

AGENDA  
ITEM

**11**



# AGENDA STAFF REPORT

**DATE:** March 6, 2019

**TO:** Mayor and City Council

**APPROVED BY:** David Dale, City Manager *DD*

**PREPARED BY:** Lilliana Falomir, Public Works Manager *L. Falomir*

**SUBJECT:** Authorize the City Manager to Sign Amendment No. 1 to the Agreement of Professional Services with The Holt Group, Inc. for Construction Management and Inspection Services for Cesar Chavez Blvd. Improvement Project Federal Project No. HPLUL-5168(017).

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**Recommendation:**

Authorize the City Manager to Sign Amendment No. 1 to the Agreement of Professional Services with The Holt Group, Inc. for Construction Management and Inspection Services for Cesar Chavez Blvd. Improvement Project Federal Project No. HPLUL-5168(017).

**Background:**

On August 1, 2019, the City Council of the City of Calexico authorized the City Manager to sign Agreement of Professional Services with The Holt Group, Inc. in the amount of \$132,625.00 for construction management and inspection services for Cesar Chavez Blvd. Improvement Project Federal Project No. HPLUL-5168(017). The original compensation was based upon a time period of 180 calendar days as per the Request for Proposals dated April 29, 2018. The Holt Group, Inc. began working on the Cesar Chavez Blvd. Improvement Project on August 14, 2018 and the 180 calendar day time period concluded on February 10, 2019.

**Discussion & Analysis:**

During the construction of Cesar Chavez Blvd. Improvement Project, The Holt Group has been providing daily construction management and inspection services. In addition, they has also provide additional services that were not part of their original scope of work but have been detrimental in avoiding additional delays during construction of Cesar Chavez Blvd., for example:

1. Geotechnical quality assurance inspection per Federal Highway Administration funding requirements.

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2. Securement of Caltrans Traffic Control Encroachment Permit.
3. Administration and coordination of utility permits, utility facilities and relocation.
4. Administration and coordination with the Imperial Irrigation District (IID).
5. Administration and coordination of Union Pacific Railroad Permit.
6. Coordinating and administrating the drainage plan.
7. Administration and coordination assistance to remove and demolish abandon building on Cesar Chavez Blvd. right-of-way.

Please note, that due to modifications, utility relocation and additional construction work that was not anticipated during the design phase of said project Pyramid Construction and Aggregate, Inc. construction contract has been extended for an additional 84 days via approved change orders by City Council. With the extension of the construction contract The Holt Group's agreement of professional services will also need to be amended in order to continue providing construction management and inspection services from February 11, 2019 thru May 30, 2019.

City staff is requesting that the City Council of the City of Calexico authorize the City Manager to sign Amendment No. 1 to the Agreement of Professional Services with The Holt Group, Inc. for Construction Management and Inspection Services for Cesar Chavez Blvd. Improvement Project Federal Project No. HPLUL-5168(017).

**Fiscal Impact:**

Budgeted Item for FY 2018-2019  
Measure "D" Funds \$193,827.50

**Coordinated With:**

Public Works Department.

**Attachment(s):**

1. The Holt Group, Inc. Amendment No. 1 to the Agreement of Professional Services

**AMENDMENT NUMBER 1 TO THE AGREEMENT FOR PROFESSIONAL SERVICES  
BETWEEN THE CITY OF CALEXICO AND THE HOLT GROUP, INC.**

AMENDMENT NUMBER 1 dated March 6, 2019, the agreement for professional services between the City of Calexico ("City") and The Holt Group, Inc. ("Consultant") dated August 1, 2019 (the "Agreement") concerning Cesar Chavez Blvd. Improvement (the "Project").

The Consultant has entered into the Agreement with the City for the furnishing of professional services, and the parties now desire to amend the Agreement.

Therefore, it is mutually agreed that the Agreement is amended to include Additional Services to be performed by Consultant and provisions for additional compensation by the City to the Consultant, all set forth in:

Exhibit A – Amendment No. 1 dated February 13, 2019

The parties ratify the terms and conditions of the Agreement not inconsistent with this Amendment, all of which are incorporated by reference.

CITY OF CALEXICO:

CONSULTANT:

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: David Dale, City Manager

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: Carlos Campos, City Attorney

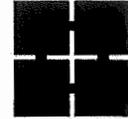
Date: \_\_\_\_\_

By: \_\_\_\_\_

Title: Gabriela Garcia, Deputy City Clerk

Date: \_\_\_\_\_

The Holt Group  
Engineering Department



Municipal Design ■ Infrastructure Engineering ■ Construction Management ■ Land Surveying

February 13, 2019

Mr. David Dale, P.E.  
City Manager  
City of Calexico  
608 Heber Avenue  
Calexico, CA 92231

**RE: City of Calexico Cesar Chavez Boulevard Improvements Project  
THG Project No. 176.013 – Federal Project Number HPLUL – 5168(017)  
Amendment Number 1 - Compensation Additional and Extended Contract Services**

Dear Mr. Dale,

The Holt Group, Inc. entered into a contract with the City of Calexico to conduct construction management services for the Cesar Chavez Boulevard Improvement Project on August 8<sup>th</sup>, 2018. The contract compensation amount of \$132,625.00 was based upon a time period of 180 calendar days. The contract work commenced on August 14, 2018 and the 180 calendar day time period will conclude on February 10, 2019.

At the commencement of construction, the City of Calexico requested that The Holt Group provide geotechnical quality assurance inspection per Federal Highway Administration (FHWA) funding requirements. The quality assurance inspection services were not a part of The Holt Group construction management scope of work. It was decided The Holt Group would be compensated for the quality assurance inspection services by means of a contract amendment. The Holt Group engaged Sierra Material Testing and Inspection, as a sub-consultant, to perform quality assurance services in the amount of \$10,000. The Holt Group has been compensating Sierra Material Testing and Inspection for the quality assurance services on a monthly basis since Sierra started performing work in October 2018. The Holt Group is requesting that Contract Amendment Number 1 include the quality assurance inspection services compensation in the amount of \$10,000 for services performed prior to February 10<sup>th</sup>, 2019.

Exhibit B of the Agreement between the City of Calexico and The Holt Group, which is also Local Assistance Procedures Manual Exhibit 10-H1, included 1,139 Hours for the Assistant Resident Engineering services and 104 Hours for the Resident Engineering services. Additional time in excess of the hours listed in Exhibit B have been expended due to a variety of engineering tasks which were beyond the construction management scope of work. The additional work tasks required that a second Holt Group Assistant Resident Engineer be assigned to the project to satisfactorily address the Assistant Resident Engineering project requirements. The engineering work tasks completed beyond the construction management scope of work include the following:

- Administration, processing and oversight regarding the securing of the Caltrans Traffic Control Encroachment Permit. The design documents did not include the Traffic Control Encroachment Permit application documents. Construction work on the north end of Cesar Chavez Boulevard could not occur until the Traffic Control Encroachment Permit was secured.
- Managing the Geotechnical Engineering Firm quality assurance testing on the project.
- Administration and coordination of utility permits and utility facilities at the project site with AT & T and Spectrum. A "force relocation" utility process was placed in effect by Spectrum. The administration and coordination regarding relocating the AT & T and Spectrum utilities required a significant expenditure of Assistant Resident Engineering time during the project construction phase.
- Assisting with administering and coordinating the Union Pacific Railroad Permit. The Scope of Work changes required by the Union Pacific Railroad resulted in additional meetings and change order preparation which could not have been anticipated in the original construction management scope of work.
- Administering and coordination of the Imperial Irrigation District Customer Service Proposal (CSP) was required for the traffic signal light. This design related task required a significant expenditure of Assistant Resident Engineering time and oversight.
- Administering the coordination of the Imperial Irrigation District CSP was required for the street lights. This design related item required a significant expenditure of Assistant Resident Engineering time and oversight.
- Administering the coordination of the IID Electrical Department Work Order for the Traffic Signal Light. This design related item required a significant expenditure of Assistant Resident Engineering time and oversight.
- Administering the coordination of the IID Electrical Department Work Order for the Street Light. This design related item required a significant expenditure of Assistant Resident Engineering time and oversight.
- Assisting and providing coordination assistance to remove and demolish the existing abandoned building which was discovered to be in the Cesar Chavez Boulevard Right of Way.
- Completing the investigation work, meeting with City Staff, identifying utility conflicts, preparing improvement plans and completing an Engineers Opinion of Probable Cost for the extension of the sanitary sewer pipeline along Cesar Chavez Boulevard south of Fifth Street. This work also included the installation of new water services.
- Coordination with City of Calexico Staff, Pyramid Construction, Supreme Electric and IID, meeting attendance and review of modified drawings for the street lights along Cesar Chavez Boulevard. This item included modifying the location of the street lights, changing the type of street lights and increasing the number of street lights.
- Coordinating and administering the drainage plan revisions along Cesar Chavez Boulevard north of Sheridan Street. A low area was identified along the east side of Cesar Chavez Boulevard north of Sheridan Street during the initial project construction period. Coordination and administration work was completed with the City Staff, Design Engineer and Contractor to drain

water from the low area. A new design was prepared by the Design Engineer including storm water catch basins, downstream piping and a retention basin.

- Coordination of K-rail installation as mandated by the City of Calexico during the project construction period. The K-rail is to be a permanent improvement along Cesar Chavez Boulevard. The K-rail will replace the median illustrated on the approved design plans. The K-rail installation is to include K-rail between traffic lanes from Grant Street to 2<sup>nd</sup> Street. The preparation of the field drawings for the K-rail was drafted by The Holt Group. The review of the K-rail installation costs as prepared by the Contractor was reviewed by The Holt Group.
- Coordination with the City Staff regarding striping plan modifications to accommodate additional street parking along the west side of Cesar Chavez Boulevard between Birch Avenue and Grant Street.

For the period from August 14<sup>th</sup>, 2018 through January 27<sup>th</sup>, 2019, The Holt Group has expended 1,779 Hours of Assistant Resident Engineering Time and 210 Hours of Resident Engineering Time. See the attached Tabulation of Assistant Resident Engineer and Resident Engineer Hour Chart dated January 27<sup>th</sup>, 2019 designated as Exhibit "A". Through January 27<sup>th</sup>, 2019, The Holt Group has exceeded the Resident Engineering Hours by 210 Hours – 104 Hours (per Exhibit 10-1H) = 106 Hours. Through January 27<sup>th</sup>, 2019, The Holt Group has exceeded the Assistant Resident Engineering Hours by 1,779 Hours – 1,139 Hours = 640 Hours. On an hourly rate basis, The Holt Group has exceeded the original cost proposal amount for the period of August 14<sup>th</sup>, 2018 through January 27<sup>th</sup>, 2019 by the following:

Resident Engineer – (210 Hours – 104 Hours) x \$105/Hour =	\$11,130
Assistant Resident Engineer – (1,779 Hours – 1,139 Hours) x \$95/Hour =	<u>\$60,800</u>

Total Amount CM Costs Exceeded Original Budget – 8/14/18 through 1/27/19    \$71,930

Since there are two (2) additional weeks during which the 180 calendar days of the construction management contract work are in effect (From 1/28/19 to 2/10/19) it is anticipated that 5 Hours of Resident Engineering time and 160 Hours of Assistant Resident Engineering Time will be expended on Construction Management during the two (2) week period which would result in an additional increased cost to the 8/14/18 through 2/10/19 time period as follows:

Resident Engineer – 5 Hours x \$105/Hour =	\$525.00
Assistant Resident Engineer – 160 Hours x \$95/Hour =	<u>\$15,200.00</u>

Total Amount of anticipated CM Costs – 1/28/19 to 2/10/19    \$15,725.00

The total projected additional CM Cost for the 8/14/18 through 2/10/19 time period would therefore be: \$71,930 + \$15,725.00 = \$87,655.

