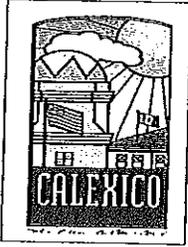


**AGENDA
ITEM**

13



AGENDA STAFF REPORT

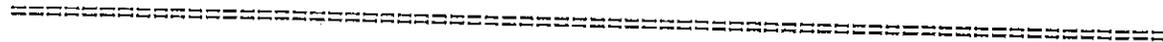
DATE: September 20, 2017

TO: Mayor and City Council

APPROVED BY: Armando G. Villa, City Manager *Armando Villa*

PREPARED BY: David Dale, Public Works Director/City Engineer *David Dale*

SUBJECT: Authorize City Manager to Sign Agreement for Professional Services between the City of Calexico and The Holt Group, Inc. to prepare a Water Master Plan



Recommendation:

Authorize City Manager to Sign Agreement for Professional Services between the City of Calexico and The Holt Group to prepare a Water Master Plan.

Background:

A Sanitary Survey of the City of Calexico water system was conducted on December 20 and 27, 2016 by the State Water Resources Control Board. In the Sanitary Survey report dated June 5, 2017, it is required that the City prepare a Water Master Plan. The Master Plan will identify areas within the City's water system that require replacement or improvement, and the estimated costs within the next ten years.

Discussion & Analysis:

For the above-mentioned work to be completed, Public Works staff is requesting that an engineering firm be hired to design said project and prepare all the necessary documentation. On August 25, 2017, Public Works staff contacted and sent a Request for Proposals (RFP) to all five (5) On-Call Engineering firms that were previously approved by City Council on February 16, 2016. Only three (3) out of the five (5) firm's submitted proposals for the preparation of the Water Master Plan:

- 1. Dynamic Consulting Engineers, Inc. \$138,400.00
- 2. The Holt Group, Inc. \$123,100.00
- 3. BJ Engineering and Surveying, Inc. \$161,025.00

AGENDA ITEM
13

Fiscal Impact:

The Water Master Plan is on the Capital Improvement Program (CIP) for this fiscal year (2017-2018).

Budgeted Item for FY 2017-2018
\$125,000 – Water Capital Fund

Coordinated With:

Public Works Department.

Attachment(s):

1. Request for Proposal – Water Master Plan – August 25, 2017
2. Dynamic Consulting Engineers Proposal.
3. The Holt Group, Inc. Proposal.
4. BJ Engineering and Surveying Proposal.
5. Agreement for Professional Services – The Holt Group, Inc.



CITY OF CALEXICO

608 Heber Ave.
Calexico, CA 92231-2840
Tel: 760.768.2100
Fax: 760.357.7862
www.calexico.ca.gov
e-mail:publicworks@calexico.ca.gov

Public Works Department

Request for Proposal – On-Call Engineering Water Master Plan August 25, 2017

INFORMATION FOR ON-CALL ENGINEERING FIRMS

1.0 PURPOSE

The City of Calexico is soliciting request for proposals from qualified On-Call firms to provide consulting services to prepare a Water System Master Plan. Local Enterprise funds will be used to pay for this project.

2.0 CALENDAR OF EVENTS

Package will be emailed to consultants **August 25, 2017**.

Deadline for City to receive written questions **August 31, 2017, at 3:00 p.m.**

Written responses for questions (submit questions to ddale@calexico.ca.gov) received by August 31, 2017, will be available by **September 5, 2017 at 11:00 a.m.**

Proposals (PDF) must be received by email to ddale@calexico.ca.gov on or before Wednesday **September 6, 2017, at 5:00 p.m.** An email response will be sent to verify that the proposal was received.

3.0 SCOPE OF SERVICES – See Detailed Scope of Work Exhibit “A”

The Consultant will perform these services under the supervision and direction of the Public Works Director/City Engineer.

The Consultant shall provide the City with an updated Existing Water System Map showing the pipes, sizes and material types.

