



AGENDA
CITY OF EL CENTRO
CITY COUNCIL
TUESDAY, FEBRUARY 3, 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 February 3, 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=83850525105>

Optional dial-in number: (669) 444-9171
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: Michael Crankshaw
Mayor Pro-Tem: Claudia Camarena
Council Members: Sylvia Marroquin
Marty Ellett
Sonia Carter

City Manager: Robert Sawyer
City Attorney: Joanna Hoff
City Clerk: Norma Wyles

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 in the closed session may do so at this time. Unless the Mayor extends the time limit, remarks shall be limited to three (3) minutes. Additional opportunities for Public Comment will be given at the end of the meeting.

CITY COUNCIL ADJOURNS INTO CLOSED SESSION:

CITY COUNCIL CLOSED SESSION:

CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency Designated Representative: Patrick Clark

Employee Organization: Firefighters Association and General Employees Unit

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

6:00 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.

CONSENT AGENDA (ITEMS 1- 2):

1. Approval of City Council Minutes of January 6, 2026, January 20, 2026, and January 26, 2026.

2. Adopt Resolution No. 26- , RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH CR ASSOCIATES FOR ON-CALL CIVIL ENGINEERING- GENERAL SERVICES.

NEW BUSINESS:

3. Discussion and any necessary action regarding consideration of a contract with MYLO Janitorial Services in the amount of \$207,024 for Janitorial Maintenance for El Centro Public Facilities.

Presentation: Adriana Nava, Community Services Director

Recommendation:

Adopt Resolution No. 26- , RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO AWARDING THE BID AND AUTHORIZING THE EXECUTION OF A CONTRACT FOR ROUTINE JANITORIAL MAINTENANCE FOR EL CENTRO PUBLIC FACILITIES.

4. Discussion and any necessary action regarding City Council Assignments/ Committee Appointments.

Presentation: Michael Crankshaw, Mayor

Recommendation:

Approve appointments.

LEGISLATIVE ACTION:

INFORMATIONAL ITEMS:

5. Update Emergency Declaration - WWTP Bar Screen Failure

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 # 2026-24)

Item: 1.

Meeting: 2/3/2026 3:30 PM

Department: City Clerk

Category: Action Item

Prepared by: Norma Wyles, City Clerk

Department Head: Norma Wyles

DOC ID: 2026-24

Approval of City Council Minutes of January 6, 2026, January 20, 2026, and January 26, 2026.

CITY MANAGER'S RECOMMENDATION:

Approval of City Council meeting minutes of January 6, 2026, January 20, 2026, and January 26, 2026.

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. 1-06-2026 Regular CC Minutes
2. 1-20-2026 Regular CC Minutes
3. 1-26-2026 Special Meeting CC Minutes

**REGULAR MEETING
EL CENTRO CITY COUNCIL
CITY HALL, COUNCIL CHAMBERS
1275 MAIN STREET, EL CENTRO, CA
TUESDAY, JANUARY 6, 2026, 3:30 P.M.**

The El Centro City Council met in a regular session on Tuesday, January 6, 2026 at 3:36 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 Marroquin, second by Camarena, to adjourn into closed session for:

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 Avenue
City Negotiators: Eric Newsom and Megan Rooney, Special Counsel
Under Negotiations: Price and Terms

Motion carried unanimously.

Closed Session concluded at 5:10 p.m.

City Council recessed to 5:30 p.m.

OPEN SESSION

The El Centro City Council met in a regular session on Tuesday, January 6, 2026, at 5:35 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 Mayor Pro-Tem Ellett and Pledge of Allegiance to the flag of the United States of America was led by Council Member Marroquin.

CITY ATTORNEY REPORT ON CLOSED SESSION

No reportable action.

PUBLIC COMMENTS

Public comment was received from Michelle Hollinger, Jake Tison, Kathia Lara.

REORGANIZATION OF THE CITY COUNCIL – SELECTION OF MAYOR AND MAYOR PRO-TEM

Reorganization of the City Council, was turned over to City Clerk Wyles who called for Nomination(s) for Mayor for the ensuing year.

1. Moved by Marroquin, second by Ellett, for the **nomination of Michael Crankshaw for Mayor**, and with no other nominations being made, nominations were closed and called for the question.
AYES: Crankshaw, Camarena, Ellett, Marroquin
NOES: None
ABSENT: None
ABSTAINED: Carter
2. Moved by Ellett, second by Crankshaw for the **nomination of Claudia Camarena for Mayor Pro-Tem**, and with no other nominations being made, nominations were closed and called for the question.
AYES: Crankshaw, Camarena, Ellett, Marroquin
NOES: None
ABSENT: None
ABSTAINED: Carter

City Council recessed at 5:48 p.m. and reconvened at 5:53 p.m. with all Council Members present.

CONSENT AGENDA (ITEMS 3-9)

Moved by Marroquin, second by Camarena, approving consent 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, waived reading and adopted by title only.
5. Adoption of **Resolution No. 26-01**, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING PROFESSIONAL SERVICES AGREEMENT WITH ERICKSON-HALL CONSTRUCTION CO. FOR ON-CALL CONSTRUCITON MANAGEMENT AND INPECTION SERVICES.
6. Adoption of **Resolution No. 25-02**, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH SCHNEIDER CM FOR ON-CALL CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES.
7. Adoption of **Resolution No. 26-03**, 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. Adoption of **Resolution No. 26-04**, 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. 26-05**, 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.

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

NEW BUSINESS

10. Moved by Carter, second by Marroquin, approval of a community sponsorship for the Soroptimist International of El Centro in the amount of **\$500.00**.

AYES: Carter, Camarena, Crankshaw, 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 6:17 p.m.

Norma Wyles, City Clerk

APPROVED BY:

Michael Crankshaw, Mayor

REGULAR MEETING
EL CENTRO CITY COUNCIL
CITY HALL, COUNCIL CHAMBERS
1275 MAIN STREET, EL CENTRO, CA
TUESDAY, JANUARY 20, 2026, 3:30 P.M.

The El Centro City Council met in a regular session on Tuesday, January 20, 2026 at 3:34 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: Carter, Crankshaw, Ellett, Marroquin
City Clerk Wyles, City Manager Sawyer, City Attorney Hoff

ABSENT: Council: Camarena (Arrived at 3:37 pm)

CLOSED SESSION PUBLIC COMMENT

None

CITY COUNCIL CLOSED SESSION

Moved by Carter, second by Crankshaw, to adjourn into closed session for:

PUBLIC EMPLOYEE APPOINTMENT

Pursuant to Government Code Section 54957

Title: City Attorney

CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code Section 54957.6

Agency Designated Representative: Patrick Clark

Employee Organization: Firefighters Association and General Employees Unit

Motion carried unanimous.

Closed Session concluded at 5:47 p.m. (All present)

City Council recessed to 6:00 p.m.

OPEN SESSION

The El Centro City Council met in a regular session on Tuesday, January 20, 2026, at 6:05 p.m. in Council Chambers, El Centro City Hall, 1275 Main Street, El Centro, California.

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

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

CITY ATTORNEY REPORT ON CLOSED SESSION

Vote taken by Council to approve Burke, Williams, Sorensen LLP to provide legal services to the City of El Centro. Vote passed 5/0.

PUBLIC COMMENTS

Public comment was received from Peter Rodriguez, Kimberly Palacio, and Miguel Coronel.

CONSENT AGENDA (ITEMS 1-3, 5-8 &10)

Moved by Marroquin, second by Camarena, approving consent items # 1-10.

1. Approval of Warrant Registers for the month of December 2025.
2. Approval of Payroll Registers for the month of December 2025.
3. Approval of the Treasurer's Report for the month of December 2025.
4. **Item was pulled by Public Works Department to return on the next meeting.**
5. Adoption of **Resolution No. 26-06**, 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- GENERAL SERVICES.
6. Adoption of **Resolution No. 26-07**, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH DYNAMIC CONSULTING ENGINEERS FOR ON-CALL ENGINEERING- GENERAL SERVICES.
7. Adoption of **Resolution No. 26-08**, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH NICKLAUS ENGINEERING, INC. FOR ON-CALL CIVIL ENGINEERING- GENERAL SERVICES.
8. Adoption of **Resolution No. 26-09**, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH PSOMAS FOR ON-CALL CIVIL ENGINEERING- GENERAL SERVICES.
9. See below *
10. Adoption of **Resolution No. 26-10**, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO, CALIFORNIA, APPROVING AN AGREEMENT

AYES: Carter, Camarena, Crankshaw, Ellett, Marroquin

NOES: None

ABSENT: None

ABSTAINED: None

ITEM PULLED FROM CONSENT AGENDA FOR DISCUSSION & SEPARATE ACTION

- *9. Moved by Marroquin, second by Carter, approval of the 2026 Street Overlay Project – Approval of Plans and Specifications.

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

Council Members had several questions regarding the 2026 Street Overlay Project and voted to approve the project.

NEW BUSINESS

11. Presentation by Adriana Nava, Community Services Director, overview of proposed Fiber Internet Services by Vero Fiber, presentation by Evan Biagi and Jeremy McDonald. Council members had a few questions regarding the service and location for the installation.
For Presentation Only.

12. Presentation by Adriana Nava, Community Services Director, updated Home Investment Partnership Program (HOME) Program Guidelines.

City Council inquired about the guidelines and the criteria used to add individuals to the list. Ms. Nava responded to the Council's inquiries.

Motion by Marroquin, second by Camarena, adoption of **Resolution No. 26-11**, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO ADOPTING THE UPDATED HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) OWNER-OCCUPIED REHABILITATION PROGRAM GUIDELINES.

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

13. Presentation by Adriana Nava, Community Services Director, discussion and any necessary action regarding the approval of bid documents for the Veteran's Wall Phase 2 and authorize the Community Services department to send project out to bid.

Moved by Ellett, second by Carter, approval of bid documents for the Veteran's Wall Phase 2 and authorize the Community Services Department to send project out to bid.

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

14. Presentation by Abraham Campos, Public Works Director/City Engineer, declaring an emergency – regarding the WWTP Bar Screen failure.

Council Member Ellett asked regarding the price of the project which is approximately \$800,000.

Motion by Camarena, second by Carter, adoption of **Resolution No. 26-12**, RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO DECLARING THE NEED FOR AND AUTHORIZING THE EMERGENCY REPAIR OF THE WASTEWATER TREATMENT PLANT BAR SCREEN

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

15. Presentation by Abraham Campos, Public Works Director/City Engineer, adoption of the City's Water Master Plan and Sewer Master Plan. Presentation by Elizabeth Caliva and Greg Ripperger from Dudek Engineering.

Council members asked questions regarding the rate study and is the City of El Centro will have water and sewer rate increases this year. Mr. Campos explained that the city has not had increases since 2012 and that it is needed as cost of water have risen.

Motion by Marroquin, second by Ellett, adoption the Water Master Plan and Sewer Master Plan as presented and authorize staff to utilize the plans as guiding documents for future capital improvements planning, budgeting, grant applications, and coordination with the City's water and sewer rate study.

AYES: Carter, Camarena, Crankshaw, 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 8:28 p.m.

Norma Wyles, City Clerk

APPROVED BY:

Michael Crankshaw, Mayor

**SPECIAL MEETING
EL CENTRO CITY COUNCIL
CONFERENCE ROOM A
1275 MAIN STREET, EL CENTRO, CA
MONDAY, JANUARY 26, 2026, 3:00 P.M.**

OPEN SESSION

The El Centro City Council met in a special meeting on Monday, January 26, 2026 at 3:14 p.m. in Conference Room A, El Centro City Hall, 1275 Main Street, El Centro, California.

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

MOTION TO GO INTO CLOSED SESSION:

Moved by Marroquin, second by Carter to go into closed session at 3:14 p.m.

CLOSED SESSION PUBLIC COMMENT:

No comments were received.

CITY COUNCIL CLOSED SESSION

CONFERENCE WITH REAL PROPERTY NEGOTIATIONS:

Pursuant to Government Code Section 5456.8

Property:

Properties within El Centro, CA 92243 at the following addresses:

El Centro Regional Medical Center, 1415 Ross Ave.

ECRMC Medical Office Building, 1271 Ross Ave.

El Centro Outpatient Clinic, 385 W. Main St.

1204 Poplar Dr.

1258 Poplar Dr.

1295 Poplar Dr.

1455 Pepper Dr.

1215 Ross Ave.

1225 Ross Ave.

1243 Ross Ave.

1251 Ross Ave.

1271 Ross Ave.

135 South 4th St.

Agency Negotiators: Sheppard Mullin (Eric Newsom, Megan Rooney, Christina Nguyen)

Negotiating Parties: Imperial Valley Healthcare District (IVHD)

Under Negotiation: Price and Term of Payment

CITY ATTORNEY REPORT ON CLOSED SESSION:

No reportable action.

ADJOURNMENT

With no further business to come before City Council, the meeting adjourned at 4:18 p.m.

Norma Wyles, City Clerk

APPROVED BY:

Michael Crankshaw, Mayor



City Council of the City of El Centro

1275 W. Main Street
El Centro, CA 92243

SUBMITTED

ACTION ITEM (ID # 2026-15)

Item: 2.

Meeting: 2/3/2026 3:30 PM

Department: Public Works

Category: Resolution

Prepared by: Rocio Ruelas , Staff
Assistant

Department Head: Abraham Campos

DOC ID: 2026-15

Adopt Resolution No. 26- , RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH CR ASSOCIATES FOR ON-CALL CIVIL ENGINEERING- GENERAL 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 CR ASSOCIATES FOR ON-CALL CIVIL ENGINEERING- GENERAL SERVICES.

FISCAL IMPACT:

Contract is not to exceed one million dollars (\$1,000,000.00) throughout the term of the agreement. This will be through the approval of various task orders throughout 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 On-Call Civil Engineering-General 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, six firms were selected and will be recommended for contract award, which includes the following in no particular order:

- Dynamic Consulting Engineers
- CR Associates
- Nicklaus Engineering, Inc.
- Psomas
- TYP SA, 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 Civil Engineering- General Services with CR Associates.

CONCLUSION:

Adopt Resolution No. 26- , RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH CR ASSOCIATES FOR ON-CALL CIVIL ENGINEERING- GENERAL SERVICES.

ATTACHMENTS:

1. Design Professional Services Agreement- CR Associates
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 CR Associates ("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

- 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: CR Associates

3900 Fifth Avenue, Suite 310
San Diego, CA, 92103

Attention: Ross Duenas, P.E., Principal-In-Charge

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. CR Associates 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 Ross Duenas, P.E. from Consultant's employ. Should Ross Duenas, 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.

CR Associates By: 
(Signature)

Ross Duenas
(Typed Name)

Treasurer
(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



3900 Fifth Avenue, Suite 310
San Diego, CA 92103
CRAmobility.com

CITY OF EL CENTRO

ON-CALL

CIVIL ENGINEERING GENERAL

October 3, 2025

PROPOSAL



Mobility Solutions for Our Changing World

COVER LETTER

October 3, 2025



City of El Centro

Attention: Abraham Campos, PE / Public Works Director/City Engineer

307 W. Brighton Ave.

El Centro CA 92243

Technical Proposal for On-Call Services - Civil Engineering – General

Dear Abraham Campos and the Selection Committee:

At **CR Associates (CRA)**, we believe that civil engineering is not just about infrastructure. It is about creating meaningful improvements for the people who live, work, and move through a community. That belief has guided our work with the City of El Centro for several years, and it continues to inspire our team as we submit our proposal for the upcoming Civil Engineering General On Call contract.

This contract presents a valuable opportunity to support El Centro's priorities across transportation, recreation, and community development. The work requires a team that not only delivers high quality engineering, but also understands the City's internal processes, funding strategies, and community needs.

CRA, together with our teaming partners, bring a strong team with decades of collective experience in El Centro and Imperial County. Our team have worked together on numerous projects, building relationships and practical knowledge that enable us to move quickly and deliver high quality results. We have also collaborated with Imperial Irrigation District, giving us further insight into the local coordination required for successful project delivery.

CRA is proud to currently hold this same on call contract and has successfully completed four task orders to date. These efforts reflect our familiarity with the City's approach and our ability to work effectively across funding sources and context.

Perhaps most importantly, the CRA team that will support the City through this next contract is the same group that has delivered for you consistently over the past five years. We are committed to the long term success of El Centro and to continuing a partnership based on trust, responsiveness, and results.

We appreciate the opportunity to continue working together and look forward to contributing to the City's future success.

Sincerely,

CR ASSOCIATES

Blanca Soto, PE

Contract Manager

Primary point of contact

Ross Duenas, PE

Principal-in-Charge



**PRIMARY OFFICE LOCATION WHERE
WORK WILL BE PERFORMED**

SAN DIEGO

3900 Fifth Avenue, Suite 310

San Diego, CA 92103

619.795.6086

3900 Fifth Avenue, Suite 310 • San Diego, CA 92103 • www.cramobility.com

SUBCONSULTANTS	Role	Firm Profile
	Environmental	HELIX's services include CEQA/NEPA environmental compliance documentation; technical studies/analyses for biological resources, cultural/historical resources, air quality/GHG emissions, noise/vibration, visual resources, community impacts, and Section 4(f); landscape architecture; regulatory permitting; mitigation monitoring and compliance; and native habitat restoration.
	Survey	Geocentric is a small Land Surveying firm and provides services for a wide variety of survey projects including but not limited to: Control, Boundary, Topographic, Construction, GPS, Legal Descriptions, Minor & Major Sub Divisions, Boundary Adjustments.
	Geotech	Twining, founded in 1898, is a leading California-based engineering firm and provides unmatched expertise in geotechnical engineering, materials testing, inspection, and applied engineering. Their team includes some of the industry's foremost experts and researchers who actively contribute to shaping construction standards.
	Landscape	Spurlock is a landscape architecture, planning, and urban design firm with previous experience partnering with the City of El Centro on projects such as the El Centro Library and El Centro GPU.
	Structures	aark engineering inc., has extensive experience delivering structural designs for infrastructure, park, and recreation facilities for jurisdictions such as the City and County of San Diego and the City of El Centro.
	Water / Sewer	Wood Rodgers, Inc. is a multidisciplinary engineering firm providing planning, design, and construction support for public and private infrastructure. Their expertise spans civil, transportation, water, environmental, landscape, structural, and hydrogeologic services.
	Pavement Management	QES specializes in pavement maintenance and rehabilitation, PMS implementation, and data collection for public clients nationwide. The company also supports the transportation and aviation sectors using advanced technologies and best practices.



