

**AGEND
A
ITEM**

19



CALEXICO *California*
WHERE CALIFORNIA AND MEXICO MEET
CITY COUNCIL

AGENDA
 ITEM
19

AGENDA STAFF REPORT

DATE: September 4, 2024

TO: Mayor and City Council

APPROVED BY: Juan Contreras, Acting City Manager *JAC*

REVIEWED BY: Sandra L. Fonseca, Interim Finance Director *SF*

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

SUBJECT: Authorize Acting City Manager to Sign Amendment No. 8 to the Agreement of Professional Services in the Amount of \$175,000.00 with Michael Baker International to Prepare the Operation and Maintenance Manuel for the New River Improvement Project – Calexico Reach.

Recommendation:

It is recommended that the City Council of the City of Calexico approve the following:

1. Authorize Acting City Manager to Sign Amendment No. 8 to the Agreement of Professional Services in the Amount of \$175,000.00 with Michael Baker International to prepare the Operation and Maintenance Manual for the Construction of the New River Improvement Project – Calexico Reach.

Background:

The New River is a Water of the United States and a California Water. It originates approximately 18 miles south of the US-Mexico Border, in the Mexicali Valley, Mexico. It enters the United States by the Calexico West Port of Entry, in Calexico, California. The City of Calexico (hereafter "City") is proposing to implement the New River Improvement Project – Calexico Reach (hereafter "Project"). The City became Project Lead and pursuant to the California Environmental Quality Act it certified a Mitigated Negative Declaration for the Project in April 2020. The Project consists of three primary construction components:

1. Trash screen and diversion structure for the New River downstream from the International Boundary with Mexico.
2. Bypass encasement infrastructure for the New River from a point downstream of the International Boundary to a point downstream of the eastern boundary of the City of

Calexico to address the public health threat that new River water quality poses to the southern area of the city.

3. A pump-back system to take treated wastewater from the existing Calexico Wastewater Treatment Plant (WWTP) and discharge it into the New River channel at a point near the proposed river diversion and encasement structure.

On February 15, 2023, the City Council of the City of Calexico awarded a bid proposal from Mountain Cascade, Inc. (MCI) in the amount of \$40,690,908.04. On June 29, 2023, the City issued the Notice to Proceed to Mountain Cascade, Inc.

Discussion and Analysis:

Michael Baker International (MBI) is the design engineer for said project and has been on contract with the City since January 2022 to provide engineering services to the city, which included finalizing the plans and specifications for construction of the Project and other technical support services during the Project’s bid and construction process. Now that the New River Improvement Project - Calexico Reach is approximately 75% completed, the City needs to develop a comprehensive Operation and Maintenance Manual for said project. The Operation and Maintenance Manual will include operational procedures, preventative maintenance, Manufacturer’s Operation and Maintenance Manual, equipment data sheet and maintenance notes, etc.

Please note that one (1) of the deliverables stipulated in the State of California Department of Water Resources Agreement No. 4600014089 is that the City has an Operation and Maintenance Manual before project close-out.

City staff has reviewed MBI Amendment No. 8 scope of work and is requesting that the City Council of the City of Calexico authorize the Acting City Manager to sign Amendment No. 8 to the Agreement of Professional Services with MBI in the amount of \$175,000.00 for the preparation of the Operation and Maintenance Manual for the New River Improvement Project – Calexico Reach.

Fiscal Impact:

| Capital Improvement Program Budgeted Item for FY 2024-2025 | |
|--|--------------|
| REVENUE | |
| State Grant – Fund No. 475-91-902-56001-000 | \$955,000.00 |
| Total | \$955,000.00 |
| EXPENDITURE | |
| Michael Baker International – Original Contract | \$200,000.00 |
| Michael Baker International – Amendment No. 1 | \$55,000.00 |
| Michael Baker International – Amendment No. 2 | \$50,000.00 |
| Michael Baker International – Amendment No. 3 | \$35,000.00 |
| Michael Baker International – Amendment No. 4 | \$100,000.00 |
| Michael Baker International – Amendment No. 5 | \$125,000.00 |
| Michael Baker International – Amendment No. 6 | \$120,000.00 |

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|---|--------------|
| Michael Baker International – Amendment No. 7 | \$95,000.00 |
| Michael Baker International – Amendment No. 8 | \$175,000.00 |
| Total | \$955,000.00 |

Coordinated With:

City Manager's Office.
Public Works Department.
Office of the City Clerk.

Attachment(s):

1. Amendment No. 8 of Agreement of Professional Services between City of Calexico and Michael Baker International for Professional Services for New River Improvement Project – Calexico Reach.
 - a. Exhibit A – Scope of Services

ATTACHMENT NO. 1

**AMENDMENT NUMBER 8 TO THE AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN THE CITY OF CALEXICO AND MICHAEL BAKER INTERNATIONAL**

AMENDMENT NUMBER 8 dated September 4, 2024, the agreement for professional services between the City of Calexico (“City”) and Michael Baker International (“Consultant”) dated December 15, 2022 (the “Agreement”) concerning Professional Engineering Services for the New River Improvement Project – Calexico Reach (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 – Proposal dated June 11, 2024 (rev 8/12)

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: Juan Contreras, Acting City Manager

Title: _____

Date: _____

Date: _____

By: _____

Title: Carlos Campos, City Attorney

Date: _____

By: _____

Title: Veronica L. Alvarado, City Clerk

Date: _____

ADDITIONAL SERVICES REQUEST #06

Project: New River Improvement Project – Calexico Reach
Operation and Maintenance Manual

Client: City of Calexico

Work Requested By: City of Calexico

Summary of Additional Work

Operations and Maintenance Manual

At the request of the Client, Michael Baker International (MBI) will provide coordination and consultation with team partners (including City of Calexico, City of Calexico Construction Management Team, and the Contractor) related to the preparation of the Operation and Maintenance Manual for the New River Improvement Project – Calexico Reach. Operation and Maintenance Data will adhere to New River Project Spec Section 01 78 23.