The Holt Group ***is not requesting*** additional CM compensation from 8/14/18 through 2/10/19 in the amount of \$87,655 based upon the additional hours of Resident Engineer and Assistant Resident

Engineer time expended. The Holt Group is requesting additional compensation for Resident Engineer and Assistant Resident Engineer time based upon the hours which have been identified in completing services in excess of the normal Resident Engineering Scope of Work as itemized on the attached document designated Exhibit "B". Exhibit "B" lists the work tasks completed by The Holt Group Resident Engineer and Assistant Resident Engineer in chronological order. A description of the work, hours expended and cost of each task is included on Exhibit "B". The total amount requested for additional work in excess of the CM services scope of work for the time period between 8/14/2018 and 2/10/2019 is \$25,827.50.

It is currently anticipated that the Cesar Chavez Boulevard Improvement project will not be completed until the end of June 2019. If this proves accurate, The Holt Group will be required to provide additional Construction Management services from February 11<sup>th</sup>, 2019 through June 30<sup>th</sup>, 2019; an additional 139 calendar days or 100 working days (98 working days when holidays are taken into account). It is estimated that it will require two (2) Assistant Resident Engineers at the project site through April 30<sup>th</sup>, 2019. It is estimated that it will require one (1) Assistant Resident Engineer at the project site from May 1<sup>st</sup> through June 30<sup>th</sup>, 2019. It is estimated it will require two (2) hours per day for the Resident Engineer from February 11<sup>th</sup> through May 31<sup>st</sup>, 2019. It is estimated that the Resident Engineer will be required for 10 hours during the month of June 2019, at the time the project concludes. In addition to the Resident Engineer and Assistant Resident Engineering services, it will necessary to provide additional Labor Compliance and Geotechnical Quality Assurance Services during the time period between February 11<sup>th</sup>, 2019 and June 30<sup>th</sup>, 2019. It is estimated the additional Construction Management, Labor Compliance and Geotechnical Quality Assurance services will be required from February 11<sup>th</sup>, 2019 through June 30<sup>th</sup>, 2019 as follows:

1. Labor Compliance Services - February 2019 through May 2019 with closeout work completed in June - 2019.

$$5 \text{ months} \times \$2,250 / \text{Month} = \$11,250$$

2. Resident Engineer – The Holt Group

$$2/11/ \text{ through } 5/31/2019 - 78 \text{ working days} \times 2 \text{ hours/day} = 156 \text{ Hours}$$
$$6/1 \text{ through } 6/30/2019 - 10 \text{ Hours}$$

$$\text{Total Hours} - 2/11 \text{ through } 6/30/2019 - 166 \text{ Hours}$$

$$\text{Cost: } \$105/\text{Hour} \times 166 \text{ Hours} = \$17,430$$

3. Assistant Resident Engineer – The Holt Group

$$2/11 \text{ thru } 4/30/19 - 57 \text{ week days} \times 8 \text{ hours/day} \times 2 \text{ Assistant Resident Engineers} = 912 \text{ hours}$$

5/1 through 6/30/2019 – 43 working days x 8 hours/day x 1 Assistant Resident Engineer = 344 hours

Total Assistant Resident Engineering Hours 2/11 through 6/30/2019 = 912 hours + 344 hours = 1,256 hours

Cost: \$95/Hour x 1,256 Hours = \$119,320

4. Geotechnical Quality Assurance Inspection Services from 2/11 through 5/30/2019

Lump Sum = \$10,000

5. The Total Construction Management Amount for the extended services from February 11<sup>th</sup>, 2019 through June 30<sup>th</sup>, 2019 is as follows:

\$11,250 + \$17,430 + \$119,320 + \$10,000 = \$158,000

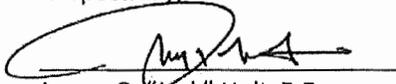
In summary, the following items comprise Contract Amendment Number 1:

1. Geotechnical Quality Assurance Services from 8/14/18 to 2/10/19 ..... \$10,000.00
2. Additional CM Services from 8/14/2018 through 2/10/2019 ..... \$ 25,827.50
3. Labor Compliance Services – 2/11 thru 6/30/2019 ..... \$ 11,250.00
4. CM Services from 2/11 thru 6/30/2019 ..... \$136,750.00
5. Geotechnical Quality Assurance Inspection Serv. from 2/11 thru 5/30/19 .. \$10,000.00

Total Amount – Contract Amendment Number 1                      \$193,827.50

Please feel free to contact me or establish a meeting time to review this Contract Amendment request. Thank you for your assistance regarding this matter.

Respectfully,



James G. "Jack" Holt, P.E.  
Principal Engineer  
The Holt Group, Inc.

Cc: Lily Falomir, Administrative Public Works Manager, City of Calexico  
Juny Marmolejo, P.E., Resident Engineer/Project Manager, The Holt Group, Inc.  
Sameer Patel, P.E., Assistant Resident Engineer, The Holt Group, Inc.

Attachments: Exhibit A – Tabulation of Assistant Resident Engineer and Resident Engineer Hourly Chart  
Exhibit B – Extra CM Work performed between 8/14/2018 and 2/10/2019

## AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into as of the 1<sup>st</sup> day of August, 2018, by and between the City of Calexico ("City") and The Holt Group, Inc. ("Consultant").

### RECITALS

- A. Consultant is specially trained, experienced and competent to perform the special services which will be required by this Agreement; and
- B. Consultant possesses the skill, experience, ability, background, certification and knowledge to provide the services described in this Agreement on the terms and conditions described herein.

### AGREEMENT

1. **Scope of Services.** The Consultant shall furnish the following services in a professional manner. Consultant shall perform the services described on Exhibit A which is attached hereto and incorporated herein by reference. Consultant shall provide said services at the time, place, and in the manner specified in Exhibit A, subject to the direction of the City through its staff that it may provide from time to time.
2. **Time of Performance.** The services of Consultant are to commence upon execution of this Agreement and shall continue until all authorized work is approved by the City. All such work shall be completed no later than December 31, 2019. Time is of the essence for every provision of this agreement that states a time for performance and for every deadline imposed by the City.
3. **Compensation.** Compensation to be paid to Consultant shall be as set forth in Exhibit B, which is attached hereto and incorporated herein by reference. Payment by City under this Agreement shall not be deemed a waiver of defects, even if such defects were known to the City at the time of payment.
4. **Method of Payment.** Consultant shall submit monthly billings to City describing the work performed during the preceding month. Consultant's bills shall include a brief description of the services performed, the date the services were performed, the number of hours spent and by whom, and a description of any reimbursable expenditures. City shall pay Consultant no later than 30 days after approval of the monthly invoice by City staff.
5. **Ownership of Documents.** All plans, studies, documents and other writings prepared by and for Consultant, its officers, employees and agents and subcontractors in the course of implementing this Agreement, except working notes and internal documents, shall

become the property of the City upon payment to Consultant for such work, and the City shall have the sole right to use such materials in its discretion without further compensation to Consultant or to any other party. Consultant shall, at Consultant's expense, provide such reports, plans, studies, documents and other writings to City upon written request.

6. Independent Contractor. It is understood that Consultant, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and shall not act as an agent or employee of the City. Consultant shall obtain no rights to retirement benefits or other benefits which accrue to City's employees, and Consultant hereby expressly waives any claim it may have to any such rights.
7. Interest of Consultant. Consultant (including principals, associates and professional employees) covenants and represents that it does not now have any investment or interest in real property and shall not acquire any interest, direct or indirect, in the area covered by and during this Agreement or any other source of income, interest in real property or investment which would be affected in any manner or degree by the performance of Consultant's services hereunder. Consultant further covenants and represents that in the performance of its duties hereunder no person having any such interest shall perform any services under this Agreement.

Consultant is not a designated employee within the meaning of the Political Reform Act because Consultant:

- a. will conduct research and arrive at conclusions with respect to his/her rendition of information, advice, recommendation or counsel independent of the control and direction of the City or of any City official, other than normal agreement monitoring; and
  - b. possesses no authority with respect to any City decision beyond rendition of information, advice, recommendation or counsel. (FPPC Reg. 18700(a)(2).)
8. Professional Ability of Consultant. City has relied upon the professional training and ability of Consultant to perform the services hereunder as a material inducement to enter into this Agreement. Consultant shall therefore provide properly skilled professional and technical personnel to perform all services under this Agreement. All work performed by Consultant under this Agreement shall be in accordance with applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Consultant's field of expertise.
  9. Indemnity. Consultant agrees to indemnify, including the cost to defend, the City, and its officers, agents and employees from any and all claims, demands, costs or liability that arise out of, or pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant and its agents in the performance of services under this contract. This indemnity does not apply to liability for damages for death or bodily injury to persons,

injury to property, or other loss, damage or expense arising from the sole negligence, willful misconduct or defects in design by the City or its agents, servants, or independent contractors who are directly responsible to the City, or the active negligence of the City.

To the fullest extent permitted by law, the Consultant shall (1) immediately defend and (2) indemnify the City, and its councilmembers, officers, agents, and employees from and against all liabilities regardless of nature or type that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant, or its employees, agents, or subcontractors. Liabilities subject to the duties to defend and indemnify include, without limitation, all claims, losses, damages, penalties, fines, and judgments; associated investigation and administrative expenses; defense costs, including but not limited to reasonable attorneys' fees; court costs; and costs of alternative dispute resolution. The Consultant's obligation to indemnify applies unless it is finally adjudicated that the liability was caused by the sole active negligence or sole willful misconduct of an indemnified party. If it is finally adjudicated that liability is caused by the comparative active negligence or willful misconduct of an indemnified party, then Consultant's indemnification obligation shall be reduced in proportion to the established comparative liability.