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1. EXECUTIVE SUMMARY

At CRA, we believe that infrastructure is more than plans and specifications. It is about creating safe, functional, and welcoming spaces that improve life for the people who call El Centro home. That belief is what drives us to deliver thoughtful, timely, and high-quality work, and it is why we are excited to continue our partnership with the City through this General On Call contract.

We are proud to bring together a trusted and capable team to continue to support the City across a wide range of project types including local street improvements, transit systems, sidewalks, traffic signals, storm drains, utilities, active transportation planning and design, land use modifications, traffic operations and simulations, ADA accessibility, pavement management and park facilities. The team includes engineers, planners, and architects with proven records of service to cities throughout Imperial County and Southern California.

When you select a consultant, you are selecting the people you will collaborate with to move projects forward. Our team brings not only relevant experience and technical depth, but also dedication, familiarity with the local environment, and a clear understanding of how to meet the City's evolving needs.

What Sets the CRA Team Apart

All of CRA's 65+ technical staff are dedicated solely to transportation planning, analysis, and design. All of us reside within Southern California, and more than 70% of our technical staff reside within nearby San Diego County. Our transportation professionals are well versed in working for Southern California agencies and Caltrans District 11.

Our team is comprised of industry leaders who have overlapping and redundant first-hand experience applying transportation planning and engineering principles in the real world. This well-rounded expertise provides efficiency throughout the life of a project without sacrificing project delivery or quality. There will be no learning curve for our staff on your projects. Leveraging our extensive workforce to deliver the projects on schedule will require careful work-planning and forecasting. This is an exercise we perform regularly, which we accomplish by basing our workplanning and forecasting on three elements: project scopes, the project budgets, and project schedules.

The abundance and skill of our local human and physical resources is sufficient to perform the on-call services as specified, satisfying any transportation planning and/or engineering challenge encountered.

Proven Local Experience

CRA currently serves under the City's existing on call contract and has completed four task orders to date. These efforts have given our team a strong understanding of the City's infrastructure, procedures, and coordination requirements. We are ready to move quickly, with no learning curve.

Integrated Planning and Design

We approach each project with a full life cycle perspective, drawing from in-house expertise across planning, engineering, and operations. Our team collaborates early and often, which allows us to anticipate constraints and shape practical, buildable solutions. Recent examples include the La Brucherie Road Widening project, Dogwood and Dannenberg Intersection Improvements, and support on the SR 86 relinquishment effort.

Complete Streets and Corridor Design

Our team includes some of the region's most experienced Complete Streets professionals. We have led corridor studies and delivered built projects that integrate multimodal design with stormwater quality and sustainability goals. These projects have been guided by the latest codes and manuals, including the California Building Code, Caltrans standards, the Greenbook, the Caltrans Local Assistance Procedures Manual, and ADA guidance.

Plan Checking and Peer Review

CRA frequently supports municipalities through peer review of other consultant work. We apply the same diligence, communication, and quality review practices that we use for our own designs. For large or complex projects, we are also well positioned to serve in an extended staff capacity, contributing more directly to project shaping and resolution from the outset.

Efficient On Call Delivery

Our project management system is built for the pace and flexibility required by on call contracts. We regularly manage dozens of task orders across multiple agencies. Each task order is reviewed and assigned based on project type and complexity, with oversight from senior staff. Our experience managing six active on call contracts means we are ready to take action on day one.

Clear, Consistent Communication

We believe strong communication starts with listening. We take the time to understand each project's goals, challenges, and unique context. Our team maintains frequent and transparent coordination with City staff so that expectations, timelines, and deliverables are always aligned.

Commitment to Quality

Quality is fundamental to our work. Each deliverable is reviewed by our contract manager and senior task leaders to maintain the standards that the City expects and deserves. We view quality control as a shared responsibility and an ongoing process throughout project development.

People You Know and Trust

Our team includes local professionals who have worked with the City of El Centro for many years. We understand current design standards for streets, parks, and drainage, and we are active in the evolving fields of sustainable design and Vision Zero implementation. We are committed to helping the City create safe, connected, and vibrant public spaces for all users.

WHY CRA



- ✓ A team that already understands the City's systems, values, and goals
- ✓ Consistent leadership from Blanca Soto, who is reliable, accessible, and accountable
- ✓ Subconsultants with deep experience in Imperial County and a proven track record
- ✓ Familiarity with agency coordination, including IID
- ✓ A long-term commitment to the success of El Centro

We are proud of the work we have already completed with the City and excited for the opportunity to build on that foundation. Thank you for considering CRA as your partner for this important work.



2. APPROACH AND SCOPE OF WORK

El Centro is distinct from other Southern California cities, with unique opportunities and constraints. As the heart of Imperial County, it serves as a vital connection between states and nations, with public infrastructure shaped heavily by the agricultural industry. Key local challenges likely to affect projects under this contract include:

- ▶ **Topography** – The flat terrain and elevation below sea level can present drainage and grading challenges even for minor projects. Careful consideration must be given to the collection and conveyance of runoff.
- ▶ **Geology** – The local soils are generally of poor quality, corrosive, and highly expansive. This is unfavorable for development. Sound geotechnical evaluation and recommendations are critical to ensure that improvements have adequate stability to reach their design life.
- ▶ **Groundwater** – Shallow groundwater can present design difficulties as well as construction challenges, and must be accounted for in the project design and budgeting.
- ▶ **Mobility** – Gaps in bicycle and pedestrian networks can be addressed with wider, ADA-compliant sidewalks, pedestrian-scale lighting, and protected bikeways.

SPECIAL PROCESSES, TOOLS, & LESSONS LEARNED

To efficiently complete the assigned task orders, the CRA team will leverage the following capabilities:

- ▶ **Experienced Managers** – Our contract manager and key staff all bring 10+ years of expertise in their field.
- ▶ **Leverage Local Knowledge** – Years of prior work with the City has built familiarity with local standards, reducing learning curves and design costs.
- ▶ **Proficiency in Design Software** – The CRA team excels in various types of software, depending on the task. We are proficient in MicroStation, AutoCAD Civil 3D, and many other software packages. CRA staff regularly attends training and workshops to stay on top of new techniques providing savings to you.
- ▶ **Depth of Experience** – We have assembled a well-rounded team with a deep bench of technical experts. This not only helps address the wide range of disciplines under this contract, but the overlapping skills across the team provide flexibility to handle surges in workload.

The CRA team knows how to get work done in El Centro. Years of successful projects have given us insight into City policies, regulations, and standards, while fostering strong relationships with City staff.

FAMILIARITY WITH FEDERAL & STATE FUNDING AND PROCEDURES

When applicable, the Caltrans Local Assistance Procedures Manual (LAPM) is intended to help local agencies scope, organize, design, and construct public transportation facilities when federal-aid or state funding is included. These types of projects require careful and timely considerations to determine the federally required actions, activities, and decisions. Additionally, federally funded projects require distribution, management, and oversight control to ensure that the funds are expended in accordance with the program requirements and that allocations and budget authority are not exceeded.

One of the most important phases of a project is full and early compliance with the National Environmental Policy Act (NEPA) and other applicable federal environmental laws. Per the LAPM, local agencies may not proceed with the final design of a project, or request "Authorization to Proceed with Right-of-Way," or "Authorization to Proceed with Construction" until Caltrans has signed off on the environmental document. Failure to follow this requirement will make these portions of project ineligible for federal funds reimbursement. It is critical during the scoping of the NEPA document that an accurate Area of Potential Effect (APE) be established to ensure that the entire project area is covered by the study.

SCOPE

PROJECT UNDERSTANDING

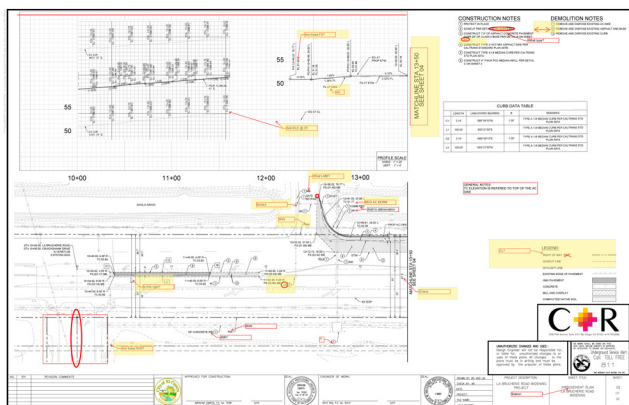
Every project is unique, so we tailor our approach each time to align with its goals and stakeholder expectations. Before defining the scope of services, we invest in understanding the City's objectives through document reviews, site visits, and environmental assessments. This upfront effort ensures a complete scope of work that guides successful delivery.

Another critical step for each task order is to fully understand how the project is funded. We have found that by investing time and resources at the beginning of an assignment to understand big-picture elements, such as funding and schedule constraints, it allows us to mold our designs to fit each project's unique requirements.

In some instances, projects can even be phased or designed to accommodate components such as bid additives, making the project more flexible and better able to withstand budgetary challenges.

QUALITY ASSURANCE / QUALITY CONTROL

CRA is committed to delivering accurate, and thoroughly reviewed products. Our QA/QC processes, led by senior staff, ensure every submittal meets the highest standards. We acknowledge that quality and schedule can compete, and, for us, quality always wins. Because of this fact, our detailed schedules include time dedicated to formal quality control prior to each submittal. We take our engineering responsibility seriously, and before stamping and signing deliverables we ensure that the quality control process has been completed and documented.



TECHNICAL APPROACH

PROJECT INITIATION

For each task order, our contract manager and key staff will focus on accurately defining the project scope, selecting the most appropriate staff to perform the work, and executing the work through fluid communication and responsiveness. The initial efforts form the critical foundation upon which a successful project is built.

Despite the variations in the specific details of projects, our extensive experience has shown that the following are critical components of a successful project:

- ▶ Listen to and understand goals and objectives.
- ▶ Develop the scope of services based on clearly understood priorities.
- ▶ Develop a trackable and presentable project schedule.
- ▶ Identify protocols and lines of communication between team members and stakeholders.
- ▶ Initiate project controls to effectively track the project and assist the task order manager in making adjustments throughout the life of the project.
- ▶ Understand and plan for applicable environmental permitting requirements (CEQA, NEPA, RWQCB, CDFW, etc).
- ▶ Identify and follow local CADD and design standards.
- ▶ Perform a site visit to understand the project setting and available opportunities and constraints.
- ▶ Prepare designs that:
 1. Minimize impacts to residents, businesses, and utilities
 2. Improve livability and access
 3. Improve first/last mile connections
 4. Identify and mitigate ADA deficiencies

We understand that the scope of work for each task order must meet the specific needs of that individual project. Based on our previous experiences working with you we have developed an anticipated task list for a typical engineering design project:

- ▶ Kick off meeting
- ▶ Research and data collection
- ▶ Survey/right-of-way mapping
- ▶ Topographic survey
- ▶ Geotechnical and utility investigations
- ▶ Community outreach (if applicable)
- ▶ Concept plan development/refinement
- ▶ Environmental clearance (if applicable)
- ▶ Agency coordination (if applicable)
- ▶ Final design PS&E
- ▶ Bid and construction support
- ▶ As-builts

During all of these activities, active communication will occur through emails/phone calls, and regular project development team meetings between the design team and the City of El Centro staff. Proposed improvements will be designed based on the following local standards:

- ▶ 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 County Regional Standard Drawings

PUBLIC AND STAKEHOLDER COORDINATION

One of the most important, but often overlooked, elements of project execution is public and stakeholder coordination. Effective public outreach can provide vital information to stakeholders and often encourages consensus among community members.

Public outreach enables our team to identify the real day-to-day concerns of the community. The people who live and work in the project area are intimately familiar with the challenges they perceive and can provide valuable insight that can foster the development of solutions to successfully address concerns. In our experience, the effort put forth in the public outreach process pays for itself through the information received and the development of community relations that often inspire a sense of ownership in the project.

The CRA Team knows that a picture is worth a thousand words and that clear presentation of concepts and project elements leads to better communication. Our team has experience in preparing visual simulations, 3D renderings and video animations in order to communicate the proposed improvements to the public, elected officials, and project stakeholders. Though not necessary for all projects, these simulations have proven to be enormously beneficial in presenting new ideas and solutions.



PRELIMINARY DESIGN

During the development of the Preliminary Design Report (PDR) the CRA team will prepare one, or several, conceptual plans based on the project aspirations. We have found that conceptual planning is an essential tool for outlining project issues and alternatives in a format that can be easily understood.

We recommend preparing multiple design alternatives during the conceptual planning phase; recognizing the importance of testing the readily apparent solutions actively against resourcefully developed alternatives to produce the best outcome for the community. In order for conceptual plans to be truly effective, they must be accompanied by an opinion of probable construction cost (OPCC). The OPCC will allow the design alternatives to be properly compared against each other to substantiate the cost-effectiveness of the selected alternative and ensure that it is consistent with available funding.

DEVELOPMENT OF DETAIL PLANS, SPECIFICATIONS AND ESTIMATE (PS&E)

Once the conceptual plans and preliminary OPCCs have been evaluated and a preferred alternative has been selected, the CRA Team will begin producing the PS&E package and all reports. The assembled construction documents must present the necessary information in a format that is easily understood by the end user, whether that be City staff, a contractor, a permitting agency, or others. The consultant team we have assembled for this contract has extensive experience in the preparation of PS&E packages for all types of municipal design projects.

The CRA team knows how to put together a well-organized plan set that encompasses multiple components. From our past project experience, we understand how changes to one discipline can impact other areas of work – our integrated working relationship with our consultant team allows us to anticipate and address these impacts and ensure that the prepared PS&E package is cohesive and consistent throughout.

ENVIRONMENTAL DOCUMENTS AND PERMIT COMPLIANCE

The CRA team recognizes that environmental compliance is an essential part of moving projects forward successfully. We can assist the City by preparing the necessary documentation required by funding agencies and regulatory bodies, including Preliminary Environmental Studies, CEQA documentation, and technical studies. Our team is also experienced in coordinating permits and approvals such as NPDES, Regional Board Section 401 certification, and encroachment permits from Caltrans, the County of Imperial, and other agencies with jurisdiction. By managing these requirements proactively and thoroughly, we can help the City navigate the regulatory process efficiently while keeping projects on track.

UTILITY RESEARCH AND COORDINATION

The CRA team understands the importance of clear coordination when it comes to utilities. Drawing on our past project experience, we know that early communication with the client and utility agencies helps avoid delays and ensures smoother project delivery. Our approach includes gathering readily available records, such as utility maps, drawings, and planned improvements and incorporating that information directly into the project base file. We can also assist the City with preparing utility notifications and identifying potential pothole locations to confirm utility conditions and prevent conflicts.

CONSTRUCTION BIDDING AND CONSTRUCTION SUPPORT

The CRA team understands that strong support during bidding and construction is key to project success. We can assist the City by participating in pre-bid meetings and bid openings when needed, ensuring that questions are answered and clarifications are addressed quickly. Our team is also prepared to review RFIs and shop drawings to confirm alignment with the project design. By staying engaged through these phases, we help provide continuity from design to construction, supporting a smooth process and consistent outcomes.

MANAGEMENT APPROACH

We bring you an experienced and responsive Contract Manager. Blanca has spent over a decade delivering projects in the local SoCal market and has led some of the most innovative transit, multi-modal design, and complete streets projects in the region. Many of Blanca's clients are repeat clients - this is a true tribute to her management skills and capabilities. Blanca will be supported by a talented and experienced team throughout the duration of this contract.



COMMUNICATION

When considering our goal of providing an innovative team of experts who will serve as what should seem like an extension of City staff, we must acknowledge that the success of this goal is dependent on effective communication. Our contract manager will be responsible for ensuring that the team maintains a culture of early and frequent communication. Our contract manager will oversee the preparation and submittal of the following:

- ▶ Monthly invoicing with overall contract and task order summaries.
- ▶ A quarterly summary of all active task orders. The summary will identify any needed scope or schedule adjustments, budget status, and upcoming major milestones. It will also identify the consultant team lead and local agency lead, with contact information (if desired).

Blanca will keep communication lines open with the City to determine potential needs so that she can best prepare her team to respond. Upon notification of an assigned project need, she will work with City staff to ascertain information about the task. Blanca will then evaluate the best potential team composition for achieving the goals. The draft team composition will be provided to the City for concurrence. Upon selection of the team, Blanca will coordinate with the City to initiate the project development and will communicate regularly with City staff to verify satisfaction with the team personnel and the service being provided.

Despite the modern communication tools that are available, in-person meetings can at times still be the most appropriate approach. The CRA team is committed to being present at meetings with City staff, stakeholders, contractors, and others as requested by the City.

FLEXIBILITY & RESPONSIVENESS

Our managerial approach promotes the delivery of high-quality services. Our goal is to anticipate your needs and to quickly and efficiently respond to any and all requests. In addition to our staff's dedication, you will have the benefit of proven management information systems for work planning, schedule control, and cost control.

