Santos - Professor of Psychology
- Tammy Summers - Customer Excellence Specialist for Guardant Health
- Sheyla Valencia - Artist & Illustrator
- Special Agent David Watanabe - Special Agent with NASA's Office of Inspector General

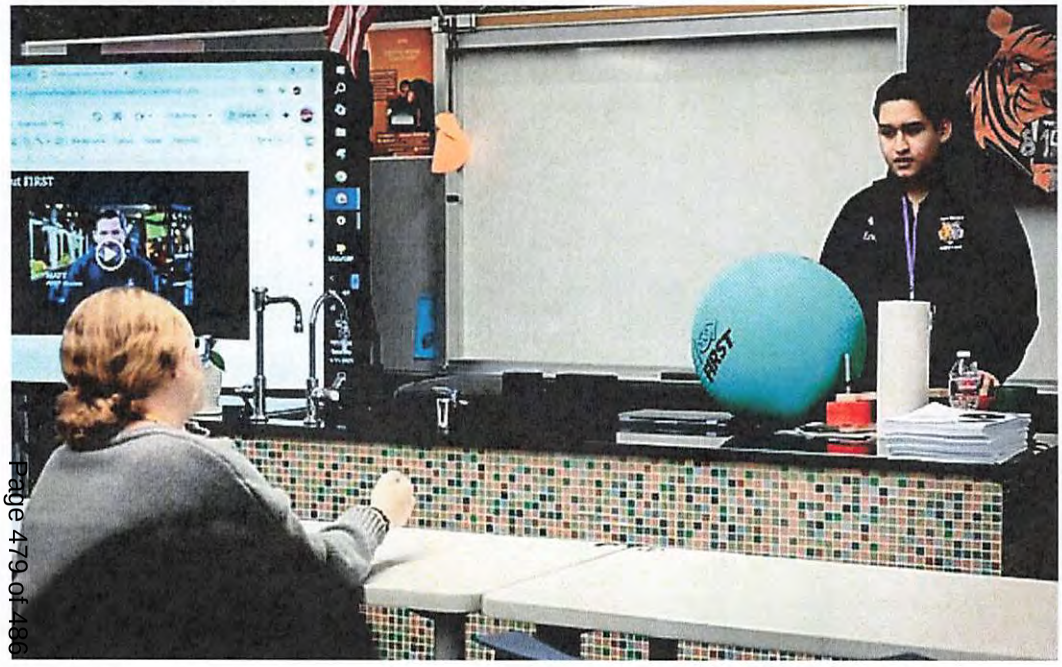
THE EXHIBITION HALL OF THE OUTER RIM

- **EDUCATIONAL INSTITUTIONS**
  - Imperial Valley College
  - Honor Health Sciences
  - San Diego State University
  - University of California San Diego
- **PRIVATE INDUSTRY & INNOVATION**
  - EnergySource Minerals
- **GOVERNMENTAL & PUBLIC RESOURCES**
  - Bureau of Land Management
  - Imperial Public Library
  - International Brotherhood of Electrical Works
  - NASA
- **COMMUNITY ORGANIZATIONS**
  - Embrace Your Purpose
  - Lifted Up Living
  - MANA de Imperial Valley
  - Sabrina's Wish
  - Soroptimist of El Centro

WE ARE



CENTRAL
SPARTANS


FIRST

NASA

Episode II **STEAM WARS & BEYOND**

STEAM WARS & BEYOND CAREER EXPLORATION WORKSHOP
EXPLORING CAREERS IN ENTERTAINMENT & FILMMAKING

Date: April 5, 2025
Location: Media Center - Southwest High School
Participants: 23 high school girls
Volunteer Hours Contributed: 100 hours
Total Funds Expended: $2,133.63
Focus: Career Exploration

WORKSHOP ANALYSIS

- **Girls Attended:** 23
- **Schools Represented:**
  - Brawley
  - Calexico
  - Central
  - Imperial
  - Southwest
  - Mexicali/Other
- **Grade Levels:** 8th - 12th
- The majority of participants (18 of 23) were first-time attendees, showing strong outreach to new students.
- Southwest High School remains the most represented school (9 students).