- (b) The duty to defend is a separate and distinct obligation from Consultant's duty to indemnify. Consultant shall be obligated to defend, in all legal, equitable, administrative, or special proceedings, with counsel approved by the City, the City and its councilmembers, officers, agents, and employees, immediately upon tender to Consultant of the claim in any form or at any stage of an action or proceeding, whether or not liability is established. An allegation or determination that persons other than Consultant are responsible for the claim does not relieve Consultant from its separate and distinct obligation to defend under this section. The obligation to defend extends through final judgment, including exhaustion of any appeals. The defense obligation includes an obligation to provide independent defense counsel if Consultant asserts that liability is caused in whole or in part by the negligence or willful misconduct of the indemnified party. If it is finally adjudicated that liability was caused by the comparative active negligence or willful misconduct of an indemnified party, Consultant may submit a claim to the City for reimbursement of reasonable attorneys' fees and defense costs in proportion to the established comparative liability of the indemnified party.
- (c) The review, acceptance or approval of the City's work or work product by any indemnified party shall not affect, relieve or reduce the City's indemnification or defense obligations. This Section survives completion of the services or the termination of this contract. The provisions of this Section are not limited by and do not affect the provisions of this contract relating to insurance.

10. Insurance Requirements.

- a. Consultant, at Consultant's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies.

- i. **Workers' Compensation Coverage.** Consultant shall maintain Workers' Compensation Insurance and Employer's Liability Insurance for his/her employees in accordance with the laws of the State of California. In addition, Consultant shall require each subcontractor to similarly maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California for all of the subcontractor's employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the City at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against City, its officers, agents, employees and volunteers for losses arising from work performed by Consultant for City. This provision shall not apply if Consultant has no employees performing work under this Agreement. If the Consultant has no employees for the purposes of this Agreement, Consultant shall sign the "Certificate of Exemption from Workers' Compensation Insurance" which is attached hereto as Exhibit C.
  
- i. **General Liability Coverage.** Consultant shall maintain commercial general liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.
  
- iii. **Automobile Liability Coverage.** Consultant shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired and non-owned vehicles, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence.
  
- iv. **Errors and Omissions Liability.** Consultant shall maintain errors and omissions liability insurance for all work performed under this Agreement in an amount of not less than one million dollars (\$1,000,000).
  
- b. **Policy Endorsements.** Each general liability and automobile liability insurance policy shall be with insurers possessing a Best's rating of no less than A:VII and shall be endorsed with the following specific language:
  - i. The City of Calexico, its elected or appointed officers, officials, employees, agents and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the Consultant, including materials, parts or equipment furnished in connection with such work or operations.

- ii. This policy shall be considered primary insurance as respects the City, its elected or appointed officers, officials, employees, agents and volunteers. Any insurance maintained by the City, including any self-insured retention the City may have, shall be considered excess insurance only and shall not contribute with it.
  - iii. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
  - iv. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, agents or volunteers.
  - v. The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days written notice has been received by the City.
- c. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the City's option, Consultant shall demonstrate financial capability for payment of such deductibles or self-insured retentions.
  - d. Certificates of Insurance and Endorsements. Consultant shall provide certificates of insurance with original endorsements to City as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the City on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement.
11. Compliance with Laws. Consultant shall use the standard of care in its profession to comply with all applicable federal, state and local laws, codes, ordinances and regulations.
12. Licenses. Consultant represents and warrants to City that it has all licenses, permits, qualifications, insurance and approvals of whatsoever nature which are legally required of Consultant to practice its profession. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, insurance and approvals which are legally required of Consultant to practice its profession. Consultant shall obtain a City of Calexico Business License.

13. Controlling Law Venue. This Agreement and all matters relating to it shall be governed by the laws of the State of California and any action brought relating to this Agreement shall be held exclusively in a state court in the County of Imperial, California.

14. Written Notification. Any notice, demand, request, consent, approval or communication that either party desires or is required to give to the other party shall be in writing and either served personally or sent prepaid, first class mail. Any such notice, demand, etc. shall be addressed to the other party at the address set forth herein below. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to City: City of Calexico, City Manager  
608 Heber Ave.  
Calexico, CA 92231

If to Consultant: The Holt Group, Inc.  
1601 N. Imperial Avenue  
El Centro, CA 92243

15. Consultant's Books and Records.

- a. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to City for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant to this Agreement.
- b. Consultant shall maintain all documents and records which demonstrate performance under this Agreement for a minimum period of three (3) years, or for any longer period required by law, from the date of termination or completion of this Agreement.
- c. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the City Manager, City Attorney, City Auditor or a designated representative of these officers. Copies of such documents shall be provided to the City for inspection at City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Consultant's address indicated for receipt of notices in this Agreement.
- d. Where City has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment or termination of Consultant's business, City may, by written request by any of the above named officers, require that

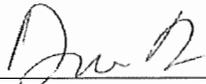
custody of the records be given to the City and that the records and documents be maintained in City Hall. Access to such records and documents shall be granted to any party authorized by Consultant, Consultant's representatives, or Consultant's successor-in-interest.

16. Entire Agreement. This Agreement constitutes the complete and exclusive statement of Agreement between the City and Consultant. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Agreement.
17. Amendments. This Agreement may be modified or amended only by a written document executed by both Consultant and City and approved as to form by the City Attorney.
18. Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder.
19. Execution. This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.
20. Assignment and Subcontracting. The parties recognize that a substantial inducement to City for entering into this Agreement is the professional reputation, experience and competence of Consultant. Assignments of any or all rights, duties or obligations of the Consultant under this Agreement will be permitted only with the express consent of the City. Consultant shall not subcontract any portion of the work to be performed under this Agreement without the written authorization of the City. If City consents to such subcontract, Consultant shall be fully responsible to City for all acts or omissions of the subcontractor. Nothing in this Agreement shall create any contractual relationship between City and subcontractor nor shall it create any obligation on the part of the City to pay or to see to the payment of any monies due to any such subcontractor other than as otherwise is required by law.
21. Termination. This Agreement may be terminated by the City immediately for cause or by either party without cause upon fifteen days' written notice of termination. Upon termination, Consultant shall be entitled to compensation for services performed up to the effective date of termination.

\*\*\*SIGNATURES ON FOLLOWING PAGE\*\*\*

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

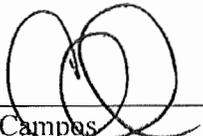
CITY OF CALEXICO:

  
\_\_\_\_\_  
David Dale  
City Manager

CONSULTANT:

  
\_\_\_\_\_  
James G. Holt, P.E.  
The Holt Group, Inc.

APPROVED AS TO FORM:

  
\_\_\_\_\_  
Carlos Campos  
City Attorney

ATTEST:

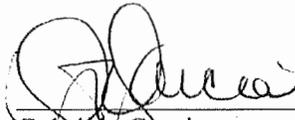
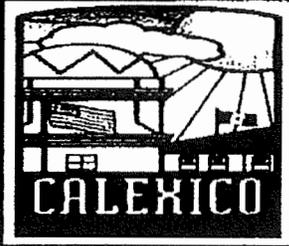
  
\_\_\_\_\_  
Gabriela Garcia  
Deputy City Clerk

EXHIBIT A

SCOPE OF SERVICES

(proposal dated May 21, 2018)



# **PROPOSAL**

## **For Construction Management and Inspection Services for the Cesar Chavez Boulevard Improvements Project**

Federal Aid No. HPLUL-5168(017)

THG Proposal #2018-041

**May 21, 2018**

Prepared by:

The  
Holt  
Group, Inc.



James G. Holt, P.E.

Robert K. Holt, P.E.

---

Engineering ■ Planning ■ Surveying

May 21, 2018

Mr. David Dale  
City Manager  
City of Calexico  
608 Heber Avenue  
Calexico, California 92231

**RE: CITY OF CALEXICO REQUEST FOR PROPOSAL FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR CESAR CHAVEZ BOULEVARD IMPROVEMENTS— FEDERAL PROJECT NO.: HPLUL-5168(017)  
THG PROPOSAL NO. 2018-041**

Dear Mr. Dale,

Thank you for the opportunity to respond to the City of Calexico's Request for Proposal (RFP). The Holt Group, Inc. respectfully submits this proposal for Construction Management and Inspection Services for the Cesar Chavez Boulevard Improvements Project.

For more than 34 years, The Holt Group, Inc. has provided construction management services for various types of site improvements similar to those required for the proposed improvements to be completed to the roadway improvement projects. Our engineering staff is very familiar with the infrastructure improvements and materials associated with the proposed project as they have inspected numerous similar type projects for various municipalities. The Holt Group, Inc. has successfully administered all phases of roadway improvement projects for multiple public agencies in the Imperial County. The Holt Group, Inc. has extensive knowledge and experience with the construction requirements of various Imperial County public agencies and is knowledgeable with respect to the specific requirements associated with this project including the utilization of the Caltrans Local Assistances Procedures Manual. We believe that our firm has an excellent understanding of the project and the services required to successfully complete this project on schedule and within budget. The Holt Group has completed two (2) LAPM based roadway improvement projects this year. Three (3) Holt Group staff attended the Caltrans Resident Engineers Academy in 2017 and are knowledgeable regarding the latest LAPM requirements. The Holt Group Resident and Assistant Resident Engineers are licensed Professional Engineers in the State of California with over sixteen (16) years of experience which demonstrates the level of commitment the Holt Group will provide this project.

The Holt Group, Inc.'s engineering staff is proactive and will immediately address utility issues and other issues upon identification. The Holt Group will diligently monitor that traffic control requirements are maintained throughout the project including weekends. The Holt Group engineering staff completes all LAPM requirements and reports in a timely manner which has positive effects throughout the project and during Caltrans audits. We look forward to the opportunity to serve the City of Calexico on this improvement project. Please note the contents presented within the attached proposal are valid for a period of ninety (90) days. Thank you for the opportunity to submit this proposal. Contact me if questions arise.

Sincerely,

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

**CITY OF CALEXICO**  
**REQUEST FOR PROPOSALS FOR CONSTRUCTION MANAGEMENT AND**  
**INSPECTION SERVICES FOR THE CESAR CHAVEZ BOULEVARD IMPROVEMENTS**  
**PROJECT**  
**FEDERAL AID NO. HPLUL-5168(017)(101)**

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## **II. SUMMARY OF QUALIFICATIONS AND EXPERIENCE**

### **FIRM'S BACKGROUND**

Since our firm's inception in 1984, The Holt Group, Inc. has grown into a multi-disciplined team offering a complete range of Professional Engineering, Surveying, Planning, Construction Management, Construction Inspection, Grant Administration and CDBG Services for residential, commercial, governmental and institutional sector clients. The Holt Group, Inc. maintains an office in both El Centro and Blythe, California. For the last 34 years, The Holt Group, Inc. has served a number of local municipal clients, including the Cities of Blythe, El Centro, Calipatria, Calexico, Imperial, Brawley, Holtville and Westmorland, in addition to numerous private clients and the County of Imperial and County of Riverside. We currently serve as Consultant City Engineer and Planners for the Cities of Holtville and Calipatria, as well as for the Heber Public Utility District and the Seeley County Water District.



Civil Engineering, Surveying, Resident Engineering and Construction Management and Planning Services have been a central focus of The Holt Group, Inc. since our inception in 1984. The Holt Group, Inc. has completed numerous public works projects, including street rehabilitation improvements, street maintenance improvements, new street improvements and various other types of roadway projects requiring AC Pavement improvements, water pipeline improvements, wastewater pipeline improvements, stormwater pipeline improvements, wastewater pump station improvements, stormwater pump station improvements, park improvements, water treatment plant expansion projects, wastewater treatment plant expansion projects, sidewalk improvements and similar projects. Our firm provides complete preliminary engineering, design engineering, bidding, construction management and resident engineering and construction management services.