One of the most critical times for consultant flexibility and responsiveness is during bid/construction support. Bidder and contractor inquiries must be handled in a rapid yet organized and deliberate manner. We understand that delays and setbacks during construction are typically far more costly to the City than those during planning or design. The contract managers and task order manager will work closely with the City and the contractor during construction to expeditiously review submittal and RFIs. We have a proven track record at quickly identifying creative solutions when unanticipated or changed field conditions impact the approved design.

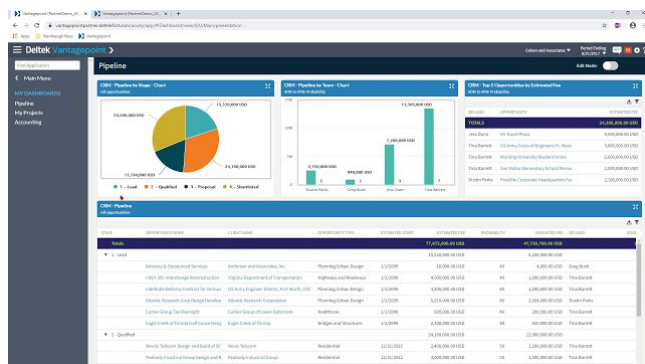
BUDGET/SCHEDULE CONTROLS & FINANCIAL RESPONSIBILITY

CRA recognizes the importance of implementing effective project controls to deliver projects on schedule and within budget. We understand the importance of tracking and forecasting expenditures and being accountable for project progress. CRA has several tools, techniques, and procedures to facilitate communication with the City and ensure successful project delivery. One of the most important factors in project success is the strength of the team's management abilities. Simply put, it is crucial to plan the work and work the plan.

The goal of the budget management process at CRA is to meet all project requirements as efficiently as possible while completing the project on-time and within budget. CRA will apply earned value management as the primary means of monitoring project progress and forecasting performance by integrating the three fundamental components of every task order — scope, schedule, and budget. This allows CRA to evaluate and control project risk by planning, measuring, and analyzing the financial and physical project performance.

CRA also prepares and tracks detailed project schedules for every task order. A schedule for a given task order typically consists of a critical path method schedule that is customized for each project which includes a detailed list of subtasks, milestones, deliverables and completion dates.

Throughout the project life cycle our contract manager will track and report progress on each task to ensure that projects are delivered on schedule and within budget.



GRANT MANAGEMENT

Over the past eight years CRA staff has achieved a grant application success rate of over 81% while producing more than 75 successful grant applications for municipal public agencies. These successful grant applications total more than \$373 Million

Through our experience we have developed a broad understanding of how to aid our local jurisdictions administer grant awarded funds. In particular, special care must be taken when the grant funding includes State and Federal dollars. In these instances, our familiarity with the Caltrans Local Assistance Manual (LAPM) can be vital in helping to ensure that project tasks are performed under the proper authorizations.

CR Associates Staff Grant Writing Successes

2012-2025

Program	Apps Prepared	Apps Awarded	Funding
California ATP	40	29	\$189.4M
Solutions for Congested Corridors	3	3	\$104M
SANDAG Smart Growth and ATGP	23	23	21.9M
Highway Safety Improvement Program (HSIP)	12	11	\$18.5M
Affordable Housing & Sustainable Communities	3	3	\$28.1M
Proposition 68 Green Infrastructure	1	1	\$1.5M
Proposition 68 Recreational Trails and Greenways	2	1	\$1.7M
Proposition 68 (SDRC)	2	2	\$500k
Caltrans Sustainable Transportation Planning Program	2	1	\$1.36M
Clean California	4	1	\$6.8M
Total	92	75	\$373.76M

3. AVAILABILITY

On-call consulting services are, by nature, variable both in scope and staffing demand. The CRA team leaders, including Contract Manager Blanca Soto, all have experience successfully executing this type of work. We understand that overlapping staff skills and capabilities, within CRA and across the team, are critical to ensuring that the team can serve the City with excellence, despite variability in the extent of the required workload (light, regular, or heavy). This table demonstrates the depth of the key CRA staff with significant availability to lead task orders under this contract. We are also ready and able to leverage the broad range of expertise across other CRA team members to execute the anticipated tasks. If such circumstances arise, we are also willing and able to add staff and subconsultants to the team if the City has specialty needs outside of those currently anticipated.

NAME / ROLE	Availability	Current Work Load	Backlog
 Blanca Soto, PE Contract Manager	40%	▶ Cole Grade Road ▶ Andrew Street Bike Boulevard	▶ MSGS PH2 ▶ 48TH Street ▶ Roberson Ranch Final Design
 Ross Duenas, PE Principal-in-Charge	30%	▶ College Boulevard ▶ University Bikeway	▶ SANDAG BRT 880
 Aryo Rad, PE QA/QC Manager	25%	▶ Cole Grade Road ▶ LA Sidewalk Program ▶ LA Metro K Line BRT - Planning/Design	▶ West Santa Ana Branch ▶ MTS -TPSS ▶ Redondo Beach MAT PS&E
 Hailey Tyson, PE Civil Engineer	40%	▶ College Boulevard	▶ SANDAG BRT 880
 Jerard Madrigal, TE Senior Traffic Engineer	45%	▶ Chula Vista Hybrid Beacon and RRFB Crossing ▶ Otay Ranch Village 4 ▶ Little Italy Traffic Signal Modification	▶ Inland Rail Trail ▶ Oak Park Traffic Control
 Scott Cartwright, PE Senior Civil Engineer / Storm Water	40%	▶ Ventura - Santa Paula Branch Trail ▶ Andrew Street Bike Boulevard	▶ MSGS PH2 ▶ 48TH Street ▶ Roberson Ranch Final Design

The CRA team leaders all have experience successfully executing this type of work.

4. HISTORY

CRA is recognized as a local industry leader providing transportation planning and civil & traffic engineering design services to a variety of public agencies. We continue to apply our expertise to a wide range of transportation projects throughout the Southern California region and beyond, including transportation planning and design, corridor and site-specific studies, safety assessments, community plans, mobility assessment studies, traffic calming projects, green/ complete streets projects, transit projects, park and recreational projects, and innovative bicycle and pedestrian projects.

CRA and our partners have demonstrated experience delivering on many local projects. The following represents a sample of our team's relevant experience. We invite you to review our work history and contact our previous Clients to learn more about our passion for quality and exceptional client service.

EL CENTRO ON-CALL

EL CENTRO, CALIFORNIA (2020 – ONGOING)

CRA is actively performing on-call civil engineering services for the City of El Centro. Task orders from this contract have included a relinquishment study, the development of Transportation Study Guidelines, intersection and complete street improvements, and roadway widening improvements.

DOGWOOD ROAD IMPROVEMENTS.



CRA led the design for two intersections along Dogwood Road. The project includes a new exclusive northbound right turn pocket at the intersection with Danenberg Drive, a Rectangular Rapid Flashing Beacon for a pedestrian crossing at the existing westbound free right turn lane, new curb ramps, and traffic

signal modification. Improvements at the intersection of Wake Avenue include reconstruction of the existing pavement to add a southbound left turn pocket and ADA curb ramps.

SR 86 RELINQUISHMENT PLAN.



This project assessed the existing condition of SR 86 within the City of El Centro city limit for relinquishment from Caltrans to the city. The segment of SR 86 within the City of El Centro is about 5-mile stretch of a 4-lane arterial road. This segment starts from Duff Road on southern City limit and ends south of Treshill Road on north City limit. Scope of services included field evaluation of existing improvements, cost analysis for maintenance and repair post relinquishment, and cost-benefit analysis.

LA BRUCHERIE ROAD WIDENING. CRA is preparing the PS&E package for the widening of La Brucherie Road from the intersection of Cruickshank Drive to the northern city limits, at the intersection of Treshill Road. This task order includes improvement plans, specifications, and cost estimates and coordination with stakeholders like Imperial Irrigation District and the City of Imperial. The widening consists of adding one lane for each direction, taking La Brucherie Road from a 2-lane road to a 4-lane road to match the existing lane configuration on each end of the project limits, adding sidewalk and water quality improvements on the east side of the road and replacing damaged storm drain inlets and adding a turn pocket for access to the waste water facility.

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Lead Traffic Engineer

Scott Cartwright
Lead Stormwater Engineer

Lauren Mckelvey
Transportation Engineer



CONTRACT VALUE

\$657K
(three distinct contracts)

NATIONAL CITY ON-CALL

NATIONAL CITY, CALIFORNIA (2012 – ONGOING)

CR Associates is currently on its third consecutive term, having supported National City projects through an On-Call contracts since 2012. The work we have completed under National City task order have spanned from planning grant application through construction, including roadway and green street design, park and recreation facilities, Complete Streets, roundabout design, safe routes to school improvements, parks and recreational facilities, safety studies, and innovative bike and pedestrian facilities.

Task Orders completed under this contract include the following:

- ▶ National City Boulevard Protected Bikeway
- ▶ Sweetwater Road Protected Bikeway
- ▶ Bayshore Bikeway – Segment 5
- ▶ West 19th Street Greenway
- ▶ 24th Street Transit Oriented Development Overlay & Traffic Study
- ▶ National City Local Coastal Program Amendment
- ▶ SANDAG SGIP Grant Writing
- ▶ Caltrans ATP and HSIP Grant Writing
- ▶ Systemic Safety Analysis Report (SSARP)
- ▶ Division Street Bike Lanes Final Design
- ▶ Highland Avenue Inter-City Bike Connection
- ▶ STEP Grant Program
- ▶ 24th St. Bridge Feasibility Study

CLIENT PROJECT MANAGER

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Jonathan Sanchez
Transportation Engineer

Scott Cartwright
Stormwater Engineer



CONTRACT VALUE
\$6.5M

BAYSHORE BIKEWAY SEGMENT 5. Through this project, CRA has demonstrated the versatility in the variety of services as to how we can support the City. The project completes a 1.3 mile gap of the Bayshore Bikeway, a 26-mile separated bicycle facility that circumnavigates San Diego Bay. CRA led the project development from preliminary engineering through construction award and will continue providing design support once construction is underway (estimated for October 2025). Combining both off-street (Class I) and on-street two-way (Class IV) protected bikeways through multiple jurisdictions, the project required close coordination with the Unified Port District of San Diego, Caltrans, SANDAG, BNSF, MTS, CPUC, Sweetwater Authority and the City of National City.

Perhaps the most complex challenge addressed by the design team was determining how to safely incorporate the bike path into the five-legged signalized intersection at Harbor Drive and Civic Center Drive, which also includes on- and off-ramps to I-5 and two at-grade crossings with BNSF tracks. Working with the CPUC and stakeholders, CRA designed a queue cutter traffic signal for southbound Harbor Drive which interconnects to the BNSF rail signal / communications system and the existing Caltrans traffic signal. CRA's analysis and design for the preemption, interconnect, and signal design was integral to the approval of the GO 88-B permit.

As part of the final design phase, CRA prepared an Opinion of Probable Construction Cost (OPCC) to aid the City's efforts in securing adequate funding for the project and analyzing bids once received. When the City opened contractors' bids for construction in July 2025, the lowest bid was within 0.6% of CRA's estimate for construction cost. This is a testament to our team's thorough understanding of how transportation projects are phased and constructed and substantiates the effectiveness of our OPCC development process for researching local construction costs, identifying market trends, and accurately interpolating relevant cost data.

SANDAG ON-CALL SERVICES (A&E, PLANNING, SUSTAINABLE COMMUNITIES) SAN DIEGO COUNTY, CALIFORNIA (2015 - ONGOING)

CR Associates staff are currently providing (and have previously while working for other consulting firms) as-needed planning and engineering services for SANDAG through their Planning, Architectural/Engineering, and Sustainable Communities On-Call Contract programs, as well as a subconsultant on multiple contracts under these programs. Task orders from these contracts have been for multimodal corridors, urban bikeways, and transit facilities throughout San Diego County.

Task Orders completed under this contract include the following:

- ▶ University Bikeway
- ▶ Park Boulevard Bikeway – Protected Intersection
- ▶ Bayshore Bikeway – Barrio Logan Segment
- ▶ Downtown La Mesa Trolley Prioritization
- ▶ Urban Core+Connections mobility study
- ▶ Kumeyaay Corridor (I-8) Comprehensive Multimodal Corridor Plan (CMCP)
- ▶ Clairemont Complete Corridors
- ▶ Eastern Hillcrest Bikeway
- ▶ Palomar Street Grade Separation

KUMEYAAY CORRIDOR (I-8) CMCP. CRA led the development of a long-range planning document intended to identify and address existing challenges and accommodate anticipated growth throughout the San Diego region's most traveled east-west corridor. The western terminus of I-8 is being considered for conversion into an urban boulevard – a dramatic change that would convert the large vehicular-only space along the San Diego River into a multimodal corridor with opportunities for more people serving uses such as a linear park, active transportation corridors, and/or housing.

Additional highway and arterial concepts include a diverging diamond interchange, roundabout controlled freeway ramps, interconnected NextGen Managed Lanes, dynamic lane assignments, and other ITS treatments such as adaptive signals to improve coordination, active curb management, dynamic speed limits, direct access ramps (DAR) for HOV and transit vehicles, and Active Traffic Management/Active Transportation Demand Management (ATM/ATDM) strategies.

URBAN CORE+CONNECTIONS. CRA provided mobility planning, traffic engineering, and conceptual engineering services for this project, which seeks to enhance connectivity between the region's urban core and key regional destinations. It focuses on developing concepts to improve rail connections, prioritize bus services, support the new Airport Transit Connection, enhance active transportation safety, and incorporate urban design features that elevate overall user experience. The UCC project encompasses three regional corridors (Harbor Drive, Pacific Highway, and the I-5 S-curve) and three community corridors (Broadway, C Street, and Park Boulevard). To ensure broad and meaningful participation, the project team has conducted visioning sessions with agency partners, one-on-one meetings with key stakeholders, and a half-day design charrette with industry experts. Analyses completed as part of the UCC study included an evaluation of Broadway as a bus-only corridor, vehicle access, traffic diversion, and integration of active transportation.

CLIENT PROJECT MANAGER

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Scott Cartwright

Stormwater Engineer



CONTRACT VALUE
\$7.5M

CHULA VISTA ON-CALL PROFESSIONAL CIVIL ENGINEERING SERVICES

CHULA VISTA, CALIFORNIA (2021 - ONGOING)

Building on 10 previous years of providing planning and engineering support to City of Chula Vista, CRA has served as the City's prime on-call civil engineering consultant for the past five years. Our task orders cover a wide range of disciplines and project types throughout the city, as is evident from the list below. Throughout the contract, CRA has successfully managed multiple concurrent task orders while maintaining quality, meeting schedules, and budgets. Our staff have also assisted the City in securing grant funding to deliver critical active transportation gap-closure projects. Many of our proposed partners are also completing projects with us under this Chula Vista contract. Together, we have delivered services spanning conceptual design, through construction.

Task Orders completed under this contract include the following:

- ▶ Potholing for G Street Sewer Improvements
- ▶ Eucalyptus Park Renovation
- ▶ 3rd Avenue ADA Design
- ▶ Alpine Avenue Drainage Studies
- ▶ Biology Assessment Study for Utility Access Roads
- ▶ Bridge Staking
- ▶ D Street Sidewalk Staking
- ▶ Poggi Canyon Sewer Improvements
- ▶ Castle Park Middle School and Telegraph Canyon Rd. Roadway Improvements
- ▶ Industrial Blvd. Feasibility Assessment & ATP Grant Application
- ▶ Bay Boulevard Sidewalk Evaluation
- ▶ Pedestrian Hybrid Beacons
- ▶ Utility Potholing for Intersection Improvements

CLIENT PROJECT MANAGER

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Task Order Manager

Jerard Madrigal
Task Order Manager



CONTRACT VALUE
\$4.5M

BAY BOULEVARD – SIDEWALK ALTERNATIVES EVALUATION. CRA evaluated conceptual alternatives for roadway and pedestrian improvements along Bay Boulevard. Each alternative included modifications to lane configurations and roadway geometry, with the primary goals of enhancing safety and improving pedestrian connectivity. The alternatives were distinguished by variations in sidewalk alignment, crosswalk placement, cost, and overall constructability. As part of the effort, CRA prepared a technical memorandum assessing traffic operations and proposed pedestrian accessibility enhancements. The analysis focused on improving pedestrian connectivity between the existing sidewalk on the north side of L Street and the western side of Bay Boulevard near Bayfront Charter High School. Multiple design alternatives were considered to balance roadway efficiency with improved pedestrian access, providing a framework for selecting the most effective and feasible improvements.

TELEGRAPH CANYON ROAD ROADWAY & CASTLE PARK MIDDLE SCHOOL IMPROVEMENTS. The Telegraph Canyon Road Raised Median project closed the median opening at Telegraph Canyon Road and Old Telegraph Canyon Road to eliminate left-turn egress movements, adding a U-turn lane at Telegraph Canyon Road and Medical Center Drive with corresponding signal modifications to improve traffic flow and safety. At Castle Park Middle School, pedestrian safety improvements included a new uncontrolled crosswalk at the secondary entrance, curb extensions, and rapid flashing beacons (RRFBs) to increase visibility and provide safer crossings for students.

EL CAJON ON-CALL SERVICES

EL CAJON, CALIFORNIA (2022 - ONGOING)

Task orders from this contract have included grant writing, citywide active transportation plan, an SSARP, Complete Street/Green Street design, roundabout design, and park/recreational facilities.