The Consultant shall provide the City with a complete Hydraulic Analysis of the existing water distribution system.

The Consultant shall provide the City with a Proposed Improvements Water System Map using the Existing Water Distribution System Map as a "base map."

The Consultant shall prepare an Engineer's Opinion of Probable Cost for the identified Water System Improvements.

The Consultant shall prepare a Technical Report outlining existing system deficiencies, alternatives, recommendations for system improvements, Engineer's Opinion of Probable Cost for recommended improvements and funding sources for improvements.

See Exhibit A for the detailed Scope of Work.

PROPOSAL DELIVERABLES

Email a copy of the PDF proposal to ddale@calexico.ca.gov

4.0 MANDATORY REQUIREMENTS FOR ALL PROPOSALS

All proposals must be accompanied with the name(s), title(s) and resume(s) of the individual(s) who will be performing the services should the contract be awarded.

5.0 PREPARATION OF PROPOSALS

It is the sole responsibility of respondent to ensure that the proposals are received by the City in proper time. Proposals must be submitted via email to ddale@calexico.ca.gov. An email response will be sent that the proposal was received. If a response is not received, call David Dale, PE at 760-960-8500 to verify that the email was received.

6.0 SIGNATURE

The statement of qualifications documents or any modification must be signed in the name of the consultant and must bear the signature of the person or persons authorized to sign the proposal.

7.0 MODIFICATIONS

Any modification of any proposals submitted must be in writing and received by CITY prior to the closing time for proposals. Modifications may be made via electronic mail or any other means. Any qualifications or modifications received after the scheduled closing time for receipt of statement of qualifications will be not be accepted.

8.0 WITHDRAWAL OF PROPOSALS

Respondents may withdraw their proposals either personally or by written request at any time prior to the scheduled closing time for receipt of proposals.

9.0 PROPOSAL ELEMENTS

Proposals must address each of the elements in this section.

Statement of Qualifications

- a. Description of your experience as it pertains to the Scope of Work above mentioned in Item 4.0 and Exhibit "A"
- b. A description of the specific tasks completed on projects implemented. Include the names, addresses and phone numbers of contact persons for several contracts for which you have performed services as solicited in this RFP.

Proposed Scope of Work and Fee

Provide a discussion of how your firm proposes to provide the services requested. Provide an itemized lump sum fee for the Tasks as identified in the detailed Scope of Work "Exhibit A". If there is any proposed scope of work that is not identified in this RFP, separate the fees for this work in the itemized lump sum fee. The City may or may not, at its discretion, add this work into the project.

Project Personnel and Their Availability

Provide resume(s) of the key personnel who would be assigned to perform the services as described. Indicate status of each person's relationship to your firm, whether an employee, partner, subcontractor, or other contractual agreement. The statement should also identify for each member of the project team, their area of expertise, role in the project, and experience with similar or related projects.

The CITY reserves the right to reject any and all qualifications submitted; to request clarification of services submitted; to request additional information; and to waive any irregularity in the qualifications and review process, as long as CITY procedures remain consistent with City procurement requirements.

EXHIBIT A – DETAILED SCOPE OF SERVICES

The Scope of Services for the preparation of the City Water Master Plan is as follows:

Task 1 – STUDY AREA, LAND USE, POPULATION AND DEMANDS

- A. The land use shall be determined by the most current City Zoning Map, Service Area Plan, and/or General Plan. Show a Land Use Summary and total acreage, including vacant land.
- B. Work with City Staff in the Planning Department to determine the current known and/or potential developments, including the phasing of the projects.
- C. Determine the population and forecasts for the population growth for the next 10 years. Coordinate the population forecasts with the 2015 Urban Water Management plan.
- D. Determine the existing water demand by Zoning type.
- E. Determine the annual historical water production.
- F. Estimate the water loss in the system. The City does not yet have water meters at all parks or City facilities, but is in the process of installing them. The City expects to have the meters in by December 2017.
- G. Estimate the peaking factors.
- H. Estimate future water demand for each type of development.