The Holt Group, Inc. has provided Resident Engineering and Construction Inspection Services to the County of Imperial for the County of Imperial Azure Stormwater Crossing Improvements from Treadwell Blvd. to Coombs Dr. Project, the County of Imperial Drainage and Access Improvements at the Palo Verde Waste Site Project, the County of Imperial LTA Phase III Rehabilitation of Various Roads Project, the County of Imperial LTA Phase II B Cold in Place Road Reconstruction at Various Locations Project, the County of Imperial Administration Center Parking Lot Improvements, Cold in Place Recycling Improvements to Miscellaneous County Roadways, Gateway Water and Wastewater Treatment Plant Improvements, Cole and Kloke Roadway Improvements, the County of Imperial McCabe Road/Highway 111 Improvements and the County of Imperial Baughman Road between Forrester Road and Highway 78/86 Street Improvements. The Holt Group, Inc. has also recently completed the City of Holtville LAPM 6<sup>th</sup> Street Improvements between Holt and Melon Avenues Project and the City of Holtville LAPM 9<sup>th</sup> Street Improvements between Olive and Palm Avenues Project this year, 2018. The Holt Group also completed the City of Calipatria LAPM Railroad Avenue Improvement Project, the City of Calipatria LAPM N. International Boulevard Improvement Project and the City of Imperial N Street Improvement Project. These projects involved utility coordination and the application of LAPM requirements and documentation. It should be noted that the majority of the projects have been successfully audited by Caltrans with little or no comments. The Holt Group engineering staff is pro-active with regard to utility coordination, geotechnical testing, response to RFI's and the administration of projects. The Holt Group has successfully completed the construction management services and maintained the project schedule and costs with this pro-active approach.

Our firm prides itself in protecting the interests of our municipal and governmental clients from overcharging by contractors, and from substandard construction work. This is accomplished through strict control of contractor change orders, strict monitoring of the construction schedule and high quality construction inspection services. The Holt Group will maintain a complete set of hard copy documents for the City of Calexico's files for both archive and Caltrans audit purposes. The Holt Group staff will be available to attend Caltrans audits if required.

## **I. GENERAL REQUIREMENTS**

### **COVER LETTER**

See previous page.

### **INTERPRETATION OF CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES WORK TO BE PERFORMED AND PROJECT UNDERSTANDING**

The City of Calexico intends to complete roadway improvements to Cesar Chavez Boulevard from Second Street to Grant Street as a five-lane primary road with two (2) northbound lanes and three (3) southbound lanes separated by a raised median. From Grant Street to Highway 98, Cesar Chavez Boulevard would be improved to a four (4) lane primary road with a median allowing for turn pockets at intersections. The project improvements to be completed include A.C. pavement improvements, roadway widening, placement and compaction of class II aggregate base, installation of p.c.c. curb, gutter, sidewalk and driveways, installation of the ADA compliant p.c.c. curb returns and ramps, installation of street lights and traffic signals, relocation of existing utilities, removal and relocation of IID power poles, adjustment of sanitary sewer manholes and water valves, striping and signage. The length of the road improvements will cover approximately 1 mile and will require traffic control coordination and monitoring along the roadway section.

The City of Calexico is seeking a professional engineering firm to provide Construction Management and Inspection Services for the Cesar Chavez Boulevard Improvements Project. The proposed Resident Engineer will be required to provide a number of Resident Engineering and Construction Management functions including but not limited to coordinating the project preconstruction meeting, coordinating with the City of Calexico Public Works Department Staff, the Contractor, utility purveyors and material testers throughout the life of the project, completing full time daily construction inspections, completing daily construction inspection reports, monitoring the project schedule and completing labor compliance services. The Resident Engineer is expected to begin providing services from the date of award for the construction project to the filing of the notice of completion for the construction project. All construction management services for the project are to be completed in accordance with the project improvement plans and specifications and the Caltrans Local Assistance Procedures Manual (LAPM).

### **PRIMARY INDIVIDUAL AUTHORIZED TO RESPOND TO THIS REQUEST FOR PROPOSAL**

**James G. "Jack" Holt, P.E.**  
Principal Engineer  
Secretary/Chief Financial Officer  
The Holt Group, Inc.  
1601 N. Imperial Avenue  
El Centro, CA 92243  
Tel: (760) 337-3883  
Fax: (760) 337-5997  
E-Mail: [jack@theholtgroup.net](mailto:jack@theholtgroup.net)

**OWNER'S OF FIRM**

The Holt Group, Inc. is incorporated in the State of California. Its contact information is as follows:

James G. "Jack" Holt, P.E.  
Secretary/Chief Financial Officer  
1601 N. Imperial Avenue  
El Centro, CA 92243  
Tel: (760) 337-3883  
Fax: (760) 337-5997

Robert K. Holt, P.E.  
President  
201 E. Hobsonway  
Blythe, CA 92225  
Tel: (760) 922-4658  
Fax: (760) 922-4660

**OFFICE LOCATION AND COMPANY STAFF**

The Holt Group, Inc.  
1601 N. Imperial Avenue  
El Centro, CA 92243  
Tel: (760) 337-3883  
Fax: (760) 337-5997

Number of Employees in El Centro Office:  
23

The Holt Group, Inc. will be providing the staff and resources required to complete all aspects of this project through our El Centro office location.

Note: The Holt Group, Inc. also maintains an office in Blythe, California. Employees from this office are available to perform services for the County of Imperial if so required. Resumes of additional staff will be provided to the County of Imperial for review and approval prior to work performed by employees from these offices.

**QUALIFICATIONS & RESOURCES OF INDIVIDUALS ASSOCIATED WITH THIS PROJECT**

The Holt Group, Inc.'s team of diversified, highly qualified professionals possesses the necessary technical skills, experience, motivation and communicative ability to provide the City of Calexico with responsive, high quality **Construction Management and Inspection Services**. The following is a brief overview of the key personnel that will be providing these services to the County of Imperial:

**James G. "Jack" Holt, P.E., Project Engineer**

Jack Holt is a Registered Civil Engineer in the State of California with forty-one years of municipal engineering experience. Mr. Holt has extensive experience in both municipal and private projects and has worked on street improvement projects, water system and wastewater system expansion projects, water pipeline, wastewater pipeline, and stormwater pipeline projects, and park improvement projects for the Cities of Westmorland, Calipatria, Brawley, Holtville, Calexico, County of Imperial, and Heber Public Utility District. Mr. Holt will have the overall responsibility of overseeing and monitoring the Construction Inspection Services for this project. Mr. Holt will conduct periodic inspections at the project sites and monitor any major project activities.

**Juny Marmolejo, P.E. Resident Engineer**

Mr. Marmolejo possesses over sixteen (16) years of experience working as a Design and Resident Engineer. Mr. Marmolejo has completed project design, bidding and Resident Engineering for Roadway, Water Pipeline, Sewer Pipeline, Wastewater Treatment Plant Expansions, Water Treatment Plant Expansions, Sanitary Sewer Pump Stations, Domestic Water Booster Pump Stations and similar projects. Mr. Marmolejo is currently completing the resident engineering services for the Ross Road Bridge Over the Reservation Main Drain Project and recently completed the Resident Engineering and Construction Management Services for the County of Imperial LTA Phase III Various County Roads Improvements, County of Imperial Drainage and Access Improvements at the Palo Verde Solid Waste Site, County of Imperial Administrative Center Parking Lot Improvements, Cold in Place Recycling Improvements to Various Roadways in the Imperial County, Imperial County Community and Economic Development Department TB Housing

Replacement Project, El Centro Regional Medical Center Outpatient Clinic Project, City of Calipatria Delta Street Pump Station Improvement Project, City of Holtville LAPM Ninth Street Improvements between Olive and Palm Avenues Project, City of Holtville LAPM Sixth Street Improvements between Melon and Holt Avenues, City of Holtville Walnut Avenue Improvements, City of Holtville Holt Avenue Improvements, City of Holtville 4<sup>th</sup> Street Junction Improvements, Heber Public Utility District Wastewater Treatment Plant, City of Holtville 5<sup>th</sup> Street/Highway 115 Improvements and City of Holtville Grape Avenue Improvements. Mr. Marmolejo is also particularly adept at submittal reviews and completing project administration services. Mr. Marmolejo will be responsible for all construction activities and will assist with the preparation of all project documentation in addition to the management of construction activities.

**Sameer Patel, P.E./Assistant Resident Engineer**

Mr. Patel has over seventeen years of experience in the civil engineering and construction management field. Mr. Patel has performed duties including construction management, surveying, and design services for various infrastructure improvement projects. Mr. Patel has assisted with the preparation of various SWPPP documents, grading plans, civil engineering analyses, specifications and improvement plans. Mr. Patel was the Assistant Resident Engineer for the County of Imperial Administrative Center Parking Lot Improvements, City of Imperial N Street Improvement Project, City of Calipatria Lake Avenue, Bonita Place, Commercial Avenue and Imperial Avenue Improvement Project, City of Holtville Grape Avenue Improvement Project between Fourth Street and Fifth Streets, the Highway 115/Fourth Street Junction Improvement Project in Holtville, the City of Holtville LAPM Ninth Street Improvements between Olive and Palm Avenues Project, the 1.2 Million Gallon per Day Wastewater Treatment Plant Expansion in Heber, California and the Water Treatment Plant Expansion in Heber, California. Mr. Patel will be responsible for monitoring all construction activities at the project site and the preparation of daily inspection reports.

**Todd Richardson, E.I.T./Assistant Resident Engineer**

Mr. Todd Richardson has over four years of experience in the civil engineering and construction management field. Mr. Richardson has completed surveying activities, assisted with preparing engineering studies, and has provided construction management services for various types of civil infrastructure projects including water and wastewater treatment plants, pump stations, retention basins, water, sewer and stormwater pipelines and street infrastructure. Mr. Richardson was the Assistant Resident Engineer for the County of Imperial LTA Phase III Rehabilitation of Various County Roads Project, County of Imperial Wastewater Treatment Plant Improvements at the Gateway of the Americas Project, City of Imperial Claypool Force Main and Waterline Improvement Project, City of Holtville Fourth Street Sidewalk, Curb and Gutter, Handicap Curb Return and Cross Gutter Improvement Project, City of Holtville 6<sup>th</sup> Street Improvements between Melon and Holt Avenues Project and the City of Holtville 9<sup>th</sup> Street Improvements between Olive and Palm Avenues Project.

**David Barron/Assistant Resident Engineer**

Mr. Barron has over two years of experience in the civil engineering construction management field at The Holt Group, Inc. He has completed surveying activities, assisted with preparing engineering reports, and has provided construction management services for various types of civil infrastructure projects including water treatment plants, pump stations, and street infrastructure. Mr. Barron was the Assistant Resident Engineer for the County of Imperial Replacement of Two Lift Station Pumps and Pump Hardware at Gateway of the Americas Sewer Lift Station 2, County of Imperial Drainage and Access Road Improvements at the Palo Verde Solid Waste Site Project, County of Imperial LTA Phase III Rehabilitation of Various County Roads Project, City of Calipatria South International Boulevard Street Improvements Project and the City of Imperial La Brucherie Lift Station Improvements Project.