- ▶ Systemic Safety Analysis Report Program (SSARP)
- ▶ Active Transportation Plan
- ▶ SANDAG SGIP Grant Writing
- ▶ Caltrans ATP and HSIP Grant Writing
- ▶ Jamacha Road Corridor Improvements
- ▶ Wells Park Improvements
- ▶ Main Street Green Street Phase 1 & 2
- ▶ Oakdale Alameda
- ▶ El Cajon Blvd Streetscape
- ▶ Public Works Yard Retaining Wall Upgrade

MAIN STREET GREEN STREET. Main Street is the primary access from the El Cajon Transit Center to downtown El Cajon, and has recently been revitalized by the Main Street Green Street Phase 1 project. Main Street was transformed from a 5-lane vehicle thoroughfare with narrow sidewalks and a lack of bicycle facilities into a vibrant multi-modal corridor with a widened, tree-lined sidewalk along the southern side of the roadway, fully separated bikeways, urban greening, low impact development storm water management facilities, accessibility improvements, and decorative lighting. These complete street improvements were made possible through the incorporation of a road diet and travel lane narrowing strategy. Bicycle and pedestrian enhancements were also implemented along Marshall Avenue, thereby providing a direct connection from the Transit Center to Main Street.

EL CAJON BOULEVARD STREETScape IMPROVEMENTS. In 2018, CRA partnered with the City to prepare and submit a successful Smart Growth Incentive Program grant application. We then partnered together to complete the final design, and we are incredibly proud to see the completed construction. The focal point of this project is an innovative roundabout design at the El Cajon Boulevard / Johnson Avenue intersection. Accompanied by a road diet and streetscape enhancements along El Cajon Boulevard approaching and departing from the roundabout. Together, the roundabout and streetscape improvements will foster the creation of an urban village along the Boulevard. Project elements included widened sidewalks with bulb-outs, place making to allow opportunities for businesses and community gathering, landscaping with street trees and low impact development storm water management facilities, RRFB pedestrian crossings, decorative concrete and brick paving, and custom street lighting.

OAKDALE ALAMEDA GATEWAY IMPROVEMENTS. CRA partnered with the City to prepare a Clean California grant, and has gone on to complete the final design for this innovative complete street project that is currently in construction. The project will beautify, revitalize, and enhance Oakdale Avenue, Walter Way, and their connecting alleyway through new landscaping, street trees, widened sidewalks, decorative lighting, stormwater quality BMPs, traffic signal improvements, decorative concrete paving and StreetBond coatings, and enhanced streetscape. These improvements are being incorporated into the fabric of the neighborhood while balancing impacts to on-street parking, utilities, and adjacent properties.

CLIENT PROJECT MANAGER

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Jonathan Sanchez
Traffic Engineer



CONTRACT VALUE
\$15M

CITY OF SAN DIEGO AS-NEEDED TRAFFIC ENGINEERING SERVICES (PLANNING DEPARTMENT)

SAN DIEGO COUNTY, CALIFORNIA (2015 - ONGOING)

Working closely with City staff, CRA has provided transportation engineering and mobility planning services on community-wide efforts, corridor projects and site-specific assessments. We evaluated transportation operations for projects of varying sizes and environments, using both standard and advanced techniques. We developed multimodal analysis procedures which are utilized on all long-range planning efforts. We assisted the City in the development of new parking policies intended to alleviate parking-related cost burdens encountered by multifamily residential developers within transit priority areas. At the core of our approach to each task order is an emphasis on multimodal mobility – ensuring that each mode is considered, evaluated, and planned for.

Task Orders completed under this contract include the following:

- ▶ Multimodal Evaluation Guidelines
- ▶ Pedestrian and Bicycle Demand/Propensity Models
- ▶ Person Trip Generation Assessment
- ▶ Transit Priority Area (TPA) Parking Standards and Studies
- ▶ SB 743 Implementation and VMT-based Impact Fee Program
- ▶ Development Impact Fee Program – Framework Report and Residential Scaling
- ▶ Parking Studies – San Ysidro & Kearney Mesa
- ▶ Complete Streets Design Guide
- ▶ Zero Emissions Vehicle (ZEV) Strategy
- ▶ Morena Boulevard Corridor Study
- ▶ Mobility Element Updates:
 - ▶ Southeastern San Diego and Encanto Community Plan
 - ▶ Kearny Mesa Community Plan
 - ▶ Clairemont Mesa Community Plan
 - ▶ Barrio Logan Community Plan
 - ▶ College Area Community Plan
 - ▶ Hillcrest Focused Plan
 - ▶ Midway-Pacific Highway and Old Town
 - ▶ Serra Mesa, College Area)

MISSION VALLEY COMMUNITY PLAN UPDATE AND EIR. CRA prepared the Mobility Element, Mobility Technical Report, and Traffic Impact Study in support of the Mission Valley Community Plan Update. The planned mobility system consists of pedestrian and bicycle facilities, transit routes and stops (bus and light-rail), and roadways, parking needs & utilizations, as well as innovative mobility features such as a potential aerial tramway and demand-responsive community circulators. An SB 743 compliant traffic analysis was performed as part of the Mobility Technical Report, documenting mode share per capita for the various alternatives. The Mission Valley Community Plan Update is the winner of this 2020-2021 San Diego American Planning Association (APA) Comprehensive Plan (Large Jurisdiction) at both local- and state-level.

MORENA CORRIDOR SPECIFIC PLAN. CRA served as the mobility consultant for the Morena Corridor Specific Plan, responsible for developing alternatives to create a multimodal corridor. Traffic volumes were analyzed, leading to a recommended road diet along Morena Boulevard which provided for a two-way cycle track adjacent to the rail corridor. Intersection curb extensions, high visibility crosswalks, lead pedestrian and bicycle intervals, and additional bicycle facilities further supported active transportation access to transit and mobility. CRA developed cross-sections, plan view concepts, and a 3-D rendering of the corridor, and prepared a Transportation Impact Analysis in support of environmental documentation.

CLIENT PROJECT MANAGER

Maureen Gardiner
Senior Traffic Engineer
mgardiner@sandiego.gov
(858) 449-9388

CRA KEY STAFF

Jonathan Sanchez
Task Order Manager

Ross Duenas
Principal Engineer

Tomo Takahashi
Senior Traffic Engineer



CONTRACT VALUE
\$4.5M

CITY OF SAN DIEGO AS-NEEDED ENGINEERING SUPPORT (TRANSPORTATION DEPARTMENT)

SAN DIEGO COUNTY, CALIFORNIA (2023 - ONGOING)

The City of San Diego retained CRA to provide As-Needed services to the Transportation Departments' three divisions: Street, Traffic Engineering, and Right-of-Way Management on a 5-year contract. Services have varied in disciplines including the creation of the City's Pavement Management Plan and annual update, support to re-establish the Quiet Zone with the Federal Rail Administration through Downtown San Diego, prepare the Transportation Department's first Strategic Plan where the CRA team interviewed every team in the Department to document its accomplishments, needs, and goals for the year, and various support services to Utility Underground Program (UUP).

Task Orders completed under this contract include the following:

- ▶ 2024 Pavement Management Plan
- ▶ 2025 Pavement Management Plan Update
- ▶ Pavement Management System Update
- ▶ FY25 Strategic Plan Update
- ▶ Quiet Zone Re-establishment
- ▶ Tree Canopy Cover Analysis
- ▶ SUMO PROWAG ADA Update
- ▶ UUP Process Improvement Support
- ▶ UUP Environmental Support
- ▶ UUP Operation Services

2024 PAVEMENT MANAGEMENT PLAN AND 2025 UPDATE. In 2024, the City of San Diego released its updated Pavement Management Plan, which evaluated the condition of all city streets using a combination of street survey, visual inspections, structural testing, and GIS-based data to assign an overall pavement condition index (PCI). The report includes a thorough inventory of pavement assets, defines current funding gaps, models various funding scenarios, and sets out multi-year maintenance and rehabilitation strategies. CRA led the report preparation and writing, funding scenario and data analysis, provided GIS support, as well as all the graphic setup for the report. In 2025, CRA provided an update to the Pavement Management, continuing on the analysis and interpretation of updated funding scenarios, new report graphics and writeups, and coordinated presentation materials for the City and Mayor.

CLIENT PROJECT MANAGER

Bethany Bezak

Transportation Department Director
bjbezak@san-diego.gov
(619) 527-3173

CRA KEY STAFF

Roberto Ruiz-Salas

Contract Manager

Ross Duenas

Task Order Manager



CONTRACT VALUE
\$5M

MTS AS-NEEDED ARCHITECTURE & ENGINEERING SERVICES

SAN DIEGO COUNTY, CALIFORNIA (2022 - ONGOING)

Since being selected as one of MTS's on-call A&E consultants, we have performed a broad range of. Supported by a diverse team of specialists, we have helped this transit agency forecast future park & ride needs at their transit stations, evaluate alternatives for transit shelter materials, assisted with relocation appraisals and offers, and are currently performing final design and construction document preparation for upgraded traction power substations (TPSS) across their LRT (trolley) system. Several of our proposed partners are completing task orders with us under the MTS contract as well.

Task Orders completed under this contract include the following:

- ▶ Transit Station Broken Glass Study
- ▶ Clean Transit Advancement Campus (CTAC) Tenant Relocation and Property Management Services
- ▶ TPSS Upgrades – Phases I and II
- ▶ Parking Usage and Alternatives Market Study for Transit Center Park N Rides

TRACTION POWER SUBSTATION UPGRADES. The CRA team performed site survey and final design services for the replacement of existing Traction Power Substations (TPSS) with upgraded Siemens units. The existing Orange and Blue Line substations have been in service since the opening of San Diego's Trolley system over 30 years ago. Far beyond their expected service life, these substations now require frequent maintenance, and replacement parts are increasingly difficult to obtain due to obsolescence, scarcity, or the high cost of reverse engineering. Phase I will replace five substations, while Phase II – due to begin in October 2025 – will replace 13. Additional work at each TPSS site includes service line capacity testing, access evaluations and improvements, site grading, and drainage improvements.

PARKING AND ALTERNATIVES MARKET STUDY. CRA conducted a study of Park & Ride usage at MTS transit stations to better understand the effects that anticipated redevelopment at some station sites may have on transit usage and the travel behavior of transit parking users. This study is conducting an extensive collection of parking occupancy and turnover at sixteen transit station sites that have redevelopment potential, and examining the characteristics (population, mobility, geographic, etc.) of all Park & Ride stations within the system and their surrounding catchment areas. The study will ultimately help MTS make specific recommendations on where and how much parking to maintain at transit stations, provide developers guidance on how much transit parking to incorporate where future station sites are to be redeveloped, parking management strategies, mobility hub features, on-site and off-site active transportation improvements, and other features based on input from the MTS Equity Listening Tour.

CLIENT PROJECT MANAGER

Steve Augustyn
Senior Procurement Specialist
steve.augustyn@sdmts.com
(619) 557-4576

CRA KEY STAFF

Ross Duenas
Contract Manager

Aryo Rad
Task Order Manager

Jonathan Sanchez
Traffic Engineer



CONTRACT VALUE
\$3.1M

Employee Counts*

COMPANY	DISCIPLINE	Principal	Senior Professional	Professional	Analyst	Support/Intern	Field
	Civil and Traffic Engineering, Stom Water, Transportation Planning	6	7	9	33	17	–
	Environmental	20	25	72	–	–	70
	Survey	1	1	–	–	1	3
	Geotech	4	5	6	29	3	135
	Landscape	4	6	9	–	–	–
	Structures	2	2	2	0	6	–
	Water / Sewer	5	4	16	–	1	–
	Pavement Management	2	3	2	–	–	–

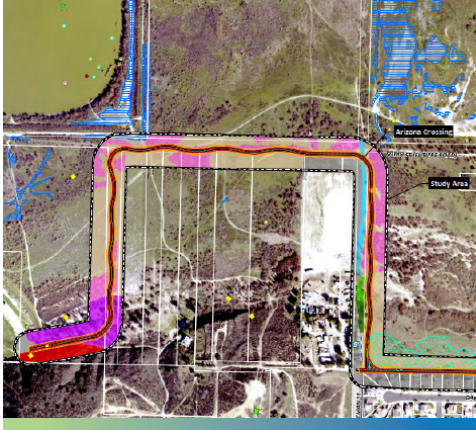
*Southern California staff



There are no current and/or pending litigations for CRA or it's subconsultants.

5. REFERENCES

We are proud of the client partnerships we have due to the quality of service we provide. We encourage The City of El Centro to contact our references.



CITY OF LAKE ELSINORE

Yu Tagai, PE,

City Engineer

✉ ytagai@Lake-Elsinore.org ☎ 951.346.2495

CRA has worked with Yu and the City of Lake Elsinore since 2020, providing civil, storm water, transportation planning, and traffic engineering services. These services have included creation of a city-wide active transportation plan, grant writing, preliminary design, environmental clearances, and final PS&E engineering.



CITY OF EL CAJON

Yazmin Arellano, PE, PLS

Deputy Director of Public Works / City Engineer

✉ YArellano@elcajon.gov ☎ 619.441.1785

CRA has worked with Yazmin and the City of El Cajon Public Works Department since 2016, providing civil engineering, transportation planning, traffic engineering, and grant writing services. Notable projects include the Jamacha Road Safety Improvements, Oakdale Alameda, Main Street Green Street Phases 1 and 2, El Cajon Blvd Streetscape, a city-wide active transportation plan, and a city-wide SSARP. CRA has also helped the City secure over \$11 million in funding through successful grant writing.



CITY OF OCEANSIDE

Nathan Mertz

Public Works Department Division Manager

✉ NMertz@oceansideca.org ☎ 760.435.5619

CRA and our staff have collaborated with Nathan during his roles with the City of Oceanside's CIP and Public Works Departments going back to 2013. These services have included civil engineering roadway design for the Mission Avenue Complete Street project and the Douglas Drive Median Improvements project, and also site/civil engineering for the City's El Corazon Aquatic Center. CRA is currently working with Nathan on the design of College Boulevard Multimodal Improvements project.

6. QUALIFICATIONS

CRA's approach to On-Call service contracts comes from years of experience managing dozens of task orders simultaneously for Southern California public agencies, with one of our main clients being the City of El Centro. Our organizational structure is built on this depth of experience, ensuring that each task order is staffed with the right technical expertise from the start. We understand that every project is unique, and we tailor our approach to meet the specific goals, funding parameters, and stakeholder expectations of the City of El Centro.

We have put together a team of in-house experts and subconsultants to support the City in the following disciplines:

- ▶ Civil engineering
- ▶ Traffic engineering
- ▶ Traffic Signal Communications Infrastructure and Systems Integration
- ▶ Traffic Data Collection
- ▶ Transportation planning
- ▶ ADA compliance and Universal Design
- ▶ GIS
- ▶ Utility Design and Coordination
- ▶ Storm Water Design
- ▶ Graphic Design / Web Design
- ▶ Planning and Design
- ▶ Community Outreach
- ▶ Engineering and Project Management
- ▶ Grants Management
- ▶ Capital Needs Assessments and Asset Management.

Our team's depth of experience grounded in best practices and strengthened by innovative approaches enables us to deliver task order based assignments efficiently while providing solutions that save the City both time and money.



For this contract, **Blanca Soto, PE**, will serve as Contract Manager and primary Point of Contact for the City. Over the past several years, she has consistently supported your staff in this capacity, successfully delivering roadway, utility, and a variety of other infrastructure projects.



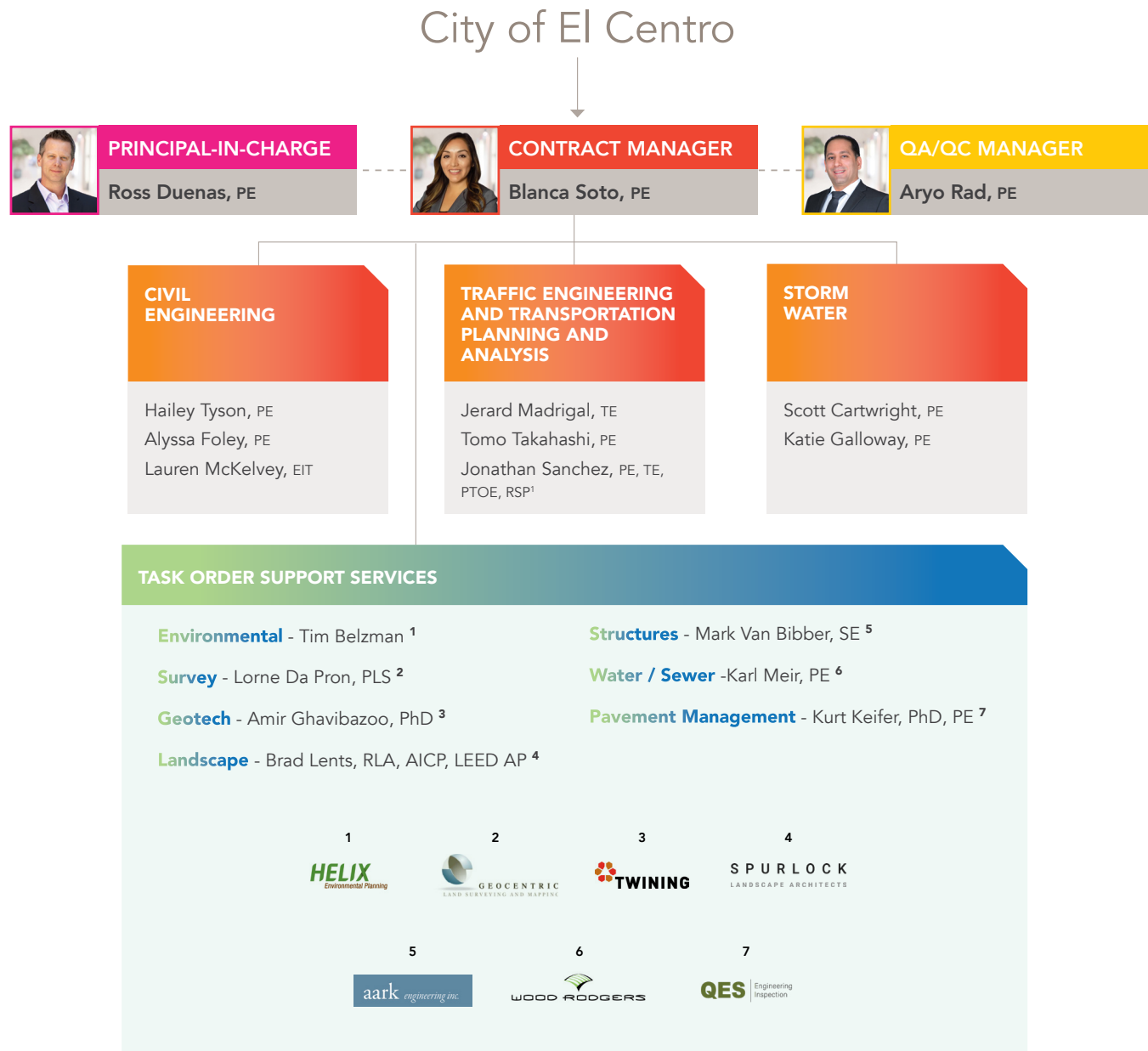
Blanca will be supported by **Ross Duenas, PE**, Principal-in-Charge, who has overseen numerous on-call contracts throughout San Diego, including with the Cities of El Centro, El Cajon, La Mesa, as well as with SANDAG and MTS. As a Principal at CRA, Ross has full authority to allocate company resources to meet the requirements of any task orders under this contract.