Task 2 – EXISTING WATER SYSTEM

- A. Review record maps and improvement plans from previous subdivision projects within the City sphere of influence with the Public Works Department.
- B. Locate existing water pipelines. Pothole excavations will not be required. Pipeline material type, diameter size and horizontal location shall be determined based on existing City maps and with interviews of City personnel.
- C. Locate and verify existing fire hydrants. The City has existing maps showing the locations of most fire hydrants. Consultant to verify the locations and add fire hydrants not shown.
- D. Identify dead end lines on the map.
- E. Fire flow tests from each hydrant will not be required.
- F. Location of existing water valves will not be required. The City is implementing a valve exercising program that will identify the locations of each valve by GPS.
- G. The City has an existing water distribution map in AutoCAD 2011 (prepared in 2011) to be used by the Consultant. The map shows the right of way widths and the approximate locations and sizes of the water pipelines and fire hydrants. The City also prepared an Urban Water Management Plan 2015 and Service Area Plan in 2006 that may be of use to the Consultant.
- H. Prepare an updated existing water system map “Water Lines Map” using the City’s outdated existing map. Illustrate all fire hydrants on the map. Number each fire hydrant. Illustrate the diameter size, pipe material and length along each pipe segment. All major water facilities shall be shown on the map, including the treatment plant, pumps and storage facilities. The map shall include a north arrow, scale, legend, Title, City boundary line, right of way lines, easement lines (as shown on the existing map) within the City. The total length of each type of pipe, and the sum total length of all pipes shall be

determined and shown on the map.

- I. Complete a Hydraulic Analysis of the existing water distribution system by utilizing Haestad Method Hydraulic or similar Software. Fire flow requirements shall be based upon City Fire Department requirements for each type of land use.
- J. Analyze existing water supplies.
- K. Analyze the existing raw water and treated water storage for emergency, distribution and fire to determine if there are any deficiencies.
- L. Analyze existing booster and distribution pump stations.
- M. Analyze the City's supply and storage requirements and ability to cope with water main breaks, earthquakes and power outages.
- N. Analyze the City's water treatment capacity and determine if any expansion is required within the next 10 years.
- O. Review computer output data and identify problem areas with inadequate pressures and fire flows. Provide a recommendation regarding upgrading the water distribution system to provide the required pressure and fire flows. Provide recommendations for replacement of existing hydrants or installation of new hydrants at critical locations. The valve replacement program will be completed by the City. Review existing pipe sections which are older than 50 years or which frequently "break" with the City Water Distribution System Operators. Recommend these pipe sections be replaced.

Task 3 – PROPOSED IMPROVEMENTS WATER SYSTEM

Technical Report

- A. Prepare a Technical Report outlining existing system deficiencies, alternatives, recommendations for the proposed water system improvements.

Proposed Improvements Water System Map

- A. Prepare a proposed Water System Improvements Map using the existing Water Distribution System Map as a "Base Map". Illustrate the recommended improvements on the City Proposed Improvements Water System Map as follows:
 - a) Pipeline line size upgrades due to hydraulic deficiencies.
 - b) Installation of new pipeline extensions to complete a "looped" system to provide for sufficient hydraulic flow and pressure.
 - c) Installation of new pipelines to serve future potential developments within the next 10 years.
 - d) Installation of new and/or replacement of fire hydrants.
 - e) Replacement of deteriorated water pipelines which are older than 50 years or which frequently "break".
 - f) Proposed storage facilities.
 - g) Proposed booster pump facilities.
 - h) Proposed water treatment system facilities.

Engineer's Opinion of Probable Cost

- A. Prepare an itemized Engineer's Opinion of Probable Cost for each of the identified proposed Water System Improvements.