**Labor Compliance Consultants of Southern California – Labor Compliance Services**

The Holt Group, Inc. will be engaging the services of Labor Compliance Consultants of Southern California. Labor Compliance Consultants of Southern California will provide the Labor Compliance Services for this project.

RESUMES OF KEY PERSONNEL

<p><b>James G. "Jack" Holt, PE</b> <b>PRINCIPAL ENGINEER</b></p>	
<p><u>EDUCATION</u></p> <p>B.S., Civil Engineering, 1977 University of Michigan, Ann Arbor, Michigan</p> <p><u>REGISTRATIONS</u></p> <p>Registered Civil Engineer, R.C.E. # 31773, California</p> <p>Registered Civil Engineer, R.C.E. # 25315, Arizona</p> <p>California QSP &amp; QSD SWPPP Certification # 20198</p> <p><u>PROFESSIONAL ORGANIZATIONS</u></p> <p>American Society of Civil Engineers</p> <p>American Concrete Institute</p> <p>American Water Works Association Water Environment Federation (WEF)</p> <p><u>PROFESSIONAL PRACTICE</u></p> <p>THE HOLT GROUP, INC. El Centro, California 1983 – present</p> <p>MAINIERO, SMITH &amp; ASSOCIATES Palm Springs, California 1979 – 1983</p> <p>PERLA STOUT ASSOCIATES, INC. Traverse City, Michigan 1977 – 1979</p> <p>JOHN C. LINTON &amp; ASSOCIATES Traverse City, Michigan 1974 – 1977</p>	<p><u>GENERAL QUALIFICATIONS</u></p> <p>James G. "Jack" Holt is a Registered Civil Engineer in the State of California with forty one years of civil engineering and construction management experience. Mr. Holt has specialized in Municipal Engineering and has been the City of Holtville City Engineer for the last 30 years and the City of Calipatria City Engineer for the last 32 years. Mr. Holt has been involved as the design engineer or review engineer for all the infrastructure improvement projects in the City of Holtville for the last 30 years. Mr. Holt has extensive experience in both municipal and private engineering projects and has worked on street improvement projects, water system and sewer system expansion projects, retention basins, water pipeline, sewer pipeline, and stormwater pipeline projects, and park improvement projects for the Cities of El Centro, Westmorland, Calipatria, Imperial, Brawley, Holtville, Calexico and Blythe, the County of Imperial, and the Heber Public Utility District. Mr. Holt has extensive experience with Commercial and Government Agency Building Projects requiring off-site and on-site civil improvements. Mr. Holt has extensive experience performing Civil Engineering Design, Construction Management and Inspection, Cost Estimation, Drainage Analyses, Land Surveying, Stormwater SWPPP and WPCP, Surveying, Utility Coordination and Permitting, Wastewater and Water Environmental Engineering and Water Quality Regulatory Engineering. Mr. Holt has conducted the Quality Assurance/Quality Control for numerous of federally funded street improvement projects per LAPM requirements in the Cities of Holtville and Calipatria and the County of Imperial.</p> <p>Mr. Holt will monitor major project activities and will assist with QA/QC activities.</p>

<p><b>Jesus "Juny" Marmolejo, PE</b>  <b><u>PROJECT MANAGER/RESIDENT ENGINEER</u></b></p>	
<p><u>EDUCATION</u></p> <p>B.S., Civil Engineering, June 2002  California State University at Long Beach  Long Beach, California</p> <p><u>CERTIFICATIONS</u></p> <p>Registered Civil Engineer,  R.C.E. # 80410, California</p> <p><u>PROFESSIONAL PRACTICE</u></p> <p>THE HOLT GROUP, INC.  El Centro, California  August 2002 - Present</p> <p>KPFF CONSULTING ENGINEERS  Long Beach, California  June 2001 – August 2002</p> <p>GRANITE CONSTRUCTION  El Centro, California  June 1998 – August 1998</p> <p>RANSDELL's CONSTRUCTION  El Centro, California  June 1993 – January 1998</p>	<p><u>GENERAL QUALIFICATIONS</u></p> <p>Jesus "Juny" Marmolejo joined The Holt Group in August of 2002 and has since been responsible for the design, administration and construction management of various civil engineering projects. Mr. Marmolejo is well-versed in many civil engineering applications, with an emphasis in water, wastewater, stormwater and roadway improvement projects. Mr. Marmolejo is The Holt Group Construction Project Manager and has overseen a number of improvement projects.</p> <p>Prior to his work with The Holt Group, Mr. Marmolejo was employed in construction and engineering fields with Granite Construction and KPFF Consulting Engineers where he grew familiar with many aspects of resident engineering, construction management, and construction inspection. Mr. Marmolejo's construction management experience while at The Holt Group includes: preparation of bidding/contract documents; and completion of Resident Engineering functions including preparing daily project reports, submittal review, obtaining daily project photographs, responding to contractor RFI's, reviewing/approving contractor payment requests, verifying elevations and grades, completing daily inspection work, reviewing/responding to change order requests, chairing project status meetings, and similar related activities. Mr. Marmolejo assists with the completion of the above referenced items on most construction management projects completed by The Holt Group, Inc.</p> <p><u>RELEVANT EXPERIENCE</u></p> <p><b>County of Imperial – Administration Center Parking Lot Improvements – Project Manager/Resident Engineer</b></p> <p>Mr. Marmolejo completed the project management services and daily inspections for the project. The project improvements consisted of the demolition of the existing parking lots improvements for the County Administrative Center and the demolition of the roadway improvements for abandoned section of 9th Street between Broadway Avenue and Main Street. The project required the relocation of an existing power poles and power lines, construction of new sidewalk infrastructure, construction of new landscaping and applicable islands, construction of multiple curb returns and access ramps, installation of parking lot lighting, construction of new parking lot AC Pavement and completion of striping, construction of new trash enclosures, installation of new ribbon gutter and curb and gutter, installation of fiber optic conduits, box and riser, installation of driveway entrances and a new earthquake monitoring station. Mr. Marmolejo monitored the construction schedule, completed daily inspections, coordinated with various utility purveyors and County Representatives, chaired weekly project meetings, coordinated with the Contractor and geotechnical entities and</p>

monitored traffic control activities amongst other items.

**County of Imperial - LTA Cold in Place Recycling Improvements to Various County Roadways – Project Manager/Resident Engineer**

Mr. Marmolejo completed the project management services and daily inspections for the project. The project improvements to be completed included the grinding of the existing asphalt concrete pavement and the installation of a 2 inch layer of cold in place recycling reconstruction asphalt pavement, installation of a 3 inch cap of conventional asphalt, repair of various digout areas using class 2 base and asphalt concrete and the installation of an emulsified recycling agent. The project improvements also required the installation of shoulder backing and the completion of all required signage and striping. Traffic control monitoring was required along every section of roadway that is going to receive improvements. The cold in place road reconstruction improvements were constructed along various county roads which include Drew Road from Interstate 8 to Ross Road, Forrester Road from McCabe Road to Kramar Road, Huff Road from Evan Hewes Highway to Boyle Road and McConnell Road from Evan Hewes Highway to Huston Road.

**City of Holtville – Sixth Street Pavement Improvements between Melon and Holt Avenues Project - Project Manager**

Mr. Marmolejo completed the project management services and assisted with the construction management services for the project. The project consisted but was not limited to the construction demolition of the existing roadway section, installation of new roadway infrastructure including Class II Base and Asphalt Concrete, installation of sidewalk, curb and gutter, curb returns, driveways and cross gutters and utility relocation. Mr. Marmolejo monitored the constructions schedule, completed submittal reviews, respond to project RFI's, reviewed payment and change order request, completed daily construction inspections and coordinated with the Contractor and geotechnical entities.

**City of Holtville – Ninth Street Pavement Improvements between Olive and Palm Avenues – Project Manager**

Mr. Marmolejo completed the project management services and assisted with the construction management services for the project. The project consisted but was not limited to the undergrounding of the Pear Side Main Canal, construction demolition of the existing roadway section, widening of the roadway section, installation of new roadway infrastructure including Class II Base and Asphalt Concrete, installation of sidewalk, curb and gutter, driveways, curb returns and cross gutters and utility relocation. Mr. Marmolejo monitored the constructions schedule, completed submittal reviews, respond to project RFI's, reviewed payment and change order request, completed daily construction inspections and coordinated with the Contractor and geotechnical entities.

	<p><b>City of Holtville – Various Street Improvement Project – Project Manager</b></p> <p>Mr. Marmolejo completed the resident engineering services for the various street improvement project. The project included crack sealing and pothole repair improvements at various roadway locations in the City of Holtville. Mr. Marmolejo was responsible for the daily construction inspection and the preparation of daily construction inspection reports. Mr. Marmolejo was also responsible for all reviews of payment requests, submittals and RFI's. In addition, Mr. Marmolejo maintained accurate unit consumption sheets to maintain the project within budget.</p> <p><b>City of Calipatria – Lake Avenue Improvement Project – Project Manager</b></p> <p>Mr. Marmolejo completed the project management services and assisted with the construction management services for the project. The project consisted but was not limited to the construction demolition of the existing roadway section, installation of new roadway infrastructure including Class II Base and Asphalt Concrete, installation of sidewalk, curb and gutter, driveways, curb returns and cross gutters and minor utility relocation. Mr. Marmolejo monitored the constructions schedule, completed submittal reviews, respond to project RFI's, reviewed payment and change order request, completed daily construction inspections and coordinated with the Contractor and geotechnical entities.</p>
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<p><b>Sameer Patel P.E.</b> <b>ASSISTANT RESIDENT ENGINEER</b></p>	
<p><u>EDUCATION</u></p> <p>B.S., Civil Engineering, 1991 University of Pune at Pune, India</p> <p>M.S., Civil Engineering, May 2007 Wayne State University at Detroit, Michigan</p> <p><u>CERTIFICATIONS</u></p> <p>Registered Civil Engineer, R.C.E. # 81443, California</p> <p><u>PROFESSIONAL PRACTICE</u></p> <p>THE HOLT GROUP, INC. El Centro, California August 2007 - Present</p> <p>SUGAM CONSTRUCTION, LTD India August 1991 – May 2003</p>	<p><u>GENERAL QUALIFICATIONS</u></p> <p>Mr. Sameer Patel obtained a Bachelor of Engineering degree in Civil Engineering from the University of Pune in India and a Master of Science Degree in Civil Engineering from Wayne State University. Mr. Patel has over sixteen years of experience in the civil engineering and construction management field. Mr. Patel has performed duties including surveying, design and construction management services for various infrastructure improvement projects. Mr. Patel has assisted with the preparation of various SWPPP documents, grading plans, civil engineering analyses, specifications and improvement plans.</p> <p>Mr. Patel's construction management experience while at The Holt Group includes: preparation of bidding/contract documents; and completion of standard Resident Engineering functions including preparing daily project reports, submittal review, obtaining daily project photographs, responding to contractor RFI's, reviewing/approving contractor payment requests, verifying elevations and grades, completing daily inspection work, reviewing/responding to change order requests, participating in project status meetings, and similar related activities.</p> <p><u>RELEVANT EXPERIENCE</u></p> <p><b>County of Imperial – Administration Center Parking Lot Improvements – Assistant Resident Engineer</b> Mr. Patel completed the resident engineering services and daily inspections for the project. The project improvements consisted of the demolition of the existing parking lots improvements for the County Administrative Center and the demolition of the roadway improvements for abandoned section of 9th Street between Broadway Avenue and Main Street. The project required the relocation of an existing power poles and power lines, construction of new sidewalk infrastructure, construction of new landscaping and applicable islands, construction of multiple curb returns and access ramps, installation of parking lot lighting, construction of new parking lot AC Pavement and completion of striping, construction of new trash enclosures, installation of new ribbon gutter and curb and gutter, installation of fiber optic conduits, box and riser, installation of driveway entrances and a new earthquake monitoring station. Mr. Patel monitored the construction schedule, completed daily inspections and prepared daily inspection reports, chaired weekly project meetings, coordinated with the Contractor and geotechnical entities and monitored traffic control activities amongst other items.</p> <p><b>City of Holtville – Grape Avenue Improvement Project – Assistant Resident Engineer</b> Mr. Patel completed the resident engineering services and daily inspections for the project. The project consisted but was not limited to the construction demolition of the existing roadway section, widening of</p>