Aryo Rad, PE, will serve as Quality Assurance/Quality Control Manager and Task Order Manager. With 27 years of experience managing on-call contracts and multi-year projects, Aryo will ensure that the City consistently receives high-quality deliverables.

In addition, CRA is supported by highly specialized partner firms, each chosen for their expertise and ability to complement our team's capabilities. Through years of collaboration with the City, we have learned that no two tasks are alike. Our team remains fully committed and ready to provide the full range of services needed to support the City's priorities.

Organizational Chart



We are excited to continue supporting the City of El Centro, with the ultimate goal of executing exceptional projects.





Blanca Soto PE

Contract Manager

EXPERIENCE

12 years

EDUCATION

BS, Civil Engineering,
Chico State University

AA, Architectural
Drafting and Design,
Palomar Community
College

ACCREDITATION

Professional Engineer
(Civil), CA #86597

Blanca's professional experience includes a variety of municipal roadway, active transportation, and streetscape projects. Able to see broader perspectives and implications of transportation projects, her expertise includes designing and preparing street improvement plans, utility plans, traffic control plans, signing and striping plans, and traffic signal plans. She is also well versed in the preparation of technical studies, cost estimates, and technical specifications. Blanca is recognized for her ability to contribute to others' professional growth through excellent mentorship.

RELEVANT PROJECT EXPERIENCE

On-Call Professional Services, City of El Centro, CA: Project Engineer and Task Order Manager – CRA provided recent transportation related task orders from our current on-call engineering services with the City. Primary task orders included a relinquishment study along SR 86, the development of Transportation Study Guidelines, the design of Dogwood Road improvements at Wake Avenue and at Danenberg Drive, and the design of the La Brucherie Road widening.

City of El Cajon On-Call, CA: Civil Engineer – CRA provides ongoing civil engineering services for the City of El Cajon, delivering projects that improve safety, mobility, and streetscape character. Recent work includes redesigning Main Street into a multimodal corridor with wider sidewalks, bikeways, and green infrastructure; creating a roundabout and urban village enhancements along El Cajon Boulevard; and implementing pedestrian and vehicular safety upgrades on Jamacha Road.

City of Chula Vista Civi Engineering Consulting Services, CA: Task Order Manager – Over the past five years our task orders have covered a wide range of disciplines and project types throughout the city, including roadway improvements, accessibility upgrades, traffic signal modifications, stormwater management, and traffic control. Throughout the contract, CRA has successfully managed multiple concurrent task orders while maintaining quality, meeting schedules, and controlling budgets. We have delivered services spanning conceptual design, through final design, and into construction.

SR 86 Vision Blueprint and Complete Streets Implementation, Imperial, CA: Civil Engineer – CRA is developing the SR 86 Vision Blueprint, a comprehensive land use, zoning, and circulation strategy for SR 86 within the City of Imperial. The Blueprint reimagines SR 86 as a Complete Street with significant traffic calming, a dedicated pedestrian sidewalk, a separated bikeway, new lighting, and Low Impact Development (LID) stormwater management. SR 86's character will be transformed to encourage economic development, highlight Imperial as a destination, and increase the community's ability to walk and bike. CRA is leading public workshops and pop-ups to share project progress and listen to the suggestions and concerns of citizens.



Ross Duenas PE

Principal-in-Charge

EXPERIENCE

20 years

EDUCATION

BS, Civil Engineering,
Florida State University

ACCREDITATION

Professional Engineer
(Civil), CA #84324

Professional Engineer
(Civil), AZ #52493

AFFILIATIONS

American Society of
Civil Engineers (ASCE),
San Diego Chapter,
Transportation Board
Member

Ross specializes in the design of transportation and public works projects. He has led and managed many multi-disciplinary projects involving Complete Streets, Green Streets, separated bikeways, pedestrian improvements, multi-modal safety, traffic engineering, storm water management, and traffic calming. His extensive experience developing construction documents equips him with the ability to provide valuable insights related to constraints and opportunities early in the project lifecycle. Ross is a strategic thinker, judicious leader, supportive colleague, and effective communicator with clients and community members.

RELEVANT PROJECT EXPERIENCE

On-Call Professional Services, City of El Centro, CA: Contract Manager – CRA provided recent transportation related task orders from our current on-call engineering services with the City. Primary task orders included a relinquishment study along SR 86, the development of Transportation Study Guidelines, the design of Dogwood Road improvements at Wake Avenue and at Danenberg Drive, and the design of the La Brucherie Road widening.

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SR 86 Vision Blueprint and Complete Streets Implementation, Imperial, CA: Lead Civil Engineer – CRA is developing the SR 86 Vision Blueprint, a comprehensive land use, zoning, and circulation strategy for SR 86 within the City of Imperial. The Blueprint reimagines SR 86 as a Complete Street with significant traffic calming, a dedicated pedestrian sidewalk, a separated bikeway, new lighting, and Low Impact Development (LID) stormwater management. SR 86's character will be transformed to encourage economic development, highlight Imperial as a destination, and increase the community's ability to walk and bike. CRA is leading public workshops and pop-ups to share project progress and listen to the suggestions and concerns of citizens.

National City On-Call, CA: Principal in Charge – CRA is providing on-call engineering services for the City of National City, with task orders ranging from grant writing and street design to parks, safe routes to school, and bicycle facilities. Recent projects include the Bayshore Bikeway Segment 5, where CRA led preliminary design, environmental clearance, and now final PS&E for 1.3 miles of new Class I and IV bikeways; the W. 19th Street Greenway, a Prop. 68-funded project converting a street into a safe community space and direct bikeway connection; and the National City Boulevard Inter-City Bike Connection, where CRA delivered separated bike lanes linking National City and Chula Vista by repurposing a southbound travel lane.



Aryo Rad PE

QA/QC Manager

EXPERIENCE

27 years

EDUCATION

MS, Civil Engineering,
California State
University, Fullerton

MS, Systems
Engineering, Industrial
Management Institute,
Tehran

BS, Civil Engineering,
Azad University, Tehran

ACCREDITATION

Professional Engineer
(Civil), CA #81231

AFFILIATIONS

American Public Works
Association (APWA)

Aryo has over two decades of civil engineering experience in the areas of planning, designing, permitting, and constructing transportation and capital improvement projects. He has collaborated with public works and planning departments across more than 50 municipalities and transportation agencies in Southern California. His focus spans roadways, complete streets, bike and pedestrian facilities, utilities, and traffic design. With an exceptional project, contract, and program management history, and the ability to seamlessly bridge across disciplines, Aryo has a successful track record of leading complex, multidisciplinary, and multi-jurisdictional public works projects.

RELEVANT PROJECT EXPERIENCE

On-Call Professional Services, City of El Centro, CA: Task Order Manager – CRA provided recent transportation related task orders from our current on-call engineering services with the City. Primary task orders included a relinquishment study along SR 86, the development of Transportation Study Guidelines, the design of Dogwood Road improvements at Wake Avenue and at Danenberg Drive, and the design of the La Brucherie Road widening.

SR 138 Improvement Project, Palmdale, CA: Project Manager – CRA supported Caltrans District 7 in preparing the PS&E for traffic design improvements on State Route 138 in Palmdale, from the SR-14 junction to Avenue T. The scope included pavement delineation, signage, and the installation of Class II, III, and IV bike lanes, meeting complete streets requirements. CRA developed the plans in accordance with Caltrans manuals and assisted with documentation of non-standard features (DSDD). Work involved project footprint updates, signing and striping design, intersection modifications, ADA upgrades, geometric review, sight distance analysis, and community outreach.

Civic Center and Interjurisdictional Bicycle Lanes, South El Monte, CA: Project Manager – The project is located along Santa Anita Avenue and Tyler Avenue in the City of South El Monte totaling 1.4 miles. The project includes the installation of bicycle and pedestrian mobility improvements including a combination of protected bike lanes and bike routes, center medians, a ADA pedestrian path of travel upgrades, curb ramps, driveways, street furniture (bus shelter, bike racks, trash bins, etc.), bike and pedestrian signage, roadway rehabilitation, striping, and related improvements.

LA Sidewalk Repair Program SRP TO7, Los Angeles County, CA: Project Manager – The Safe Sidewalks LA program was launched to make sidewalks accessible to everyone by 2046. To help make this initiative successful, CRA has been providing innovative accessible designs to achieve compliance in constrained areas. We have provided design for complex curb ramps, several thousand lineal feet of sidewalk, and multiple driveways. Our team has successfully delivered construction-ready packages utilizing the new PROWAG standards that overcome significant technical challenges within the built environment.



Scott Cartwright PE

Senior Civil Engineer / Storm Water

Scott has served in leadership roles for a wide variety of public street and infrastructure improvement projects. He specializes in Complete Streets and stormwater management addressing flood control, water quality, and hydromodification management. Scott's analytical acumen, critical perspective, and astute problem-solving ability, coupled with an amicable disposition, results in his successful guidance of projects from planning and design to construction and implementation.

EXPERIENCE

19 years

EDUCATION

BS, Civil Engineering,
Brigham Young
University, Utah

ACCREDITATION

Professional Engineer
(Civil), CA #77512

AFFILIATIONS

American Public Works
Association (APWA) -
Past Chair of the
Transportation
Committee
(2019-2021)

2023 APWA PWX
Conference Host
Committee

RELEVANT PROJECT EXPERIENCE

On-Call Professional Services, City of El Centro, CA: Storm Water Manager – CRA provided recent transportation related task orders from our current on-call engineering services with the City. Primary task orders included a relinquishment study along SR 86, the development of Transportation Study Guidelines, the design of Dogwood Road improvements at Wake Avenue and at Danenberg Drive, and the design of the La Brucherie Road widening.

City of El Cajon On-Call, CA: Storm Water Manager – CRA provides ongoing civil engineering services for the City of El Cajon, delivering projects that improve safety, mobility, and streetscape character. Recent work includes redesigning Main Street into a multimodal corridor with wider sidewalks, bikeways, and green infrastructure; creating a roundabout and urban village enhancements along El Cajon Boulevard; and implementing pedestrian and vehicular safety upgrades on Jamacha Road.

Connect Main Street Phases 1-3, Lemon Grove, CA: Project Manager – CRA led the final design efforts for Phases 1-3 of the Connect Main Street project which provides a continuous mobility thoroughfare along Main Street. To accommodate these facilities, a portion of Main Street will be closed (Davidson to Buena Vista) and another portion converted to one-way (Burnell to San Miguel). Phases 1-3 also include custom designed gateway structures, interpretive panels, exercise stations, and a community garden, all based on the thematic time periods developed as part of the initial planning efforts. To further enhance the corridor, lighting, drainage, water quality, signing & striping, signal modifications, and parking improvements are also included.

City of Chula Vista Civi Engineering Consulting Services, Chula Vista, CA: Contract Manager – Over the past five years our task orders have covered a wide range of disciplines and project types throughout the city, including roadway improvements, accessibility upgrades, traffic signal modifications, stormwater management, and traffic control. Throughout the contract, CRA has successfully managed multiple concurrent task orders while maintaining quality, meeting schedules, and controlling budgets. We have delivered services spanning conceptual design, through final design, and into construction.



Hailey Tyson PE

Civil Engineer

Hailey's experience includes engineering services for public clients within the San Diego, Los Angeles, and Riverside regions of Southern California. Passionate about her work and an excellent communicator, Hailey's expertise in designing innovative active transportation projects includes conceptual design, grading, improvement plan preparation, storm water management, and utility coordination. With her knowledge of AutoCAD, Sketchup and Illustrator, Hailey brings creative design solutions to each project she undertakes.

EXPERIENCE

6 years

EDUCATION

BS, Civil Engineering,
San Diego State
University

ACCREDITATION

Professional Engineer
(Civil), CA #94015

AFFILIATIONS

American Public Works
Association (APWA)

RELEVANT PROJECT EXPERIENCE

City of El Cajon On-Call, CA: Project Engineer – CRA provides ongoing civil engineering services for the City of El Cajon, delivering projects that improve safety, mobility, and streetscape character. Recent work includes redesigning Main Street into a multimodal corridor with wider sidewalks, bikeways, and green infrastructure; creating a roundabout and urban village enhancements along El Cajon Boulevard; and implementing pedestrian and vehicular safety upgrades on Jamacha Road.

College Boulevard Multimodal Improvements, Oceanside, CA: Project Engineer – CRA is currently leading the design for the College Boulevard Multimodal Improvements project. The project spans 2.5 miles from Waring Road to Old Grove Road. The proposed project will accomplish a variety of goals. Firstly, along the entire length of the project the existing Class 2 bike lanes will be replaced with one-way-sidewalk-level raised cycle tracks. Additionally, protected intersections with bicycle signals are being designed at the nine signalized intersections. The project will also widen a portion of College Blvd from four-lanes to six-lanes, and will improve an at-grade light-rail crossing.

University Bikeway, San Diego, CA: Project Engineer – CRA was the lead for both the NEPA and PS&E phases of the project. This 2.9-mile urban bikeway runs through the mid-city and eastern neighborhoods of San Diego, ultimately connecting to the City of La Mesa at its eastern terminus. Proposed improvements include protected bikeways (Class IV), bus platforms to eliminate bus/bike conflicts, a protected intersection, fully protected bike movements at signalized intersections, two-stage left-turn queue boxes, enhanced mid-block pedestrian crossings, bike signals, 11 traffic signal modifications, traffic calming measures, repurposing of travel lanes, and the innovative use of floating islands to slow side street turning movements.

National City On-Call, CA: Project Engineer – CRA is providing on-call engineering services for the City of National City, with task orders ranging from grant writing and street design to parks, safe routes to school, and bicycle facilities. Recent projects include the Bayshore Bikeway Segment 5, where CRA led preliminary design, environmental clearance, and now final PS&E for 1.3 miles of new Class I and IV bikeways; the W. 19th Street Greenway, a Prop. 68-funded project converting a street into a safe community space and direct bikeway connection; and the National City Boulevard Inter-City Bike Connection, where CRA delivered separated bike lanes linking National City and Chula Vista by repurposing a southbound travel lane.



Jerard Madrigal TE

Senior Traffic Engineer

Jerard has extensive experience in transportation, traffic engineering, and intelligent transportation systems (ITS) projects. Prior to joining the CRA team, he worked for several public agencies. His diverse work experience includes traffic engineering studies, safety analysis, signal timing, grant writing, traffic signal and ITS system operations, including traffic signal design and construction. Simultaneously resolute and cheerful, Jerard has led and assisted on transportation projects involving protected intersections, signing and striping improvements, traffic signals, and fiber optics design.

EXPERIENCE

14 years

EDUCATION

BS, Civil Engineering,
San Diego State
University

ACCREDITATION

Professional Engineer
(Traffic), CA #TR3044

AFFILIATIONS

American Public Works
Association (APWA)

RELEVANT PROJECT EXPERIENCE

City of El Cajon On-Call, CA: Traffic Engineer – CRA provides ongoing civil engineering services for the City of El Cajon, delivering projects that improve safety, mobility, and streetscape character. Recent work includes redesigning Main Street into a multimodal corridor with wider sidewalks, bikeways, and green infrastructure; creating a roundabout and urban village enhancements along El Cajon Boulevard; and implementing pedestrian and vehicular safety upgrades on Jamacha Road.

College Boulevard Multimodal Improvements, Oceanside, CA: Lead Traffic Engineer – CRA is currently leading the design for the College Boulevard Multimodal Improvements project. The project spans 2.5 miles from Waring Road to Old Grove Road. The proposed project will accomplish a variety of goals. Firstly, along the entire length of the project the existing Class 2 bike lanes will be replaced with one-way-sidewalk-level raised cycle tracks. Additionally, protected intersections with bicycle signals are being designed at the nine signalized intersections. The project will also widen a portion of College Blvd from four-lanes to six-lanes, and will improve an at-grade light-rail crossing.

Palm Avenue Multimodal Corridor, Imperial Beach, CA: Traffic Engineer – This project will transform Palm Avenue in the City of Imperial Beach from a Caltrans designed corridor to a City driven, placemaking, multimodal complete streets corridor. This multidisciplinary team of 10 subconsultants will work together to design Class IV bikeways, 10' wide sidewalks, transit bus-islands, median and sidewalk landscape improvements, a new signalized intersection, modifications to traffic signals, multi-modal protected intersections, stormwater BMPs, structural design, and public outreach, among other disciplines. The one-mile corridor will connect to existing bike facilities, regional bicycle corridors, as well as ongoing active City projects.