September 7, 2017

City of Calexico
608 Heber Avenue
Calexico, CA 92231

Attn: David Dale, P.E., P.L.S, Public Works Director/City Engineer

Subject: Proposal for Preparation of City Water System Master Plan (On Call Task Order Request)

Dynamic Consulting Engineers, Inc (DCE) is pleased to present this cost proposal for professional services for the above referenced project. The City of Calexico is planning on contracting with a consultant to prepare a City Water System Master Plan. The master plan will include a complete hydraulic analysis of the existing water distribution system, the preparation of a Proposed Improvements Water System Map and Cost Estimates for the proposed improvements.

The scope of work is as follows:

SCOPE OF WORK:

- DCE will work with City staff to determine the current water demand and map accurately the existing water distribution system
- DCE will forecast potential growth and determine potential water demands.
- DCE will prepare report and provide list of proposed and needed improvements. DCE will work closely with the City to prepare a priority list of water distribution improvement projects.
- DCE will prepare a Hydraulic Analysis if the existing water distribution system.
- DCE will survey and determine location of all fire hydrants.
- DCE will provide cost estimates for improvements

COST PROPOSAL

DCE will provide the services mentioned in the scope of work for a lump sum fee of **\$138,400.00.**

Again, thank you for giving Dynamic Consulting Engineers, Inc (DCE) the opportunity to serve you.

A handwritten signature in cursive script, appearing to read "Carlos Beltran".

Carlos Beltran, P.E.
Principal Engineer.

Company information

Dynamic Consulting Engineers, Inc. (DCE) is a local firm based in the Imperial Valley. DCE has a simple, yet efficient company structure, which stresses client satisfaction, quality project management, and efficient technical excellence.

Dynamic Consulting Engineers, Inc. (DCE) is a California Corporation. DCE office is located at:

2415 Imperial Business Park Dr., Suite B, Imperial California 92251. All work is anticipated to be performed at the project site and at the DCE Imperial office. DCE currently has 7 engineers, surveyors, construction managers, inspectors and office administrators on staff.

Dynamic Consulting Engineers, Inc. is certified by the State Department of Transportation as a **Disadvantaged Business Enterprise** (DBE No. 37931).
Federal Tax ID Number 26-1842803

Dynamic Consulting Engineers, Inc. carries:
\$2,000,000 General Liability Insurance, \$2,000,000 Professional Liability Insurance (E&O)
\$1,000,000 Automobile Insurance, \$1,000,000 Workers Compensation Insurance

DCE complies with all applicable laws regarding affirmative action and equal opportunity employment and does not discriminate against anyone based on age, color, disability, national origin, race, religion, sex, sexual orientation, handicap and status as a veteran or disable veteran.

Dynamic Consulting Engineers, Inc.

Project Team

Carlos Beltran, P.E. will be the project manager and main contact. Mr. Beltran will be responsible for preparing the Water Master Plan and the Hydraulic Analysis. His time availability for this project is 50%.

David Beltran, P.L.S. will be the project surveyor. David will be responsible for the field data collection and research of existing water facilities. His time availability for this project is 60%.

Mark Bautista, will assist with project survey and data collection. His time availability for this project is 70%.

RESUMES

CARLOS BELTRAN, P.E.
Project Manager / Inspections

EDUCATION:

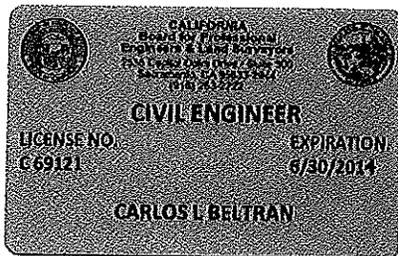
University of California, Los Angeles (UCLA)
B.S. Civil Engineering, June 2000

REGISTRATIONS:

Professional Civil Engineer
CA License No. 69121

ASSOCIATIONS:

American Society of Civil Engineers
UCLA Engineering Alumni Association



Expires 06/30/2018

Carlos is a cofounder of Dynamic Consulting Engineers and has been providing construction management, inspections and engineering services in both the private and public sectors of the civil engineering industry. His professional and academic experience provides a broad-base, multi-disciplinary background in the field of civil engineering. Carlos is one of the principals at Dynamic Consulting Engineers and is responsible for project management and design of water conveyance systems, hydraulic structures, grading and drainage systems.