the roadway section, installation of new roadway infrastructure including Class II Base and Asphalt Concrete, installation of sidewalk, curb and gutter, curb returns, driveways and cross gutters and utility relocation. Mr. Patel monitored the construction schedule, completed daily inspections and prepared daily inspection reports, chaired weekly project meetings, coordinated with the Contractor and geotechnical entities and monitored traffic control activities amongst other items.

**City of Holtville – 5<sup>th</sup> Street/Highway 115 Improvement Project – Assistant Resident Engineer**

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

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

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

**City of Imperial – N Street Improvement Project – Project Manager/Resident Engineer**

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

<p><b>Todd Richardson, E.I.T.</b> <b>ASSISTANT RESIDENT ENGINEER</b></p>	
<p><b>EDUCATION</b></p> <p>B.S., Civil Engineering, June 2013 California State Polytechnic University, Pomona Pomona, California</p> <p><b>CERTIFICATIONS</b></p> <p>Registered Engineer In Training (EIT), California Certificate No. 149607</p> <p><b>PROFESSIONAL PRACTICE</b></p> <p><b>THE HOLT GROUP, INC.</b> El Centro, California February 2014 - Present</p> <p><b>SOUTHLAND GEOTECHNICAL</b> El Centro, California November 2005 – June 2007</p>	<p><b>GENERAL QUALIFICATIONS</b></p> <p>Mr. Todd Richardson obtained a Bachelor of Science degree in Civil Engineering from California State Polytechnic University, Pomona. Mr. Richardson has over four years of experience in the civil engineering construction management field at The Holt Group, Inc. He has completed surveying activities, assisted with preparing engineering studies, and has provided construction management services for various types of civil infrastructure projects including water and wastewater treatment plants; pump stations, retention basins, water, sewer and stormwater pipelines and street infrastructure.</p> <p><b>RELEVANT EXPERIENCE</b></p> <p><b>Project: County of Imperial Public Works Department – Gateway of the Americas County Service Area – Potable Water Treatment Plant Improvements</b> <b>Construction Cost: \$ 1.4 million</b> <b>Date: Completed: 02/2014 to 05/2014</b> <b>Role: Resident Engineer</b></p> <p>Mr. Richardson was the onsite resident engineer and was responsible for assisting with the construction management services. The construction management services included coordination with the contractor, review of construction activities, submittal review, processing of payment requests and change orders, and generating daily construction reports.</p> <p><b>Project: County of Imperial Public Works Department – Gateway of the Americas County Service Area – Wastewater Treatment Plant Improvements</b> <b>Construction Cost: \$ 1.5 million</b> <b>Date: Completed: 02/2014 to 06/2014</b> <b>Role: Resident Engineer</b></p> <p>Mr. Richardson was the onsite resident engineer and was responsible for assisting with the construction management services. The construction management services included coordination with the contractor, review of construction activities, submittal review, processing of payment requests and change orders, and generating daily construction reports.</p> <p><b>Project: City of Holtville – Fourth Street Sidewalk, Curb &amp; Gutter, Handicap Curb Return and Cross Gutter Improvements</b> <b>Construction Cost: \$ 500,000</b> <b>Date: Completed: 12/2014 to 05/2015</b> <b>Role: Resident Engineer</b></p> <p>Mr. Richardson was the onsite resident engineer and was responsible for assisting with the construction management services. The construction management services included coordination with the contractor, review of construction activities, submittal review, processing of payment requests and change orders, and generating daily construction reports.</p>

**Project: Imperial County Community & Economic Development Department – Winterhaven County Water District – Tank Recoating Project and Water/Sewer Improvements Project**

**Construction Cost: \$ 550,000**

**Date: Completed: 07/2015 to 01/2016**

**Role: Resident Engineer**

Mr. Richardson was the onsite resident engineer and was responsible for assisting with the construction management services. The construction management services included coordination with the contractor, review of construction activities, submittal review, processing of payment requests and change orders, and generating daily construction reports. Mr. Richardson coordinated with the Local Primacy Agency and local testing laboratories to adhere tank disinfection protocol.

**Project: County of Imperial Public Works Department – LTA Phase III – Rehabilitation of Various Road In Imperial County**

**Construction Cost: \$ 3.5 million**

**Date: Completed: 12/2015 to 05/2016**

**Role: Resident Engineer**

Mr. Richardson was the onsite resident engineer and was responsible for assisting with the construction management services. The construction management services included coordination with the contractor, review of construction activities, submittal review, processing of payment requests and change orders, and generating daily construction reports.

**Project: City of Imperial– Claypool Force Main and Waterline Improvements**

**Construction Cost: \$ 600,000**

**Date: Completed: 04/2016 to 08/2016**

**Role: Assistant Resident Engineer**

Mr. Richardson was the onsite assistant resident engineer and was responsible for assisting with the construction management services. The construction management services included coordination with the contractor, review of construction activities, submittal review, processing of payment requests and change orders, and generating daily construction reports.

**Project: County of Imperial – Ross Road Bridge Over the Reservation Main Drain Bridge Repair Project**

**Construction Cost: \$ 720,000**

**Date: Completed: 03/2017 to 04/2017**

**Role: Assistant Resident Engineer**

Mr. Richardson was the onsite assistant resident engineer and was responsible for assisting with the construction management services. The construction management services included coordination with the contractor, review of construction activities, submittal review, processing of payment requests and change orders, and generating daily construction reports.

	<p><b>Project: <i>City of Holtville – Sixth Street Pavement Improvements between Melon and Holt Avenues Project</i></b>  <b>Construction Cost: \$ 560,000</b>  <b>Date: Completed: 07/2017 to 10/2017</b>  <b>Role: Assistant Resident Engineer</b>  Mr. Richardson was the onsite assistant resident engineer and was responsible for assisting with the construction management services. The construction management services included coordination with the contractor, review of construction activities, submittal review, processing of payment requests and change orders, and generating daily construction reports.</p> <p><b>Project: <i>City of Holtville – Ninth Street Pavement Improvements between Olive and Palm Avenues Project</i></b>  <b>Construction Cost: \$ 360,000</b>  <b>Date: Completed: 11/2017 to 01/2018</b>  <b>Role: Assistant Resident Engineer</b>  Mr. Richardson was the onsite assistant resident engineer and was responsible for assisting with the construction management services. The construction management services included coordination with the contractor, review of construction activities, submittal review, processing of payment requests and change orders, and generating daily construction reports.</p>
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<p><b>David Barron</b> <b>ASSISTANT RESIDENT ENGINEER</b></p>	
<p><b>EDUCATION</b></p> <p>B.S., Mechanical Engineering, March 2015 North Carolina State University Raleigh, North Carolina</p> <p><b>PROFESSIONAL PRACTICE</b></p> <p><b>THE HOLT GROUP, INC.</b> El Centro, California March 2015 - Present</p>	<p><b>GENERAL QUALIFICATIONS</b></p> <p>Mr. David Barron obtained a Bachelor of Science degree in Mechanical Engineering from North Carolina State University. Mr. Barron has three years of experience in the civil engineering construction management field at The Holt Group, Inc. He has completed surveying activities, assisted with preparing engineering reports, and has provided construction management services for various types of civil infrastructure projects including water treatment plants, pump stations, and street infrastructure.</p> <p><b>RELEVANT EXPERIENCE</b></p> <p><b>Project: City of Imperial – La Brucherie Lift Station Improvements</b> <b>Construction Cost: \$ 1.2 million</b> <b>Date: Completed: 09/2015 to 04/2016</b> <b>Role: Assistant Resident Engineer</b></p> <p>Mr. Barron was an onsite assistant resident engineer and was responsible for assisting with the construction management services. The construction management services included coordination with the contractor, review of construction activities, submittal review, processing of payment requests and change orders, and generating daily construction reports.</p> <p><b>Project: County of Imperial – LTA Phase III – Rehabilitation of Various Roads in Imperial County</b> <b>Construction Cost: \$ 3.7 million</b> <b>Date: Completed: 01/2016 to 07/2016</b> <b>Role: Assistant Resident Engineer</b></p> <p>Mr. Barron was an onsite assistant resident engineer and was responsible for assisting with the construction management services. The construction management services included coordination with the contractor, review of construction activities, submittal review, processing of payment requests and change orders, and generating daily construction reports.</p> <p><b>Project: Heber Public Utility District – Water Treatment Plant Expansion</b> <b>Construction Cost: \$ 7.3 million</b> <b>Date: Completed: 03/2016 to 09/2017</b> <b>Role: Assistant Resident Engineer</b></p> <p>Mr. Barron was an onsite assistant resident engineer and was responsible for assisting with the construction management services. The construction management services included coordination with the contractor, review of construction activities, submittal review, processing of payment requests and change orders, and generating daily construction reports.</p> <p><b>Project: County of Imperial – Drainage and Access Improvements at the Palo Verde Solid Waste Site</b> <b>Construction Cost: \$ 130,000</b> <b>Date: Completed: 05/2016 to 11/2016</b> <b>Role: Assistant Resident Engineer</b></p> <p>Mr. Barron was the onsite assistant resident engineer and was responsible for assisting with the construction management services. The construction</p>