SR 86 Vision Blueprint and Complete Streets Implementation, Imperial, CA: Traffic Engineer – CRA is developing the SR 86 Vision Blueprint, a comprehensive land use, zoning, and circulation strategy for SR 86 within the City of Imperial. The Blueprint reimagines SR 86 as a Complete Street with significant traffic calming, a dedicated pedestrian sidewalk, a separated bikeway, new lighting, and Low Impact Development (LID) stormwater management. SR 86's character will be transformed to encourage economic development, highlight Imperial as a destination, and increase the community's ability to walk and bike.

Additional Technical Staff Resumes

NAME / ROLE	Years of Experience	Credentials	Experience
 Alyssa Foley, Civil Engineer	7	PE	▶ Oakdale Alameda Gateway Improvements, El Cajon, CA: Project Engineer ▶ College Boulevard Multimodal Improvements, Oceanside, CA: Project Engineer ▶ Palomar Grade Separation Project, Chula Vista, CA: Project Engineer
 Lauren Mckelvey Civil Engineer	3	EIT	▶ Highland Ave Inter-City Bike Connection, National City, CA: Design Engineer ▶ Clairemont Complete Corridors, San Diego, CA: Engineering Analyst ▶ La Brucherie Road Widening, El Centro, CA: Engineering Analyst
 Tomo Takahashi Traffic Engineer	19	PE	▶ Dogwood Road Improvements, El Centro, CA: Lead Traffic Engineer ▶ Boulevard Streetscape Improvements, El Cajon, CA: Lead Traffic Engineer ▶ University Bikeway, San Diego, CA: Lead Traffic Engineer
 Jonathan Sanchez Traffic Engineer	11	PE, TE, PTOE, RSP ¹	▶ General Plan Update and Thoroughfare Study, El Centro, CA: Project Manager ▶ Transportation Study Guidelines, El Centro, CA: Traffic Engineer ▶ Active Transportation Plan, Chula Vista, CA: Traffic Engineer
 Katie Galloway Storm Water	13	PE	▶ 24th Street Transit Center Connections, National City, CA: Project Engineer ▶ Palm Avenue Multimodal Corridor, Imperial Beach, CA: Project Engineer ▶ Village and Barrio Traffic Circles, Carlsbad, CA: Project Engineer
 Tim Belzman (Helix) Environmental	26	–	▶ State Route (SR-) 86 at Heber Road Intersection Reconfiguration Project ▶ City of San Diego Engineering & Capital Projects Department As-Needed Stormwater Design and Engineering Services ▶ City of La Mesa As-Needed Environmental Planning Services
 Lorne DaPron (Geocentric) Survey	33	PLS	▶ El Camino Real Roadway Improvements, Carlsbad, CA ▶ Uptown Bikeways, San Diego, CA ▶ Bayshore Bikeway, National City, CA
 Amir Ghavibazoo (Twining) Geotech	11	PhD	▶ City of Huntington Beach, Heil Avenue & Indianapolis Avenue ▶ Orange County Public Works, Edinger Ave Bridge Widening over Santa Ana River
 Brad Lents (Spurlock) Landscape	20	PLA, AICP, Leed AP	▶ El Centro General Plan Implementation ▶ El Centro Library ▶ City of El Cajon Streetscape

NAME / ROLE	Years of Experience	Credentials	Experience
 Mark Van Bibber <i>(aark)</i> <i>Structures</i>	25	SE	▶ El Centro Aquatics Center, El Centro, CA ▶ Murrieta Creek Trail, Lake Elsinore, CA ▶ Oakdale Alameda Gateway Improvements, El Cajon, CA
 Karl Meier <i>(Wood Rogers)</i> <i>Water / Sewer</i>	22	PE	▶ Poggi Canyon Sewer Improvements, Chula Vista, CA ▶ Cottonwood Sewer Pump Station Replacement, Spring Valley, CA ▶ Montecito Water District Annual Water Main Replacement Projects, Santa Barbara, CA
 Kurt Keifer <i>(QES)</i> <i>Pavement</i>	26	PhD, PE	▶ Pavement Management System Implementation and Update, Bismarck-Mandan MPO and the City of Bismarck, ND ▶ Pavement and Asset Management System, Prince George's County, MD





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: _____
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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.

10/03/25

DATE _____

Blanca Soto

(SIGNATURE OF CONSULTANT)



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9/30/2025

DATE _____

Mark S Van Bibber

(SIGNATURE OF CONSULTANT)



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9-3-2025

DATE

A handwritten signature in black ink, appearing to read "L. J. [unclear]", is written over a horizontal line.

(SIGNATURE OF CONSULTANT)



EXHIBIT D

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September 30, 2025
DATE

Andreas Bittling
(SIGNATURE OF CONSULTANT)

Andrea S. Bitterling, Southern California Planning Division Manager



EXHIBIT D

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9/30/2025
DATE

(SIGNATURE OF CONSULTANT)

SPURLOCK

LANDSCAPE ARCHITECTS

EXHIBIT D

LEVINE ACT STATEMENT

Levine Act Statement

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9/29/2025

DATE

(SIGNATURE OF CONSULTANT)



EXHIBIT D

LEVINE ACT STATEMENT

Levine Act Statement

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9/30/2025

DATE _____

(SIGNATURE OF CONSULTANT)



LEVINE ACT STATEMENT

***PRIME PROPOSER AND SUBCONSULTANTS MUST SUBMIT A SIGNED LEVINE
ACT STATEMENT***

Page 69 of 142

CITY OF
EL CENTRO

ON-CALL SERVICES CIVIL ENGINEERING – GENERAL

PROPOSAL



Contact:



BLANCA SOTO PE

Contract Manager

 619.468.2575

 bsoto@cramobility.com



SAN DIEGO

3900 Fifth Avenue, Suite 310
San Diego, CA 92103

LOS ANGELES

714 W Olympic Boulevard, Suite 609
Los Angeles, CA 90015

EXHIBIT B
FEE SCHEDULE

SCHEDULE OF RATES

October 3, 2025



City of El Centro
 Attention: Abraham Campos, PE / Public Works Director/City Engineer
 307 W. Brighton Ave.
 El Centro CA 92243

Schedule of Rates for On-Call Services - Civil Engineering - General

Effective through December 31, 2025

Job Classification	Hourly Bill Rate
Principal II	\$340
Principal I	\$310
Senior Professional II	\$285
Senior Professional I	\$270
Professional II	\$230
Professional I	\$215
Analyst II	\$175
Analyst I	\$160
Technician	\$140
Project Controls	\$165
Administrative	\$115
Intern	\$105

Direct expenses such as but not limited to printing and reproductions, travel expenses, deliveries, materials, shipping, postage, etc. will be invoiced at cost.

Labor rates shall be subject to an annual increase of 4%, effective January 1st of each subsequent year.

CR ASSOCIATES

Blanca Soto, PE
 Contract Manager

Ross Duenas, PE
 Principala-in-Charge

3900 Fifth Avenue, Suite 310 • San Diego, CA 92103 • www.cramobility.com

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";
- Concurrence 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 STATEMENT¹

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

Ross Duluar Treasurer

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

Ross Duluar Treasurer

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**

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01/13/2026
DATE

Ross Dulmar
(SIGNATURE OF CONSULTANT)

Effective April 30, 2025

EXHIBIT F

REQUEST FOR PROPOSALS (RFP)



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



***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.

Consultant must submit a separate responsive proposal to each discipline that Consultant wishes to be considered. 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/dprevwagedetermination.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 Centro 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 6 th , 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

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-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 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 through 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

<u>CONSULTANT/FIRM NAME:</u>		
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)

EXHIBIT 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 13 day of January, 2026.

By: Ross Duenas
Authorized Representative

Title:

Print Name: Ross Duenas

Date: 01/13/2026

RESOLUTION NO. 26-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL
CENTRO APPROVING A DESIGN PROFESSIONAL SERVICES
AGREEMENT WITH CR ASSOCIATES FOR ON-CALL CIVIL
ENGINEERING – GENERAL SERVICES

WHEREAS, on-call professional Civil Engineering-General 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-General 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, CR Associates (“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 – General 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 _____
Michael Crankshaw, Mayor

ATTEST:

By _____
Norma Wyles, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney

By _____
Joanna Hoff, 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 # 2026-16)

Item: 3.

Meeting: 2/3/2026 3:30 PM

Department: Community Services

Category: Action Item

Prepared by: Gustavo Ibarra,

Recreation Supervisor

Department Head: Adriana Nava

DOC ID: 2026-16

Discussion and any necessary action regarding consideration of a contract with MYLO Janitorial Services in the amount of \$207,024 for Janitorial Maintenance for El Centro Public Facilities.

CITY MANAGER'S RECOMMENDATION:

Adopt Resolution No. 26- , RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO AWARDING THE BID AND AUTHORIZING THE EXECUTION OF A CONTRACT FOR ROUTINE JANITORIAL MAINTENANCE FOR EL CENTRO PUBLIC FACILITIES.

FISCAL IMPACT:

The proposed janitorial services contract totals \$207,024 annually. It is anticipated that the contract will be funded through the General Fund, though Measure P funds may also be used at the discretion of the City Council. Council may provide direction regarding the preferred funding source.

Janitorial services were previously provided by the Imperial County Work Training Center (WTC) at an annual cost of \$42,336, covering the Old Post Office Pavilion, Community Center, and Adult Center. That agreement did not include the Police Station, Conrad Harrison Youth Center, or the Dr. Martin Luther King Jr. Sports Pavilion. In addition, the janitorial contract for the El Centro Library and the Literacy Center (Branch Library) recently expired and is being included in this effort.

At this time, there is no janitorial contract in place. The new Request for Proposals (RFP) expands the scope of services to include all of these facilities, with the goal of achieving economies of scale and securing more competitive pricing moving forward.

STRATEGIC PLANNING PROGRAM 2022-2027 RELATION:

Recreation & Lifelong Learning

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.:

Staff has completed the due diligence process. MYLO Corporate Maintenance & Janitorial Services has an active business license with the City. Additionally, reference checks completed verified the qualifications and past performance of MYLO. References provided by MYLO were confirmed and reflected a strong track record of reliability, quality of service, and experience with municipal and high-security facilities.

BACKGROUND:

The City's routine Janitorial Maintenance Contract for El Centro public facilities has expired and is due for renewal. In compliance with the City's Purchasing and Contracting Methods Guidelines, a formal bidding process was conducted to select a qualified vendor to provide janitorial services for designated City facilities. A Request for Proposals (RFP) was completed and advertised in PlanetBids and the Imperial Valley Press, a newspaper of general circulation. The RFP was released for a period of thirty days from November 24, 2025 to December 22, 2025.

DISCUSSION:

The scope of work includes the routine custodial scheduled maintenance of the Community Center, Adult Center, Old Post Office Pavilion, Conrad Harrison Youth Center, Dr. Martin Luther King Jr. Sports Pavilion, Library, Literacy Center (Library Branch) and the Police Station. The Police Station is anticipated to be fully completed in 2026 and custodians have been approved, however, due to the large size of the facility and 24-hours operation, augmented janitorial services are required. Below is a general description of the facilities.

Facility	Size
Community Center	9,516 SF
Old Post Office Pavilion	3,680 SF
Police Station	44,000 SF*
Public Library	119,116 SF
Literacy Center (Branch Library)	1,368 SF
Conrad Harrison Youth Center	11,000 SF
Dr. Martin Luther King Jr. Sports Pavilion	26,000 SF

*The detailed scope of work for each location is attached for reference.

Proposals were submitted to the Economic Development Department on December 22, 2025. A total of three proposals were received and ranked:

- **Imperial County Work Training Center (WTC) – \$215,424**

- **MYLO Corporate Maintenance & Janitorial Services – \$207,024**
- **Base Hill – \$202,718.70**

All proposals were reviewed and scored according to the City's established selection criteria, which included understanding of the scope of work, quality and detail of the work plan, relevant municipal references, company capabilities, and overall cost. Each proposal was evaluated on a 100-point scale. A second round of interviews was conducted on January 12, 2026, at the El Centro Police Department with all three proposers. Following the interview process, MYLO received the highest overall score.

Although Base Hill submitted the lowest monetary bid, the evaluation committee determined that MYLO Corporate Maintenance & Janitorial Services was the lowest responsive and responsible bidder. MYLO demonstrated a comprehensive understanding of the City's needs, specifically including services such as exterior second-story window cleaning, and submitted a well-organized and detailed work plan. Additionally, MYLO provided strong references from municipal and high-security contracts, including services for the Imperial County Sheriff's Office and U.S. Immigration and Customs Enforcement (ICE), which is particularly important given the inclusion of the new Police Station in this contract.

Given the expanded scope of services and the need for reliable, high-quality performance with proven security protocols, staff recommends awarding the contract to MYLO Corporate Maintenance & Janitorial Services.

CONCLUSION:

Staff recommends awarding the bid to MYLO Corporate Maintenance & Janitorial Services in the annual amount of \$207,024, through the adoption of Resolution No. 26- ____,
RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL CENTRO AWARDING THE BID AND AUTHORIZING THE EXECUTION OF A CONTRACT FOR ROUTINE JANITORIAL MAINTENANCE FOR EL CENTRO PUBLIC FACILITIES.

ATTACHMENTS:

1. Resolution
2. Vendor Agreement

RESOLUTION NO. 26-

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF EL
CENTRO AWARDING THE BID AND AUTHORIZING THE
EXECUTION OF A CONTRACT FOR ROUTINE JANITORIAL
MAINTENANCE FOR EL CENTRO PUBLIC FACILITIES

WHEREAS, a Request for Proposals for Routine Janitorial Maintenance for El Centro Public Facilities (the “Project”) were adopted by City Council (the “City Council”) and the notice of inviting bids has been advertised as required by Section 2-185.15 of the City of El Centro Municipal Code for the Project; and

WHEREAS, three (3) bids were received and opened on January 22, 2026, in accordance with the law, and the Director of Community Services (“Director”) has made a report thereon; and

WHEREAS, in light of the Director’s report, the selection criteria outlined in the Project and in accordance with the El Centro Purchasing Ordinance, the City Council has determined that MYLO Janitorial, Inc., an active California corporation, submitted the most responsive and responsible bid in the total amount of two hundred seven thousand, and twenty-four dollars and zero cents (\$207,024.00); and

WHEREAS, the City Council finds that the award and approval of a contract for the Project will be 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 hereby accepts the bid of MYLO Janitorial, Inc. and rejects all other bids for the Project.
3. That the City Manager is hereby authorized to sign a contract for the Project in the total amount of two hundred seven thousand, and twenty-four dollars and zero cents (\$207,024.00), a copy of which is on file in the Office of the City Clerk on behalf of the City.
4. That the contract for the Project shall be reviewed and approved as to form by the City Attorney prior to execution and placed on file in the Office of the City Clerk.

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 _____
Michael Crankshaw, Mayor

ATTEST:

By _____
Norma Wyles, City Clerk

APPROVED AS TO FORM:
Office of the City Attorney

By _____
Joanna Hoff, 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 a 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

VENDOR AGREEMENT

This Vendor Agreement ("**Agreement**") is made and effective as of [Date] (the "**Effective Date**"), by and between the City of El Centro, a municipal corporation ("**City**"), and MYLO Janitorial, Inc., a California corporation ("**Vendor**"). City and Vendor may be referred to herein individually as a "**Party**" and collectively as the "**Parties**."

RECITALS

- A. City conducted a request for proposals to identify an experienced and qualified vendor to provide routine janitorial maintenance services for City's public facilities ("**RFP**"); and
- B. Vendor is in the business of providing professional janitorial maintenance services and submitted a bid in response to the City's RFP; and
- C. City determined that Vendor was the most responsive and responsible bid based on the selection criteria outlined in the City's RFP and in accordance with the El Centro Purchasing Ordinance; and
- D. City passed Resolution No. 26-__ selecting Vendor and awarding Vendor this contract for routine janitorial maintenance of City's public facilities; and
- E. City and Vendor now enter into this Agreement to confirm the provision of such services on the term and conditions set forth herein.

AGREEMENT

I. SERVICES

Vendor will provide the work and services listed in **Exhibit A**, attached and incorporated (the "**Scope of Services**"). Vendor warrants that all work and services set forth in the Scope of Services will be performed in a competent, professional, and satisfactory manner.

II. TERM

Unless terminated earlier as provided herein below, the term of this Agreement will be from the Effective Date for a two-year period ending on March 31, 2028 ("**Term A**"), except that the term for this Agreement for the Martin Luther King Jr. Sports Pavilion and the Conrad Harrison Youth Center will be from August 1, 2026 and ending on May 31, 2028 ("**Term B**"). Upon mutual written agreement, the Parties may extend Term A and/or Term B of this Agreement by up to three (3) one-year extensions. All days set out herein are calendar days unless otherwise provided.

III. COMPENSATION

A. Vendor's Fee

For services rendered pursuant to this Agreement, Vendor will be paid in accordance with the Compensation Schedule attached hereto and incorporated as **Exhibit B**; provided, however, that in no event will the total amount of money paid to Vendor for the Scope of Services under this Agreement exceed the sum of Two Hundred Seven Thousand Twenty-Four Dollars (\$207,024) ("**Agreement Sum**") per year, unless otherwise first approved in writing by City. Should this Agreement be renewed, the Vendor's Compensation Schedule may be adjusted upon the written agreement of the Parties.

B. Schedule of Payment

Provided the Vendor is not in default under the terms of this Agreement, upon presentation of an invoice, Vendor will be paid as provided herein above. Payment on undisputed items will be due within forty-five (45) days after the date of the invoice.