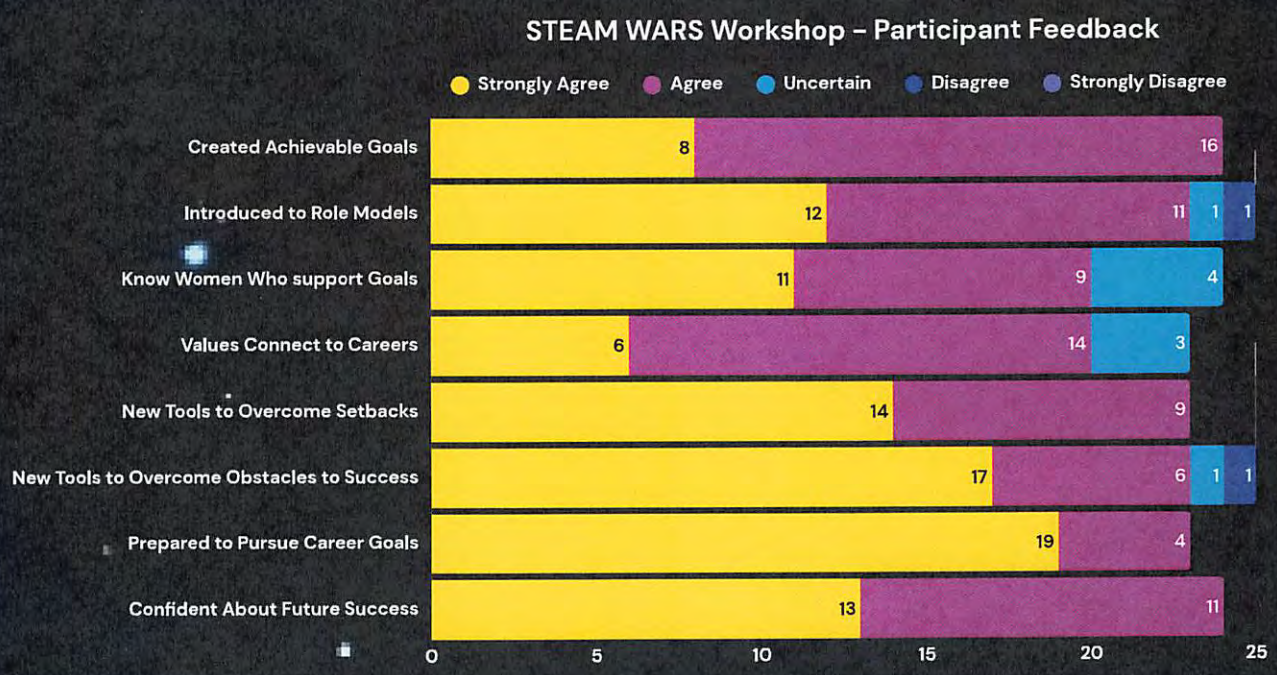
Episode II **STEAM WARS & BEYOND** continued

OBSERVATIONS:

- The majority of students agreed or strongly agreed with all statements — indicating high satisfaction and perceived value of the workshop.
- The most impactful area appears to be:
  - Introduction to professional role models — 19 strongly agreed, 4 agreed.
- Areas with slightly more uncertainty include:
  - New tools to overcome obstacles — 4 uncertain.
  - New tools to overcome setbacks — 3 uncertain.

RECOMMENDATIONS:

- Future workshops could further clarify or provide hands-on practice with tools for overcoming obstacles and setbacks, since these areas had slightly more "uncertain" responses.
- Continue highlighting role models and networking opportunities, as this clearly resonated with participants.
- Consider follow-up surveys or sessions to track whether students implement what they learned.



STEAM WARS & BEYOND

Episode III **STEAM WARS & BEYOND**

The Caroline Treadway Jaime "Dream It, Be It" Educational Award

A NEW HOPE FOR YOUNG PADAWANS

In a ceremony worthy of the Jedi Council, Soroptimist International of El Centro held the inaugural Caroline Treadway-Jaime Dream It, Be It Educational Award Program this past May 29, 2025. Named to honor Caroline's lifelong dedication to teaching and mentorship, this award pays tribute to a master who has guided countless young minds through their own hero's journeys—arming them with knowledge, courage, and resilience to face the galaxy ahead.

What makes Caroline's story shine like a twin star is its full-circle nature. Once a young Padawan herself, she received a Soroptimist scholarship that propelled her into her own destiny. Through grit and determination, she became a beacon of hope and now, in her retirement, she continues to mentor, advocate, and inspire the next generation—ensuring that the Force of education remains strong in young women who dare to dream.

The Educational Award Program is a two-year campaign, giving awardees the chance to receive a second educational grant in their second year of college—provided they stay engaged with the workshops or the STEAM WARS conference. This annual distribution of scholarships reinforces SI El Centro's mission to empower young women, lighting their path through the stars of higher education.