	<p>management services included coordination with the contractor, review of construction activities, submittal review, processing of payment requests and change orders, and generating daily construction reports.</p> <p><b>Project: City of Blythe – Broadway Street Improvement Project From 14<sup>th</sup> Avenue to Hobsonway and From Barnard Street to Station 8+87.73</b>  <b>Construction Cost: \$ 1 million</b>  <b>Date: Completed: 10/2016 to 12/2016</b>  <b>Role: Resident Engineer</b>  Mr. Barron was the onsite resident engineer and was responsible for assisting with the construction management services. The construction management services included coordination with the contractor, construction survey staking, review of construction activities, submittal review, processing of payment requests and change orders, and generating daily construction reports.</p> <p><b>Project: City of Calipatria – South International Boulevard Street Improvements Project</b>  <b>Construction Cost: \$ 320,000</b>  <b>Date: Completed: 12/2016 to 02/2017</b>  <b>Role: Assistant Resident Engineer</b>  Mr. Barron was an onsite assistant resident engineer and was responsible for assisting with the construction management services. The construction management services included coordination with the contractor, review of construction activities, submittal review, processing of payment requests and change orders, and generating daily construction reports.</p> <p><b>Project: County of Imperial - Azure Stormwater Crossing from Treadwli Blvd. to Coombs Dr.</b>  <b>Construction Cost: \$ 250,000</b>  <b>Date: Completed: 02/2017 to 03/2017</b>  <b>Role: Assistant Resident Engineer</b>  Mr. Barron was an onsite assistant resident engineer and was responsible for assisting with the construction management services. The construction management services included coordination with the contractor, review of construction activities, submittal review, processing of payment requests and change orders, and generating daily construction reports.</p> <p><b>Project: County of Imperial - Replacement of Two Lift Station Pumps and Pump Hardware at Gateway of the Americas Sewer Lift Station No. 2</b>  <b>Construction Cost: \$ 250,000</b>  <b>Date: Completed: 04/2017 to 07/2017</b>  <b>Role: Assistant Resident Engineer</b>  Mr. Barron was an onsite assistant resident engineer and was responsible for assisting with the construction management services. The construction management services included coordination with the contractor, review of construction activities, submittal review, processing of payment requests and change orders, and generating daily construction reports.</p>
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## SUMMARY OF SPECIFIC EXPERIENCE AND QUALIFICATIONS FOR SIMILAR PROJECTS

The Holt Group, Inc. has prepared preliminary engineering reports, designed, bid, and construction managed and inspected numerous types of Building, Street and Roadway Improvement Projects over the last 34 years. Most of the projects contained various types of concrete and asphalt concrete infrastructure improvements to such infrastructure as roadways, sidewalk, curb and gutter, and many other concrete reinforced infrastructure improvements. The Holt Group, Inc.'s proposed staff has extensive experience with the completion of overlay and reconstruction roadway improvements and has also worked on the improvement of roadway projects which have required reconstruction and/or overlay improvements at various depths and crack sealing improvements. Our firm has also completed numerous projects which required utility coordination, monitoring of encroachment permit requirements, monitoring of various type of traffic control requirements and adherence to the Caltrans LAPM. The Holt Group Engineering Staff attended the Caltrans LAPM Resident Engineers Academy in 2017 and is familiar with the current LAPM guidelines. The Holt Group Engineering Staff takes a proactive approach to identifying problems which has resulted in projects being completed within the required schedules. This proactive approach also reduces the project costs. The Holt Group will maintain a separate set of files including the required LAPM forms for the City of Calexico. The Holt Group will attend audits conducted by Caltrans or the Federal Highway Administration, if required. The Holt Group, Inc.'s Project Team is extremely familiar with the types of infrastructure improvements that will be completed as part of this project and we are confident that we can provide the City of Calexico with comprehensive resident engineering and construction inspection services.

### PROJECT EXPERIENCE



Client: City of Holtville  
Project Name: Ninth Street Pavement Improvements between Holt Olive and Palm Avenues Project  
Year: 2017 - 2018  
Project Team: Juny Marmolejo, Todd Richardson and Jacob Standage

Description: The Holt Group Project Team conducted the construction management for sidewalk, crossgutters, curb and gutter, ADA compliance curb returns, utility relocation, survey monument preservation, and structural roadway reconstruction improvements. Comprehensive construction management services included the following: administration of the pre-construction meeting and preparing associated agenda and memorandum; review and monitor of DBE services; weekly meeting coordination with the Contractor, City, Utility Purveyors, and Geotechnical Consultants; submittal reviews; RFI review and coordination with design engineer and City to address responses; review, coordination and negotiation of change orders; reviews and approval of payment requests; monitoring of safety conditions at the project site; monitoring of construction activities on a full time basis including the preparation of daily construction activity logs; coordination of geotechnical testing services; monitoring of the project schedule; completion of labor compliance services; monitoring of traffic control requirements; completion of project close out; and completion of project as built plans. All construction management services were conducted in accordance with Caltrans Local Assistance Procedures Manual (LAPM) requirements.



Client: City of Holtville  
Project Name: Sixth Street Pavement Improvements between Melon and Holt Avenues Project  
Year: 2017  
Project Team: Juny Marmolejo and Todd Richardson

Description: The Holt Group Project Team conducted the construction management for structural roadway reconstruction improvements. Construction resident engineering services included: administration of the pre-

construction meeting and preparing associated agenda and memorandum; review and monitor of DBE services; weekly meeting coordination with the Contractor, City, and Geotechnical Consultants; submittal reviews; RFI review and coordination with design engineer and City to address responses; review, coordination and negotiation of change orders; reviews and approval of payment requests; monitoring of safety conditions at the project site; monitoring of construction activities on a full time basis including the preparation of daily construction activity logs; coordination of geotechnical testing services; monitoring of the project schedule; completion of labor compliance services; monitoring of traffic control requirements; completion of project close out; and completion of project as built plans. All construction management services were conducted in accordance with Caltrans Local Assistance Procedures Manual (LAPM) requirements.



Client County of Imperial  
Project Name Azure Ave. Stormwater Crossing Improvements from Treadwell Blvd. to Coombs Dr.  
Year: 2017  
Project Team: Juny Marmolejo and David Barron

Description: The Holt Group Project conducted resident engineering / construction management services for the roadway grading and erosion control improvements for the Azure Avenue Stormwater Crossing Improvements from Treadwell Boulevard to Coombs Drive. The Project consisted of coordination with water utility purveyor for relocation of existing water utilities; asphalt pavement milling; placement of asphalt concrete pavement; full structural pavement repairs to various sections of roadway; construction of PCC stormwater cutoff wall; construction of PCC roadway in wash area; and aggregate embankment construction. Comprehensive construction management services were provided which included the following: administration of pre-construction meeting and preparing associated agenda's and memoranda; weekly meeting coordination with the Contractor, County Public Works, and Geotechnical Consultants; monitoring of safety conditions at the project site; monitoring of construction activities on a daily basis including the preparation of daily construction activity logs; submittal reviews; RFI reviews and responses; reviews and negotiations of change order requests; payment requests reviews and approval; monitoring of the project schedule; and labor compliance monitoring services.



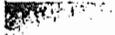
Client: County of Imperial  
Project Name: Drainage and Access Improvements at the Palo Verde Solid Waste Site  
Year: 2016  
Project Team: Juny Marmolejo and David Barron

Description: The Holt Group Project conducted resident engineering / construction management services for the roadway grading and erosion control improvements for the Palo Verde Landfill Waste Site. The project required earthwork, aggregate embankment construction, and fencing construction. Comprehensive construction management services were provided which included administration pre-construction meeting and preparing associated agenda's and memoranda, weekly meeting coordination with the Contractor, County Public Works, and Geotechnical Consultants, monitoring of safety conditions at the project site, monitoring of construction activities on a daily basis including the preparation of daily construction inspection reports, submittal reviews, RFI reviews and responses, reviews of payment and change order requests, material monitoring, monitoring of the project schedule, and labor compliance monitoring services.



Client: County of Imperial  
 Project Name: County Administration Center Parking Lot Improvement Project  
 Year: 2015  
 Project Team: Juny Marmolejo, Todd Richardson, and Sameer Patel

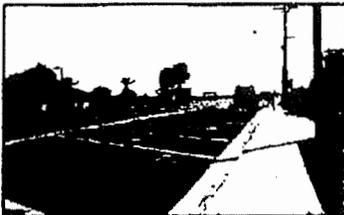
Description: The Holt Group Project Team completed the construction management for the demolition of the existing parking lot improvements and the demolition of the roadway improvements for abandoned section of 9th Street between Broadway Avenue and Main Street. The project required the relocation of an existing power poles and power lines, construction of new sidewalk infrastructure, construction of new landscaping and applicable islands, construction of multiple curb returns and access ramps, installation of parking lot lighting, construction of new parking lot AC Pavement and completion of striping, construction of new trash enclosures, installation of new ribbon gutter and curb and gutter, installation of fiber optic conduits, box and riser, installation of driveway entrances and a new earthquake monitoring station. Comprehensive construction management services were provided which included chairing the project pre-construction meeting and preparing associated agenda's and memoranda, weekly meeting coordination with the Contractor, City, Utility Purveyors and Geotechnical Consultants, monitoring of safety conditions at the project site and conflict resolution, coordination with public safety agencies regarding street impacts, monitoring of construction activities on a daily basis including the preparation of daily construction inspection reports, submittal reviews, RFI reviews and responses, reviews of payment and change order requests, material monitoring, monitoring of the project schedule, completion of labor compliance services and monitoring of traffic control requirements.



Client: County of Imperial  
 Project Name: LTA Phase III Rehabilitation of Various County Road  
 Year: 2015  
 Project Team: Juny Marmolejo, Rolando Sanchez, and David Barron



Description: The Holt Group Project Team provided construction management for the placement of crack sealing and seal coats, milling of existing asphalt pavement, asphalt concrete pavement overlay, shoulder backing construction, monument preservation, installation PCC along storm wash areas, and signage and striping. Comprehensive construction management services were provided which included the following: administration of the pre-construction meeting and preparing associated agenda's and memoranda; progress meeting coordination with the Contractor, County, and Geotechnical Consultants; monitoring of safety conditions at the project site and conflict resolution; monitoring of construction activities on a daily basis including the preparation of daily construction activity reports; submittal reviews; RFI reviews and responses; reviews of payment and change order requests; monitoring of the project schedule; completion of labor compliance services; monitoring of traffic control requirements; completion of project close out activities; and completion of project as built plans.



Client: City of Holtville  
 Project Name: City of Holtville – 5<sup>th</sup> Street/Highway 115 Improvement Project  
 Year: 2013  
 Project Team: Juny Marmolejo and Sameer Patel

Description: The Holt Group Project Team completed the design, survey, bidding and construction management for pedestrian sidewalk, curb returns, curb and gutter, driveway and street reconstruction improvements. The project also required utility coordination for relocation of existing utility infrastructure and encroachment. As part of the construction management services for the project, The Holt Group Staff provided weekly meeting coordination pre-

construction meeting and preparing associated agenda's and memoranda, weekly meeting coordination with the Contractor, City, Caltrans, Utility Purveyors and Geotechnical Consultants, monitoring of safety conditions at the project site and conflict resolution, coordination with public safety agencies regarding street impacts, monitoring of construction activities on a daily basis including the preparation of daily construction inspection reports, submittal reviews, RFI reviews and responses, reviews of payment and change order requests, material monitoring, monitoring of the project schedule, completion of labor compliance services, monitoring of traffic control improvements, completion of project close out activities, completion of project as built plans and assistance with project audits. All resident engineering services were completed in accordance with the Caltrans LAPM.