IV. TERMINATION OF AGREEMENT

- A. City may, at any time, for any reason, with or without cause, terminate this Agreement, or any portion hereof, by serving written notice of termination upon the Vendor at least ten (10) days prior to the date of termination. Upon receipt of said notice, the Vendor shall immediately cease all work under this Agreement, unless the notice provides otherwise. If City terminates a portion of this Agreement, such termination shall not void or invalidate the remainder of this Agreement.
- B. In the event this Agreement is terminated pursuant to this section, City shall pay to Vendor the actual cost of the work performed up to the time of termination, less any disputed amounts. Upon termination of the Agreement pursuant to this section, the Vendor will submit an invoice to City as provided hereinabove.

V. FORCE MAJEURE

If either Party fails to perform its obligations because of strikes, lockouts, labor disputes, embargoes, acts of God, inability to obtain labor or materials or reasonable substitutes for labor or materials, governmental restrictions, governmental regulations, governmental control, judicial orders, enemy or hostile governmental action, civil commotion, fire or other casualty, or other causes beyond the reasonable control of the Party obligated to perform, then that Party's performance shall be excused for a period equal to the period of such cause for failure to perform but there shall be no monetary adjustment. Vendor shall immediately notify City in writing of failure to perform or any delay in the completion of the services provided under this Agreement. The written notice shall include an explanation of the cause for, and a reasonable estimate of the length of the delay, if applicable.

VI. CITY REPRESENTATIVE

City's Community Services Director or designee ("**City's Representative**") shall represent City in all matters pertaining to the administration of this Agreement, with respect to the services provided under this Agreement and to make all decisions in connection with this Agreement. Whenever approval, directions, or other actions are required by City under this Agreement, those actions will be taken by the City Representative unless otherwise stated. City's Manager has the right to designate another City Representative at any time, by providing notice to Vendor.

VII. VENDOR REPRESENTATIVE(S)

Vendor's Alma Caballero and Luis Caballero is/are designated as being the principal(s) and representative(s) of Vendor authorized to act on its behalf with respect to the work specified in this Agreement and make all decisions in connection with this Agreement. Vendor shall not change the designated representatives without prior written consent of City.

VIII. BUSINESS LICENSE

The Vendor must obtain a City business license prior to the start of work under this Agreement, unless Vendor is qualified for an exemption.

IX. OTHER LICENSES AND PERMITS

Vendor warrants that it has all professional, contracting, and other permits and licenses required to undertake the work contemplated by this Agreement.

X. VENDOR'S RECORDS

Records of the Vendor's time pertaining to the services provided under this Agreement and records of accounts between City and Vendor will be kept on a generally recognized accounting basis. Vendor will also maintain all other records, including without limitation invoices, correspondence, specifications, drawings, progress reports, and the like, relating to the Vendor's the services provided under this Agreement. All records will be available to City during normal working hours. Vendor will maintain these records for three (3) years after final payment, whether by expiration or termination of this Agreement.

XI. RETENTION OF FUNDS

Vendor authorizes City to deduct from any amount payable to Vendor (whether or not arising out of this Agreement) any amounts the payment of which may be in dispute or that are necessary to compensate City for any losses, costs, liabilities, or damages suffered by City, and all amounts for which City may be liable to third parties, by reason of Vendor's acts or omissions in performing or failing to perform Vendor's obligations under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Vendor, or any

indebtedness exists that appears to be the basis for a claim, City may withhold from any payment due, without liability for interest because of the withholding, an amount sufficient to cover the claim. The failure of City to exercise the right to deduct or to withhold will not, however, affect the obligations of Vendor to insure, indemnify, and protect City as elsewhere provided in this Agreement.

XII. NON-LIABILITY OF CITY OFFICERS AND EMPLOYEES

To the maximum extent permitted by law, no officer or employee of City will be personally liable to Vendor, in the event of any default or breach by City or for any amount that may become due to Vendor under this Agreement.

XIII. INDEPENDENT CONTRACTOR

- A. Vendor is and shall at all times remain as to City a wholly independent contractor. Vendor's employees performing the services under this Agreement on behalf of Vendor shall at all times be under Vendor's exclusive direction and control. Neither City nor any of its officers, employees, or agents shall have control over the conduct of Vendor or any of Vendor's employees, except as set forth in this Agreement. Vendor shall not at any time or in any manner represent that it or any of its employees or agents are in any manner employees or agents of City. Vendor shall not incur nor have the power to incur any debt, obligation, or liability whatsoever on behalf of City, or bind City in any manner whatsoever.
- B. No employee benefits shall be available to Vendor in connection with the performance of this Agreement. Except for the fees paid to Vendor as provided in this Agreement, City shall not pay salaries, wages, or other compensation to Vendor and/or its employees for performing the services provided under this Agreement for City. City shall not be liable for compensation or indemnification to Vendor for injury or sickness to its employee(s) arising out of performing the services provided under this Agreement.

XIV. SUBCONTRACTORS

Before Vendor retains or hires a subcontractor to provide any work, labor, or services relative to this Agreement, Vendor must:

- A. Present the name and identifying information of the subcontractor that will provide any work, labor, or services to City;
- B. Present to City the form of subcontract that will be used with the subcontractor for City's approval, which approval will not be unreasonably withheld. Such subcontract agreement must include an indemnity agreement that is generally in accord with the indemnity obligations contained herein of this Agreement and must specifically name City as an indemnified party; and
- C. Secure from the subcontractor evidence of insurance coverage that meets with this Agreement including naming City as an additional insured as required by this Agreement, unless such requirement is waived in writing by City as provided

herein below.

XV. INDEMNIFICATION

Vendor shall indemnify, defend, and hold harmless City, and its officers, employees, and agents (“**City Indemnitees**”), from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable attorney’s fees and costs of litigation (“**Claims**”), arising out of the Vendor’s performance of its obligations under this Agreement or out of the operations conducted by Vendor, including City’s active or passive negligence, except for such loss or damage arising from the sole negligence or willful misconduct of City. In the event City Indemnitees are made a party to any action, lawsuit, or other adversarial proceeding arising from Vendor’s performance of this Agreement, the Vendor shall provide a defense to City Indemnitees or at City’s option reimburse City Indemnitees their costs of defense, including reasonable attorney’s fees, incurred in defense of such Claims.

Payment by City is not a condition precedent to enforcement of this indemnity. In the event of any dispute between Vendor and City, as to whether liability arises from the sole negligence or willful misconduct of City or its officers, employees, or agents, Vendor will be obligated to pay for City’s defense until such time as a final judgment has been entered adjudicating City as solely negligent or to have acted with willful misconduct. Vendor 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.

XVI. INSURANCE

Without limiting Vendor’s indemnification of City, and prior to commencement of work, Vendor shall obtain, provide, and maintain at its own expense during the term of this Agreement, policies of insurance of the types and amounts described below and in a form that is satisfactory to City.

General liability insurance. Vendor 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 one million dollars (\$1,000,000) per occurrence, two million dollars (\$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. Vendor 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 Vendor 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 one million dollars (\$1,000,000) combined single limit for each accident.

(IF NEEDED) Umbrella or excess liability insurance. Vendor 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 Vendor 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.

Workers' compensation insurance. Vendor shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least one million dollars (\$1,000,000)).

Vendor 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.

Other provisions or requirements

Proof of insurance. Vendor shall provide certificates of insurance and required endorsements to City as evidence of the insurance coverage required herein as **Exhibit C**.

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. Vendor 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 Vendor, their agents, representatives, employees, or subconsultants.

Primary/non-contributing. Coverage provided by Vendor 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 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 Vendor or City will withhold amounts sufficient to pay premium from Vendor 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 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 Vendor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Vendor 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). Vendor acknowledges and agrees that any actual or alleged failure on the part of City to inform Vendor of non-compliance with any requirement imposes no additional obligations on 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 Vendor maintains higher limits than the minimums shown above, City requires and shall be entitled to coverage for the higher limits maintained by the Vendor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to City.

Notice of cancellation. Vendor agrees to oblige its insurance agent or broker and insurers to provide 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 Vendor's insurers are unwilling to provide such notice, then Vendor shall have the responsibility of notifying City immediately in the event of Vendor'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 Vendor'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. Vendor agrees to ensure that its subconsultants, subcontractors, and any other party who is brought into or involved in the services by Vendor (hereinafter collectively "**Subcontractor**"), provide the same minimum insurance coverage and endorsements required of Vendor. Vendor 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 Vendor's Subcontractor cannot comply with this requirement, which proof must be submitted to City, Vendor may still be able to utilize the Subcontractor provided Vendor 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 Vendor, but in all other terms consistent with the Vendor's requirements under this Agreement. This provision does not relieve the Vendor 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 Vendor 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 Vendor under this Agreement given the limited scope of work or services provided by the Subcontractor. Vendor agrees that upon request, all agreements with Subcontractors, and others engaged in the services, will be submitted to City for review.

City's right to revise specifications. 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 Vendor ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Vendor, City and Vendor may renegotiate Vendor'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. Vendor shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Vendor's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

Additional insurance. Vendor 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.

XVII. CONFLICT OF INTEREST

No officer or employee of City may have any financial interest, direct or indirect, in this Agreement, nor may any officer or employee participate in any decision relating to the Agreement that affects the officer or employee's financial interest or the financial interest of any corporation, partnership or association in which the officer or employee is, directly or indirectly interested, in violation of any law, rule or regulation.

No person may offer, give, or agree to give any officer or employee or former officer or employee, nor may any officer or employee solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation or any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any way pertaining to any program requirement, contract or subcontract, or to any solicitation or proposal.

Vendor shall complete and submit to City the Levine Act Statement, attached and incorporated as **Exhibit D** to this Agreement.

XVIII. NOTICE

All notices, requests, demands, or other communications under this Agreement will be in writing. Notice will be sufficiently given for all purposes as follows:

- A. Personal delivery. When personally delivered to the recipient; notice is effective on delivery.
- B. First Class mail. When mailed first class to the last address of the recipient known to the party giving notice, notice is effective three mail delivery days after deposit in a United States Postal Service office or mailbox.
- C. Certified mail. When mailed certified mail, return receipt requested, notice is effective on receipt, if delivery is confirmed by a return receipt.
- D. Overnight delivery. When delivered by an overnight delivery service, charges prepaid or charged to the sender's account; notice is effective on delivery, if delivery is confirmed by the delivery service.
- E. Facsimile transmission. When sent by fax to the last fax number of the recipient known to the party giving notice; notice is effective on receipt. Any notice given by fax will be deemed received on the next business day if it is received after 5:00 p.m. (recipient's time) or on a non-business day.

Addresses for purpose of giving notice are as follows:

To CITY: City of El Centro Community Services Department

With a copy to City Clerk, City of El Centro
1275 Main St.
El Centro, CA

To VENDOR: MYLO Corporate Maintenance and Janitorial Services

Attention: Alma Caballero/Luis Caballero

- F. Any correctly addressed notice that is refused, unclaimed, or undeliverable because of an act or omission of the Party to be notified, will be deemed effective as of the first date the notice was refused, unclaimed, or deemed undeliverable by the postal authorities, messenger or overnight delivery service.
- G. Either Party may change its address or fax number by giving the other party notice of the change in any manner permitted by this Agreement. Any change in address or fax number that is not provided to the other Party will not void delivery of any notice under this Agreement, and delivery to the last known address or fax number shall be deemed sufficient for notice under this Agreement.

XIX. PROHIBITION AGAINST ASSIGNMENT AND SUBCONTRACTING

This Agreement and all exhibits are binding on the heirs, successors, and assigns of the parties. The Agreement may not be assigned or subcontracted by either Party without the prior written consent of the other.

XX. INTEGRATION; AMENDMENT

This Agreement represents the entire understanding of City and Vendor as to those matters contained in it. No prior oral or written understanding will be of any force or effect with respect to the terms of this Agreement. The Agreement may not be modified or altered except in writing signed by both parties. No waiver of any term or conditions of this Agreement shall be a continuing waiver thereof.

XXI. INTERPRETATION

The terms of this Agreement should be construed in accordance with the meaning of the language used and should not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction that might otherwise apply.

XXII. SEVERABILITY

If any part of this Agreement is found to be in conflict with applicable laws, that part will be inoperative, null and void insofar as it is in conflict with any applicable laws, but the remainder of the Agreement will remain in full force and effect.

XXIII. COUNTERPARTS

This Agreement may be executed in counterparts, which when taken together shall constitute a single signed original as though all Parties had executed the same page.

XXIV. TIME OF ESSENCE

Time is of the essence in the performance of this Agreement.

XXV. GOVERNING LAW; JURISDICTION

This Agreement will be administered and interpreted under the laws of the State of California. Jurisdiction of any litigation arising from the Agreement will be in a court of competent jurisdiction within the county in which City is located.

XXVI. CONFLICTS BETWEEN TERMS

If an apparent conflict or inconsistency exists between the main body of this Agreement and the Exhibits, the main body of this Agreement shall control. Varying degrees of stringency among the main body of this Agreement, the Exhibits, and laws, rules, regulations, orders, or codes are not deemed conflicts, and the most stringent

requirement shall control. Each Party shall notify the other immediately upon the identification of any apparent conflict or inconsistency concerning this Agreement.

XXVII. COMPLIANCE WITH STATUTES AND REGULATIONS

Vendor will be knowledgeable of and will comply with all applicable federal, state, local, county, and city statutes, rules, regulations, ordinances, and orders.

XXVIII. WAIVER OF BREACH

No delay or omission in the exercise of any right or remedy by a non-defaulting Party on any default will impair the right or remedy or be construed as a waiver. A Party's consent or approval of any act by the other Party requiring the former's consent or approval will not be deemed to waive or render unnecessary the former's consent to or approval of any subsequent act. Any waiver by either Party of any default must be in writing and will not be a waiver of any other default concerning the same or any other provision of this Agreement.

XXIX. ATTORNEY'S FEES

Except as provided for herein above, in any dispute, litigation, arbitration, or other proceeding by which one Party either seeks to enforce its rights under this Agreement (whether in contract, tort, or both) or seeks a declaration of any rights or obligations under this Agreement, the prevailing Party will be awarded reasonable attorney's fees, together with any costs and expenses, to resolve the dispute and to enforce any judgment, including post-judgment attorney's fees costs and expenses and any attorneys' fees or costs incurred on appeal of any judgment.

XXX. EXHIBITS

All exhibits identified in this Agreement are incorporated into the Agreement by this reference.

XXXI. VENDOR'S AUTHORITY TO EXECUTE

The persons executing this Agreement on behalf of the Vendor warrant: (i) the Vendor is duly organized and existing under the appropriate state laws; (ii) they are duly authorized to execute this Agreement on behalf of the Vendor; (iii) by so executing this Agreement, the Vendor is formally bound to the provisions of this Agreement; and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which the Vendor is bound.

[Signatures on Following Pages]

By VENDOR: MYLO Janitorial, Inc.

A California corporation

Signature

Name

Title

CITY OF EL CENTRO
A Municipal Corporation

Mayor/City Manager

ATTEST:

City Clerk

APPROVED AS TO FORM:

By City Attorney

Attachments:	Exhibit A	Scope of Services
	Exhibit B	Compensation Schedule
	Exhibit C	Insurance Requirements
	Exhibit D	Levine Act

EXHIBIT A – SCOPE OF WORK

Facility	Restroom Facility(s)	Scope Description	Price
Police Station (Future Building) Location: 1150 Main Street Approximate Square Footage of Facility To be determined. Highlighted Cleaning Areas Document Provided.	19	• Service the facility Three (3) days per week (Mondays, Wednesdays, Fridays). • Clean public and employee restroom facilities: sweep, mop, sanitize, clean mirrors, clean toilets and/or urinals, and other fixtures. • Sweep, mop, sanitize, clean mirrors, clean tables, and other fixtures in the following areas: ○ Lobby Area ○ Conference Rooms ○ Three Kitchens ○ Gym ○ Locker Room (including showers) ○ Hallways • Vacuum and dust all furniture. • Clean front windows (interior and exterior), window sills, and front doors. • Remove all trash from common areas and replace with new trash bags. • Wipe and clean walls. • Trash pickup daily from the front and back areas of the facility. • Clean and sanitize high-touch areas, including door handles, light switches, and countertops. • Restock toiletry supplies such as toilet paper, soap, and toilet liners <u>Monthly Cleaning</u> • Clean exterior second story windows. • Machine scrub restroom floors. • Clean baseboards and door frames. • Clean vents and ceiling air returns. <u>Annual services</u> • Two (2) wax applications and carpet cleaning. Service is to be scheduled within (30) days of the facility's service and six (6) months following the start of the service. <i>(Note) The City will provide all toiletry items and other necessary cleaning supplies for restocking.</i>	

Facility	Restroom Facility(s)	Scope Description	Price
Public Library Location: 1198 N Imperial Ave. El Centro, CA 92243 Approximate Square Footage 119,116 SF	4	Service the facility two (2) days per week (Monday and Thursday). • Lobby • Restrooms • Janitor Closet • Study Rooms (2) • Collection & Seating Area • Living Room & Magazine/Periodicals Area • Adult & Computer Area • Work Room & Bookstore (NIC) • Innovation Center • Homework Center • Teen Center • Great Room Area ◦ Self-Check; Market Place; Computers; Service Desk & Hold • Children Area ◦ Story time Area; Collection & Seating; Early Childhood Area-Stage and Toy Car ◦ Kitchen Counter • Staff Workroom/Receiving Area ◦ Director's Office; Business Office ◦ Storage, & Lounge • Community Room B ◦ Storage & Servery (NIC) • Community Room A • Book stacks and shelving areas • Entryways, and corridors • Exterior areas: ◦ Building perimeter sidewalks and walkways ◦ Exterior trash and recycling receptacles ◦ Entryway mats and ramps ◦ Library parking lot edges and approach areas (as applicable) • Outdoor Patio with seating areas ◦ Reading Patio ◦ Community Patio Daily Cleaning: Public Areas, Reading Rooms, Study Rooms and Book Stacks • Empty and replace all trash and recycling receptacles; clean and disinfect lids and surrounding areas. • Vacuum all carpeted areas.	