In this first flight, SI El Centro awarded $3,750 to four rising stars:

- Sofia Vega, bound for Whittier College
- Amanda Mapes, heading to San Diego State University
- Dyanne Tapia, en route to the University of California, Berkeley
- Madison Taylor, charting her course to the University of California, San Diego

"Caroline's journey embodies the very spirit of Soroptimist—perseverance, leadership, and the transformative power of education. Naming this award after her is not only a tribute, but a promise: to continue her legacy and support the next generation of dreamers who dare to reach for the stars."

And so, with the Force of education as their ally, these young women embark on their own adventures—ready to bring balance to their worlds and fulfill their destinies.

The Caroline Treadway Jaime "DREAM IT, BE IT" EDUCATIONAL AWARD

THE SAGA CONTINUES:
EMPOWERING THE NEXT PADAWANS

PROJECT IMPACT & LEGACY

- Inspired interest in future STEM careers and leadership pathways
- Encouraged interest in club-led follow-up workshops and community service
- Gained 3 new Soroptimist members — one a guest speaker moved by the mission
- Media coverage and photo documentation submitted with proper consent

CHALLENGES AND SUCCESSES

Challenges:

- Appealing to teens required creative engagement (social media, swag, in-school recruitment)
- Fundraising was labor-intensive but successful through grants and local STEM sponsors

Success Factors:

- Strong project management and teamwork
- Clear division of roles
- Community partnerships with local nonprofits and school districts
- Ongoing collaboration with NASA and future program scaling

WHAT'S NEXT?

- STEAM WARS & Beyond workshops (7-session model in development)
- Education award presentation later this month
- Planning underway for 2026 Conference
- Continued engagement with students and school partnerships

STEAM WARS & BEYOND

THE SAGA CONTINUES: JANUARY 24, 2026

Episode IV
THE SPONSORS AWAKEN

In a galaxy not so far away, the heroes of the cause unite to bring hope to the people of their world...

Grants from the IMPERIAL VALLEY WELLNESS FOUNDATION ignite the spark and fuel the mission, laying the foundation for a brighter future.

Mighty GALACTIC EMPIRE SPONSORS — ENERGYSOURCE MINERALS & IMPERIAL IRRIGATION DISTRICT — wield their vast power to strengthen the ranks and fortify the cause.

Defiant and courageous, the REBEL ALLIANCE SPONSORS — BHE RENEWABLES & MECHANICS BANK — rise to challenge the impossible, inspiring all with their bold resolve.

From the wisdom of the ancient JEDI COUNCIL, LAW OFFICE OF JASON C. AMAVISCA, ESQ. & HUTCHINSON & BLOODGOOD, LLP bring balance to the Force, guiding the mission with clarity and purpose.

On the peaceful world of Naboo, the steadfast SENATOR SPONSOR, SUN COMMUNITY FEDERAL CREDIT UNION, advocates tirelessly for peace and prosperity among the stars.

And finally, brave and shining DONORS — LOS VIGILANTES, CAROLINA ROMAN BRIDAL ACCESSORIES, & SPORTS INTERNATIONAL — illuminate the galaxy like constellations, each a beacon of support and generosity.

Together, united across the stars, they are...
THE FORCE BEHIND THE MISSION.

Imperial Valley WELLNESS FOUNDATION

ENERGYSOURCE MINERALS

Mechanics Bank

H&B YOUR PARTNER FOR SUCCESS SINCE 1922

IID A century of service

BHE RENEWABLES

SUN COMMUNITY FEDERAL CREDIT UNION Shine On!

LAW OFFICE OF JASON C. AMAVISCA, ESQ

LOS VIGILANTES

Sports International

CAROLINA ROMÁN

Together, we bring balance to the galaxy of dreams. Thank you for your unwavering support.

Acknowledgements

The success of the **STEAM WARS: Dream It, Be It** program is the result of a powerful alliance of dreamers, mentors, and champions who continue to fight for a brighter future.

We extend our deepest gratitude to:

Our Young Padawans — The students, whose courage to dream and determination to learn inspire us all. You are the future of this galaxy, and the Force is strong with you.

Our Jedi Masters & Mentors — The educators, speakers, and volunteers who guided these journeys with wisdom, patience, and passion, lighting the way for the next generation.

Our Rebel Sponsors & Donors — The generous individuals, businesses, and organizations whose support provides the resources, scholarships, and opportunities to make this mission possible.

The STEAM WARS Planning Council — The dedicated Soroptimist members and allies who orchestrated this event with the precision of a star fleet and the heart of a rebellion.

The Community & Families — The unsung heroes behind the scenes, cheering our students onward and believing in the power of education.

Together, we have proven that when we unite, even the smallest spark can light up the galaxy. **May the dreams of today become the destinies of tomorrow — and may the Force be with you, always.**

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