Client: City of Calipatria  
Project Name: Lake Avenue, Bonita Place, International Boulevard and Imperial Avenue Improvement Project  
Year: 2013  
Project Team: Juny Marmolejo and Sameer Patel

Description: The Holt Group Project Team completed the design, bidding and construction management for the Lake Avenue, Bonita Place, International Boulevard and Imperial Avenue Improvement Project. The road way improvements included the installation of ada compliant pcc curb returns, pcc crossgutters, the installation of A.C. Pavement over class 2 base, the installation of concrete driveway entrances and sidewalk and the installation of A.C. dikes along the roadway edges. The Holt Group, Inc. completed coordination activities with utility purveyors regarding identification and relocation of utilities. The Holt Group met with the local residences adjoining the improved street section to ensure the interfacing of street infrastructure was accomplished to the satisfaction of the residents. The Construction Management Services provided for the project also included weekly meeting and pre-construction meeting coordination, participation and preparing associated agenda's and memoranda, monitoring of safety conditions at the project site, monitoring of construction activities on a daily basis including the preparation of daily construction inspection reports, submittal reviews, RFI reviews and responses, reviews of payment and change order requests, material monitoring, monitoring of the project schedule, completion of labor compliance services, completion of project close out activities and completion of project as built plans.



Client: City of Holtville  
Project Name: City of Holtville – 4<sup>th</sup> Street Junction Improvement Project  
Year: 2010/2011  
Project Team: Juny Marmolejo and Sameer Patel

Description: The Holt Group Project Team completed the design, survey, bidding and construction management for sidewalk, crossgutters, curb and gutter, driveway, water and stormwater facilities, bike path facilities, and total street reconstruction improvements. The project also required utility coordination for relocation of existing utility infrastructure and encroachment. The Holt Group, Inc. provided the City of Holtville with right of way research and assessment, conceptual plan development, preparation of a Hydrology Study per Caltrans Standards, coordination with IID and Caltrans, a Caltrans Encroachment Permit Application, preparation of specifications and preparation of SWPPP, and completion of grant administration documentation. Comprehensive construction management services were provided which included weekly meeting coordination with the Contractor, City, Caltrans, Utility Purveyors and Geotechnical Consultants, monitoring of construction activities on a daily basis including the preparation of daily construction inspection reports, submittal reviews, RFI reviews and responses, reviews of payment and change order requests, material monitoring, monitoring of the project schedule, completion of labor compliance services, completion of project close out activities, completion of project as built plans and assistance with project audits. All resident engineering services were completed in accordance with the Caltrans LAPM.

PROFESSIONAL REFERENCES

**Nick Wells**

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

**Romualdo Medina**

City Manager  
City of Calipatria  
125 N. Park Avenue  
Calipatria, CA 92233  
Tel: 760/348-4141

**Laura Fischer**

General Manager  
Heber Public Utility District  
1078 Dogwood Road  
Heber, CA 92249  
Tel: 760/482-2440

**John Gay, P.E.**

Director of Public Works  
County of Imperial  
155 S. 11<sup>th</sup> Street  
El Centro, CA 92243  
Tel: 442/265-1818

### III. ANALYSIS OF EFFORT/METHODOLOGY

#### SPECIFIC TECHNIQUES AND METHODS TO BE USED TO PERFORM WORK

The Holt Group, Inc. approach to managing and completing any type of construction related project is to be as thorough and accurate as possible. The Holt Group's Engineering Staff will be present at the project site on a full time and continuous basis to ensure that infrastructure improvements are being constructed in accordance with the project improvement plans, specifications and any applicable encroachment permits. The Holt Group's Engineering Staff will monitor every aspect of the construction activities taking place and will work diligently to ensure that the project remains on or ahead of schedule in addition to within budget. The Holt Group will monitor and coordinate with the utility agencies involved with the project to maintain the project schedule and costs. The Holt Group's Engineering Team will keep in daily contact with the City of Calexico Staff and keep them abreast of ongoing activities related to the project. The Holt Group's Engineering Staff will be preparing daily construction activity reports and forwarding them to the City of Calexico on a daily basis in addition to the preparation of weekly reports which will provide an overall summary of construction activities and milestones met on a weekly basis. The Holt Group's Engineering Staff will also monitor the quantities of materials utilized at the site to mitigate project change orders. If issues of great significance occur, The Holt Group's Engineering Staff will immediately contact the City of Calexico to review the issue at hand and work diligently to arrive at a resolution. The Holt Group Engineering Staff will also closely monitor safety provisions, potential conflicts and contractor labor related matters to ensure that the Contractor and Subcontractors are adhering to the required wage rates and state regulations. If selected, The Holt Group, Inc. ensures that the City of Calexico will always know the condition of the project at any given time. The Holt Group staff will also be available to attend any post Caltrans or FHWA audits and will maintain a separate set of hard copy and electronic LAPM records for the City of Calexico. These hard copy documents and electronic documents will be delivered to the City of Calexico at the conclusion of the project.

The following is a list of services that will be provided to the County of Imperial in accordance with the RFP and The Holt Group, Inc. general resident engineering and construction inspection practices.

- **Coordination and Meetings**
  - Pre-Construction Conference - Coordinate and chair the Pre Construction Conference. Prepare the Pre-Construction Conference Agenda and Memorandum within the required timeframes noted in the RFP. Distribute the Agenda and Memorandum to all associated parties.
  - Coordination with the General Public and Public Safety Agencies - Notify the general public and public safety agencies of the project, the upcoming construction activities, roadway closures and proposing alternative driving routes. Complete meetings with public safety agencies and any applicable residents as required.
  - Coordination with the Geotechnical Consultant – Coordinate with the project geotechnical and material testing consultant to ensure all required material and compaction testing is completed as required by the City approved Quality Assurance Program (QAP) project improvement plans and specifications. Also complete required reviews and acquire geotechnical material evaluation slips. Complete reviews of geotechnical consultant invoicing as required.
  - Coordination with Utility Agencies – Maintain contact with the utility agencies throughout the project. Request utility representatives be present at the site when utilities are effected by the project construction process.

- **Resident Engineering and Construction Inspection Services**
  - **Submittal Review Assistance** - Assist and/or complete the review of various applicable project submittals. Coordinate with the City of Calexico for final acceptance or rejection of project submittals.
  - **Resident Engineering and Construction Inspection Services**
    - Full Time Resident Engineering and Construction Inspection Services. Services to be completed by a Registered Civil Engineer.
    - Monitor the completion of the roadway infrastructure improvements to ensure that all improvements were constructed in accordance with the project improvement plans and specifications.
    - Coordination with utility purveyors, Air Pollution Control District, and other agencies.
    - Prepare Daily Construction Inspection Reports and distribute to the City of Calexico and all applicable parties at the conclusion of each work day.
    - Conduct all work and prepare all documentation in compliance with the provisions of the Caltrans Local Assistance Procedures Manual (LAPM).
    - Monitor dust control activities at the project site.
    - Monitor Stormwater Pollution Prevention Plan (SWPPP) compliance.
    - Verify that all Erosion Control is set up and maintained throughout the duration of the project.
    - Monitor Safety Conditions and Traffic Control Activities at the Project Site.
    - Monitor and resolve project conflicts. Inform the City of Calexico of any issues and/or conflicts as they become present.
    - Collect and review all material slips delivered to the project site. Monitor and track all project material quantities.
    - Prepare Weekly Summary Report highlighting the Project Progress and Schedule, Potential Issues and similar items.
    - Review project Progress Payment Applications and Change Order Request. Coordinate with the City of Calexico with regard to final approval of all Payment Applications and Change Order Requests.
    - Review and prepare responses to RFI Submittals. Coordinate with the City of Calexico and the Design Engineer prior to the issuance of responses to RFI's.
    - Coordinate with Geotechnical and Material Testing Consultant including reviewing project documentation and Geotechnical and Material Testing Consultant payment applications.
    - Assist with the completion of Project Close Out activities and documentation. Includes pre-final and final walkthroughs, preparation of Project Summary Report and preparation and recording of project Notice of Completion.
    - Obtain As-Built notes for the preparation of As-Built Plans.
    - Keep contract files in different categories (payment requests, change orders, RFI's labor compliance, etc.) as these files will be used by the granting agency to audit the work. Assist with project audit as required.
    - Provide Labor Standards Compliance Services (including on site interviews, documentation review and the preparation of the end of month report).
- **Project Deliverables**
  - Daily Construction Inspection Reports (to be submitted at the conclusion of each work day)
  - Weekly Summary Reports including all weekly project data obtained (to be submitted at Weekly Meeting)
  - End of Month Labor Compliance Report (to be submitted at the conclusion of each calendar month)
  - Project Summary Report to be completed in accordance with the RFP provisions and As-Built Plans
  - Notebooks and electronic copies of all prepared and obtained project documentation. All final project documentation will be submitted with all LAPM documents at the conclusion of the project.

PROJECT TIMELINE WITH SPECIFIC TASKS

The Holt Group proposes to provide the requested Construction Management and Inspection Services as noted within the contents of the project RFP and within this proposal. The Holt Group will begin providing the Construction Management Services at the issuance of the Contractor Notice of Award until the recordation of the project Notice of Completion. It is anticipated that construction activities will be completed within 180 calendar days.

The exact project timeline for Construction Management and Inspection Services depend on the issuance of the Construction Award of Contract and the construction schedule of the contractor. The Holt Group, Inc. Staff will work diligently to ensure that the construction is completed within the required work days as specified within the Contract Documents. We will also coordinate with the City of Calexico Staff on a daily basis to ensure that construction activities are proceeding as scheduled.

Item No.	Task Summary	Hours by Holt Group Staff Type			Total Hours
		Resident Engineer	Assistant Resident Engineer	Labor Compliance Monitor	
1	Preconstruction Conference	8	8		16
2	Weekly Progress Meetings and Report Preparation	13	13		26
3	Submittal Review Assistance	20	40		60
4	Full Time Resident Engineering and Construction Inspection Services		912		912
5	Prepare Daily Inspection Reports	25	50		75
6	Labor Standards Compliance Services			90	90
7	Review and Processing of Payment Applications	6	40		46
8	Request for Change Order and Requests for Information (RFI)	8	8		16
9	Pre-Final Inspection	8	8		16
10	Project Summary Report	8	8		16
11	Project Folders & Documentation	8	12		20
<b>Project Total</b>		<b>104</b>	<b>1,099</b>	<b>90</b>	<b>1,293</b>

- Juny Marmolejo, P.E. (Resident Engineer)
- Sameer Patel, P.E. (Resident Engineer)
- Todd Richardson, E.I.T. (Assistant Resident Engineer)
- David Barron (Assistant Resident Engineer)