		• Sweep and damp mop all hard floors. • Dust tables, chairs, shelves, counters, copiers/shredders, storage cabinets and exposed surfaces. • Wipe down tables, chairs, shelves, counters, copiers/shredders, storage cabinets and exposed surfaces. • Clean and disinfect all high-touch surfaces (door handles, light switches, railings, etc.). • Dust desks, phones, and accessible surfaces. • Spot-clean walls, glass doors, and partitions. • Straighten furniture and reading materials. • Clean interior entry glass doors and sidelights. • Spot clean smudges and fingerprints from all glass, windows, and mirrors. • Spider web removal within 10 ft. as needed. Restrooms • Clean, disinfect, and sanitize all toilets, urinals, sinks, fixtures, and dispensers. • Restock supplies (toilet tissue, soap, paper towels, feminine products, etc.). • Empty trash receptacles and sanitary bins; clean and disinfect them. • Sweep and mop floors with disinfectant solution. • Clean mirrors, partitions, baseboards and walls. • Report leaks or plumbing issues immediately. • Spider web removal within 10 ft. as needed. Breakrooms and Kitchenettes • Clean and disinfect sinks, countertops, tables, and appliance exteriors. • Empty trash and recycling. • Sweep and mop floors. • Clean microwaves (inside and out). • Dishwashing • Clean and disinfect cabinets above and below countertops. • Spider web removal within 10 ft. as needed. Entryways, Lobbies, and Corridors • Sweep/vacuum and mop. • Clean door glass and metal frames. • Wipe benches, ledges, and display cases. • Remove litter and debris from entrance areas. • Spider web removal within 10 ft. as needed.	
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		Exterior and Perimeter & Patio Areas (5ft from building) • Leaf blow library entrances, sidewalks, patios and building perimeter. • Empty outdoor trash and recycling receptacles. • Clean outdoor furniture (tables, benches, chairs) using approved cleaning solutions. • Remove litter from patios, walkways, and building perimeter. • Spot-clean exterior glass doors and surrounding panels. • Shake out and clean entry mats and rugs. • Report any graffiti, damage, or maintenance concerns to management immediately. • Spider web removal. Monthly Cleaning • Window glass cleaning interior accessible surfaces. • Clean exterior windows up to 25-feet in elevation. • Machine scrub restroom floors. • Clean baseboards and door frames. • Clean vents and ceiling air returns. Semi-Annual Deep Cleaning • Deep extract clean carpets (two times per year). • Clean exterior entrances, doors, and adjacent sidewalks. • Machine scrub all hard floors. • Window glass cleaning exterior accessible. <i>(Note) The City will provide all toiletry items and other necessary cleaning supplies for restocking.</i>	
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Facility	Restroom Facility(s)	Scope Description	Price
Library Branch Location: 375 S 1st Street El Centro, CA 92243 Approximate Square Footage ~1,368 SF	0	Service the facility one day per week. - Library Room: - Seating area - Computer Workstation - Conference table - Staff workstation Daily Cleaning: Library Room - Empty and replace all trash and recycling receptacles; clean and disinfect lids and surrounding areas. - Sweep and damp mop hard floors. - Dust tables, chairs, shelves, counters, copiers/shredders, storage cabinets and exposed surfaces. - Wipe down tables, chairs, shelves, counters, copiers/shredders, storage cabinets and exposed surfaces. - Clean and disinfect all high-touch surfaces (door handles, light switches, railings, etc.). - Dust desks, phones, and accessible surfaces. - Spot-clean walls, and partitions. - Straighten furniture and reading materials. - Clean entry doors. - Spot clean smudges and fingerprints from all glass, windows and mirrors. - Spider web removal. Monthly Cleaning - Window glass interior cleaning. - Dust blinds, window sills and ceiling vents. - Clean light fixtures and diffusers. - Clean baseboards and door frames. - Clean vents and ceiling air returns. (Note) The City will provide all toiletry items and other necessary cleaning supplies for restocking.	

Facility	Restroom Facility(s)	Scope Description	Price
Community Center Location: 375 S. First Street Approximate Square Footage 9,516 SF	3	• Service the facility five (5) days per week (Monday through Friday). • Clean public restroom facilities (each with four (4) stalls): sweep, mop, sanitize, and clean mirrors and other fixtures. • Sweep, mop, sanitize, and clean the mirrors and other fixtures in the following areas: ○ Rooms A & B ○ Kitchen Area ○ Main Office ○ Director's Office ○ Supervisor's Office ○ All Activity Rooms • Vacuum and dust all furniture. • Clean windows (interior and exterior), window sills, and the front counter window in the main office. • Remove all trash and replace with new trash bags. • Trash pickup daily from the front and back areas of the facility. • Trash pickup daily from the Splash Pad area. • Trash pickup daily from the playground area. • Clean and sanitize high-touch areas, including door handles, light switches, and countertops. • Restock toiletry supplies such as toilet paper, soap, and toilet liners Annual Services: • Two (2) wax applications and carpet cleaning. Service is to be scheduled within (30) days of the facility's service and six (6) months following the start of the service. <i>(Note) The City will provide all toiletry items and other necessary cleaning supplies for restocking.</i>	

Facility	Restroom Facility(s)	Scope Description	Price
Adult Center Location: 385 S. First Street Approximate Square Footage 8,004 SF	2	• Service the facility five (5) days per week (Monday through Friday). • Clean public restroom facilities (each with two (2) stalls): sweep, mop, sanitize, and clean mirrors and other fixtures. • Sweep, mop, vacuum, sanitize, and clean the mirrors, and other fixtures in the following areas: ○ Front Lobby Area ○ Conference Room ○ Coordinator Office ○ Multipurpose Room ○ Kitchen • Vacuum and dust all furniture. • Clean all windows (interior and exterior), window sills, front doors, and windows around the facility. • Remove all trash and replace with new trash bags. • Trash pickup daily from the front and back areas of the facility. • Clean and sanitize high-touch areas, including door handles, light switches, and countertops. • Restock toiletry supplies such as toilet paper, soap, and toilet liners. Annual Services: • Two (2) wax applications and carpet cleaning. Service is to be scheduled within (30) days of the facility's service and six (6) months following the start of the service. • Carpet cleaning is to be performed annually. Service is to be scheduled within thirty (30) days of the start of the Agreement and six (6) months following the start of service. <i>(Note) The City will provide all toiletry items and other necessary cleaning supplies for restocking.</i>	

Facility	Restroom Facility(s)	Scope Description	Price
Old Post Office Location: 230 S. 5 th Street Approximate Square Footage 3,680 SF	4	• Service the facility Three (3) days per week (Mondays, Wednesdays, Fridays). • Clean public restroom facilities (each with four (4) stalls): sweep, mop, sanitize, and clean mirrors and other fixtures. • Sweep, mop, sanitize, and clean the mirrors and other fixtures in the following areas: ○ Lobby Area ○ Multipurpose Room ○ Stage ○ Small Kitchen ○ Activity Rooms • Vacuum and dust all furniture. • Clean front windows (interior and exterior), window sills, and front doors. • Remove all trash and replace with new trash bags. • Wipe and clean marble walls • Trash pickup daily from the front and back areas of the facility. • Clean and sanitize high-touch areas, including door handles, light switches, and countertops. • Restock toiletry supplies such as toilet paper, soap, and toilet liners <i>(Note) The City will provide all toiletry items and other necessary cleaning supplies for restocking.</i>	

Facility	Restroom Facility(s)	Scope Description	Price
Conrad Harrison Youth Center Location: 750 Park Ave, Approximate Square Footage ~11,000 SF	0	• Service the facility five (5) days per week (Tuesday through Saturday). • Sweep, mop, clean and sanitize furniture, and clean other fixtures in the following areas: ○ Lobby ○ Activity Room • Clean windows (interior and exterior), window sills, doors, the front counter window in the lobby, main office and the back window of the main office. • Remove all trash and replace with new trash bags. • Dust mop, remove all shoe scuffs and hard stains on wood floor inside gymnasium. • Sweep, mop, clean and sanitize bleachers (top and bottom) inside gymnasium. • Clean and sanitize lockers inside the gymnasium. • Clean and sanitize wall padding inside the gymnasium. • Trash pickup daily from the front and back areas of the facility including courtyard, parking lot and landscaping areas. • Clean and sanitize the courtyard tables and chairs. • Clean and sanitize high-touch areas, including door handles, light switches, and countertops. Annual Services: • One (1) strip and wax gymnasium wood floor. Abrade floor, clean dust and debris from floor and apply three coats of Hillyard Pro 200 gym finish. Service is to be scheduled at least (30) days in advance for the month of August. <i>(Note) The City will provide all toiletry items and other necessary cleaning supplies for restocking.</i>	

Facility	Restroom Facility(s)	Scope Description	Price
Dr. Martin Luther King Jr. Sports Pavilion Location: 770 Park Ave, Approximate Square Footage ~26,000 SF	2	• Service the facility five (5) days per week (Tuesday through Saturday). • Clean public restroom facilities (eleven (11) stalls in women's, six (6) stalls and five (5) urinals in men's): sweep, mop, sanitize, and clean mirrors and other fixtures including handwashing sinks. • Restock toiletry supplies such as toilet paper, soap, and toilet liners • Sweep, mop, sanitize, and clean other fixtures in the following areas: • Lobby • Dust mop, remove all shoe scuffs and hard stains on rubber and concrete floor inside sports pavilion. • Clean and sanitize lockers inside the sports pavilion. • Clean and sanitize field walls inside the sports pavilion. • Clean and sanitize bleachers inside the sports pavilion. • Sweep walking track. • Clean windows (interior and exterior), window sills, doors in the lobby. • Remove all trash and replace with new trash bags. • Trash pickup daily from the front and back areas of the facility, south parking lot and landscaping areas. • Clean and sanitize high-touch areas, including door handles, light switches, and countertops. <i>(Note) The City will provide all toiletry items and other necessary cleaning supplies for restocking.</i>	

SCOPE OF WORK

GENERAL: Vendor shall be experienced in cleaning police and recreation facilities, restrooms, and common areas. Vendor shall also have expertise in trash removal practices and provide skilled uniformed workers with adequate equipment to perform the scope of services consistently throughout the year.

The work to be performed shall include all items listed in this scope of work, including:

- Report any and all suspicious or illegal activities in City facilities immediately to the Police Supervisor, Recreation Supervisor or their designee.
- Service the areas five (5) days a week (Monday through Friday), unless otherwise noted.
- Daily cleaning of sinks, toilets, urinals, floors, restroom walls, and surrounding areas, including wet mopping and floor squeegeeing to ensure a non-slip surface and proper drying before public use.
- Daily dumping of trash cans and replacing trash bags.
- Trash pickup daily in park areas, playground, and around trash cans.
- Weekly power washing of sidewalks and entrance areas to maintain cleanliness and remove stains or gum.
- Clean and sanitize high-touch surfaces, including door handles, countertops, and light switches.
- Dust and clean furniture, fixtures, and accessible surfaces.
- Restock paper items, soap, and other restroom sanitary items as needed.
- Conduct quarterly deep cleaning services, including pressure washing designated surfaces and ensuring the facility's cleanliness meets standards set by the City.

Vendor shall regularly inspect the area for graffiti or vandalism. If found, the on-site supervisor will contact the Police Supervisor, Recreation Supervisor or their designee to report such findings.

Vendor must also dispose on days of scheduled maintenance, by whatever means appropriate, all debris and trash in and around dumpsters on site provided by the City for City jobs only.

EXHIBIT B – COMPENSATION SCHEDULE



Fee Proposal for Janitorial Maintenance for Police and Recreation Facilities.

Facility	Address	Price
Police Station (Future Building)	1150 Main Street. El Centro, Ca	\$ 4,647.00
Public Library	1198 N Imperial Ave. El Centro, Ca	\$ 1,867.00
Library Branch	375 S 1st Street. El Centro, Ca	\$ 1,678.00
Community Center	375 S. First Street. El Centro, Ca	\$ 1,721.00
Adult Center	385 S. First Street. El Centro, Ca	\$ 1,451.00
Old Post Office	230 S. 5th Street. El Centro, Ca	\$ 1,792.00
Conrad Harrison Youth Center	750 Park Ave. El Centro, Ca	\$ 1,226.00
Dr. Martin Luther King Jr. Sports Pavilion	770 Park Ave. El Centro, Ca	\$ 2,870.00

Monthly Total \$ 17,252.00

EXHIBIT C – INSURANCE REQUIREMENTS

SEE ATTACHMENT

EXHIBIT D – LEVINE ACT

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:

Michael Crankshaw
Claudia Camarena
Sylvia Marroquin
Sonia Carter
Marty Ellett

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)

Effective Jan. 1, 2025



City Council of the City of El Centro

1275 W. Main Street
El Centro, CA 92243

SUBMITTED

ACTION ITEM (ID # 2026-23)

Item: 4.

Meeting: 2/3/2026 3:30 PM

Department: City Clerk

Category: Action Item

Prepared by: Norma Wyles, City Clerk

Department Head: Michael Crankshaw

DOC ID: 2026-23

**Discussion and any necessary action regarding City Council Assignments/
Committee Appointments.**

CITY MANAGER'S RECOMMENDATION:

Approve appointments.

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. City Council Assignments 2026

CITY COUNCIL ASSIGNMENTS

MAYOR CRANKSHAW 2026

<u>Committees without regular meeting schedule – called as needed – Ad-Hoc*</u>	<u>CURRENT Primary/Alternate</u>
COVID-19 Pandemic Response & Economic Recovery Task Force (meeting called by the County)	Carter/Ellett
Cannabis Task Force	Ellett/Crankshaw
Legislative & Funding Opportunities Task Force	Camarena/Carter
Public Safety Task Force	Ellett/Crankshaw
Downtown Ad Hoc Committee-Continuum of Care-Homeless Services	Carter/Camarena
Veteran’s Wellness Committee	Camarena/Crankshaw
<u>Committees with Regular Meeting Schedule</u>	<u>CURRENT Chair is listed first</u>
Community Enhancement Task Force	Crankshaw/Marroquin
Task Force to End Homelessness	Camarena/Carter
Finance Committee	Marroquin/Crankshaw
<u>NON-PROFIT FOUNDATION-Brown Act Governed</u>	<u>CURRENT</u>
Friends of Community Service Foundation Board	Marroquin
<u>EVALUATION PANELS: Ad-Hoc Committees</u>	<u>CURRENT</u>
City Clerk	Marroquin/Ellett
City Manager	Carter/Crankshaw
<u>CALIFORNIA LEAGUE OF CITIES APPOINTMENTS</u>	<u>CURRENT</u>
Transportation, Communications & Public Works (Safety) Policy Committee	Carter
Revenue and Taxation Committee	Camarena
California League of Cities – Division President	Marroquin
<u>COMMITTEES OUTSIDE THE CITY – Subject to their rules</u>	<u>PRIMARY/ ALTERNATE - CURRENT</u>
CJPIA (California Joint Powers Insurance Authority)	Marroquin/Carter
ECRMC Board of Trustees	All Council Members
Air Pollution Control Advisory Board	Ellett/Marroquin
Airport Advisory Committee	Ellett/Crankshaw
Imperial County Film Commission	Carter/Camarena
Imperial Valley Regional Chamber of Commerce	Camarena/Carter
United Way-Emergency Food Shelter Program	Carter/Crankshaw

Mexican Liaison	Camarena/Marroquin
Citizen Advisory Committee (Centinela State Prison)	Ellett/Camarena
IID 2 on 2 (Imperial Irrigation District)	Crankshaw/Marroquin
SCAG (Southern California Association of Governments) (City Appt.)	Crankshaw/Camarena
LAFCO (LAFCO)	Marroquin
ICTC (Imperial County Transportation Commission) LTA (Local Transportation Authority) SAFE (Service Authority for Freeway Emergencies) Meets IVRMA (Imperial Valley Resource Management Agency)	Crankshaw/Carter

*Ad-Hoc committees with two members with not set schedule, called as needed, are not subject to the Brown Act and the public is not included.

** Standing Committees are subject to the Brown Act and will be scheduled through the City Clerk's Office. Minutes must be taken but a recording will suffice.



City Council of the City of El Centro

1275 W. Main Street
El Centro, CA 92243

SUBMITTED

ACTION ITEM (ID # 2026-17)

Item: 5.

Meeting: 2/3/2026 3:30 PM

Department: Public Works

Category: Informational Items

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DOC ID: 2026-17

Update Emergency Declaration - WWTP Bar Screen Failure

CITY MANAGER'S RECOMMENDATION:

Informational item only

FISCAL IMPACT:

No impact to the General Fund. Project to be funded by the wastewater enterprise working capital. The estimated cost is about \$800,000.00

STRATEGIC PLANNING PROGRAM 2022-2027 RELATION:

Environmental Sustainability & Infrastructure

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

NA

BACKGROUND:

The first piece of equipment that receives incoming sewer flow at the WWTP is a mechanical trash bar screen. The purpose of the screen is to remove inorganic materials (plastics, debris, etc.) from the wastewater stream before it enters the treatment process and to divert these materials for disposal at a landfill. The trash bar failed and on January 20, 2026, Council approved a local emergency resolution to allow the repairs to proceed quickly.

DISCUSSION:

Staff has obtained quotes from the equipment supplier and is working to place the order. Staff has also obtained a quote from a contractor and is working to set up the agreement to be in place once the equipment is delivered. Public works will be returning to Council to provide updates as work and contracts are established.

CONCLUSION:

NA. Information item only.

ATTACHMENTS:

None