This scope of services for the Operation and Maintenance Manual includes Michael Baker International and the following subconsultant team. MBI will coordinate directly with the following team.

- Engineering Partners Inc. – Electrical Engineering
- Leighton Geotechnical – Geotechnical Engineering
- Aark Engineering Inc. – Structural Engineering

At the request of the client, Operation and Maintenance Manual support services will include the following:

- 1) Project Management with subconsultant team (Engineering Partners Inc., Leighton, and Aark)
- 2) Meeting attendance and site walks in the field.
- 3) Review the Operation and Maintenance Manual and the Equipment Data Sheets as provided by the Contractor. Include data sheets in the Operation and Maintenance Manual.
- 4) Review the Contractor submitted forms as provided in Spec Section 01 78 23 and that follow format to summarize equipment furnished, nameplate data, and equipment Manufacturer's maintenance instructions and recommendations.
- 5) Assemble the Operation and Maintenance Manual based on Contractor furnished documents and include the following:
 - a. Equipment Maintenance Data Sheet and Maintenance Notes
 - i. Cover Page
 - ii. Table of Contents
 - iii. Sequence of Operation
 - iv. Equipment Maintenance Data Sheet
 - v. Maintenance Notes and photographs

- b. Operational Procedures
 - i. Installation Instructions
 - ii. Tools, Equipment and Software
 - iii. Cross- Referencing
 - iv. Operation Procedures and Overhaul Instructions
 - v. Procedures for Testing for Performance Efficiency
 - vi. Emergency Procedures
 - vii. Control Settings
 - viii. Relay Settings
 - c. Manufacturer's Operation and Maintenance Manual
 - d. Preventative Maintenance
 - e. Parts List
 - f. Wiring and Logic Diagrams
 - g. Submittals
 - h. Safety
 - i. Documentation
 - i. Affidavits and Certifications
 - ii. Warranties
- 6) The Michael Baker Team will review the information provided by the Contractor and provide follow up questions or requests for additional information. Upon submittal from Contractor, the Michael Baker team will provide a second review session.
 - 7) The Michael Baker Team will compile the Operation and Maintenance Manual into a single document as noted above in Item 5. This includes initial submittal and addressing comments.
 - 8) The Michael Baker Team will provide status updates to the City of Calexico and the City of Calexico Construction Management Team.
 - 9) Deliverables include the submittal of five (5) copies of Operation and Maintenance Manual containing information itemized and requested in Contract Documents. Hard copy binders and the sixth (6th) electronic MS Word Version 2016 will include the following:
 - a. Provide standard size vinyl-plastic hardcover binders suitable for bookshelf storage.
 - b. Binder ring size shall not exceed 2.5".
 - c. Tab and index manuals by specification sections in numerical order as assigned in Contract Documents.
 - d. Provide Operation and Maintenance information for each item of mechanical, electrical, or instrumentation equipment.
 - e. Provide documentation in organized manner that can be used and understood by Owner's operation and maintenance staff

Schedule

Upon receiving Notice to Proceed (NTP), Consultant shall contact Contractor, City of Calexico, and Construction Management Teams to request documentation and coordinate. Assuming all documentation is readily available and provided in a timely manner, the following milestones are anticipated:

Rough Draft O&M Manual....3 months after NTP.

Final Draft O&M Manual.....2 months after receiving comments from City of Calexico on Rough Draft.

Reimbursable Expenses

Consultant has included an initial budget amount within this proposal to cover the direct costs for the project including, but not limited to, printing, plotting, reproduction, in-house reproduction, progress prints, mileage, messenger service, and overnight deliveries. Reimbursable expenses will be invoiced monthly.

Note: Per Spec Section 01 78 23, Sub-section 1.7 the payment for operation and maintenance manuals required in Contract Documents will be included in price bid for items of work for which sections of Operation and Maintenance Manuals are required. Contractor is responsible for providing all required hard copies and electronic format of required manuals.

A budget allowance of one-hundred and seventy-five thousand dollars (\$175,000) is allocated for the tasks above. Services will be invoiced on a Time and Materials budget as approved in the Schedule and Charges. For estimating purposes and ROM cash flow, an approximate allowance of \$125,000 is estimated for the rough draft schedule (first three months) and an allowance of \$50,000 is estimated for the final draft submittal (two-month period).

Because of the unknown nature of construction services, Client will be notified when 80% of the budget has been used. Michael Baker will provide a monthly invoice backup with detailed Time and Materials (T&M) budget allocations from the Consultant Team.

Fee:

Operation and Maintenance Manual Support Services..... \$175,000

TOTAL AWR \$175,000

Work will commence upon written approval of this additional scope and fee.

Prepared By:  _____ June 11, 2024 (rev 8/12)
Brian Stup, Project Manager

Authorized By: _____
(Client) (Date)

This is an addendum to the City of Calexico New River Improvement Contract as entered into as December 15, 2021. All provisions, terms, and conditions remain applicable to this Addendum.