Mr. Beltran has substantial experience working in municipal projects throughout Imperial County. Carlos is very knowledgeable of the local agencies, IID and Caltrans standards and specifications as well as the County of Imperial Standards and Specifications.

PROJECT EXPERIENCE

- **IID All American Canal New River Siphon Repair Project** – Carlos is currently providing construction management and inspections. Construction Cost: \$5,500,000.00
- **Imperial Irrigation District (IID) – IID-Caltrans Brawley Bypass Stage III Utility Relocation Project Construction Management/Inspection Services.**
- **Imperial Irrigation District (IID) – Date Drain Pipeline at Wake Avenue Auto Park Project Construction Management/Inspection Services.**
- **Imperial Irrigation District (IID) – Dogwood Canal Pipeline (Heber School District) Construction Management/Inspection Services.**
- **City of Calexico – Town Center Project. Street Improvements, Drainage Design, Signal Lights and Water and Sewer Improvements**
- **City of Calexico - Van De Graff Street Improvement and Signal Project.**

DAVID BELTRAN, P.L.S.
Survey Manager / Inspections

EDUCATION:

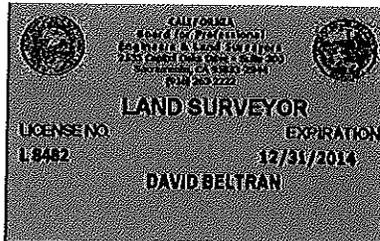
California State Polytechnic
University, Pomona
B.S. Civil Engineering, June 2002

REGISTRATIONS:

Professional Land Surveyor
CA License No. 8482

ASSOCIATIONS:

California Land Surveyors
Association



Expires 12/31/2018

Mr. Beltran is a cofounder of Dynamic Consulting Engineers and a registered professional land surveyor with more than nine years of experience in the industry. David has broad experience in coordinating survey services for large-scale projects for private developments and local agencies. He is also experienced in the preparation of topographic surveys, Subdivision Maps, Record of Surveys, Right of Way Mapping and construction staking.

Mr. Beltran has substantial experience working in topographic survey projects in Imperial County. David also has substantial experience preparing record maps locally and is very knowledgeable of the County of Imperial guidelines and requirements.

PROJECT EXPERIENCE

- **Imperial Irrigation District (IID)** – 2400 GPS points Survey. Designed and Implemented a Geodetic Control Network
- **Imperial Irrigation District (IID)** – Field Survey and Prepared As-builts for Brawley Bypass Stage III Project, Dogwood Canal Pipeline and Date Drain Project.
- **City of Calexico** – Topographic Survey and Right of Way Mapping for the Town Center/ Portico Industrial Development Street Improvement Project.
- **County of Imperial, Sun Beam Lakes Recreational Parks** - Topographic Survey and preparation of grading plan.
- **City of Holtville** – Lot Line Adjustment No. 237 and No. 243
- **City of Brawley** – Topographic Surveys and survey maps for Public Works Department
- **Ormat Nevada** – Topographic Survey and Grading Plan for North Brawley Geothermal Plant

Mark Bautista
Project Inspector

EDUCATION:

California State Polytechnic University, Pomona
B.S. Civil Engineering: June 2009

RELATIVE PROJECT EXPERIENCE:

- **Imperial County – Seeley Road Rehabilitation Project** – Provided construction observation services for the County of Imperial. Project included public notification of road rehabilitation improvements, establishment of traffic control, completion of Pothole and Pavement failure area rehabilitation work, grinding, sweeping of the road pavement surface including the removal and disposal of road residue, field location and tie off of utility covers in the road surface areas, placement of tack coat over swept road pavement surface prior to installation of A.C. pavement hot mix leveling course, installation of 1 inch A.C. hot mix pavement and installation of Asphalt Rubber Aggregate Membrane (ARAM) over A.C. hot mix pavement surface, installation of Type 2 slurry sealcoat over ARA, installation of pavement striping, and raising utility covers to finish pavement grade.
- **Imperial County Public Works Department – Pitzer Road Asphalt Paving Improvements, 2011:** As project inspector, observed construction of this County paving project. Completed all required forms per County and Caltrans standards. Maintained records of construction activities and photographs per County standard filing system. an extremely high ground water table in sections of the project, signage placement, etc.
- **Imperial Irrigation District- Brawley Bypass Phase III Utility Relocation project, Brawley, CA.** As part of the utility relocation agreement between IID and Caltrans, IID is relocated and re-aligned several canals and drainage systems to accommodate the Brawley Bypass Highway 111. Duties included assisting the district with construction management and full time construction observations of earth work, concrete form work, rebar placement, concrete structure construction, canal lining construction, concrete pours, pipe installation, backfill and compaction. Coordinate the geotechnical testing, locations and frequency.
- **Imperial Irrigation District –Dogwood Canal Pipeline Project Construction Management and Observation, Heber, CA.** Mr. Bautista provided construction management and observation for the construction of 2,100 LF of 72 inch RC Pipe. Mr. Bautista was the full time inspector during construction of pipelines, manholes and headwall structure. Mr. Bautista conducted meetings with the contractors and IID staff. Mr. Bautista provided vertical and horizontal documentation for the preparation of as-builts.

GENERAL CIVIL AND WATER IMPROVEMENTS EXPERIENCE

SEELEY COUNTY WATER DISTRICT WATER TREATMENT PLANT IMPROVEMENTS (USDA FUNDED PROJECT), SEELEY CA. Members of our staff worked on the design, bid and perform Construction Management and Administration according to USDA and Imperial County requirements. The project included a surface water package filter system, tank improvements, backwash and raw water ponds and four pump stations: Clear Well Distribution, Raw Water, Backwash Return, and Sludge Pump Station. Project completed on time.

ORMAT NEVADA, INC. – NORTH BRAWLEY GEOTHERMAL POWER PLANT, BRAWLEY, CA. DCE prepared hydrology analysis, grading plan and designed the off-site improvements for the North Brawley Geothermal Power Plant. DCE also designed the 2.5 mile Make-Up Water Pipeline and Pump Station for the Geothermal Plant Cooling Towers. DCE is designed a 1.5 mile 20 inch water pipeline extension. Project involves coordination with IID Engineering Department on IID facility crossings and connections to IID facilities.

COUNTY OF IMPERIAL, SUN BEAM LAKE RECREATIONAL PARKS, SEELEY CA. Dynamic Consulting Engineers (DCE) prepared the grading and drainage plans for the Sun Beam Lake Park. Project included design of Baseball Fields and Soccer Fields. DCE was also responsible for all construction staking including Baseball and Soccer fields, recreational areas, and retention wall on the lake.

SAN FELIPE MIGRANT CENTER HYDROLOGY ANALYSIS- RANCHO HOUSING ALLIANCE, COACHELLA CA. DCE prepared hydrology analysis for the 30-unit San Felipe Migrant Center. Hydrology report included the onsite hydrology analysis and off-site hydrology analysis. Project is located at the bottom of mountain terrain. The off-site tributary area encompassed a 2.5 miles upstream section. The rational method and synthetic unit hydrograph method were used for the hydrology analysis, which included water conveyance systems design and retention basin design.

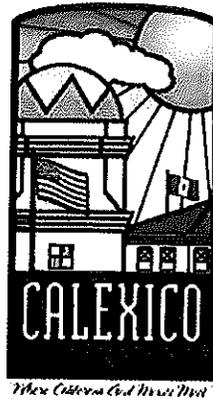
COACHELLA SENIOR HOUSING PROJECT HYDROLOGY ANALYSIS AND RETENTION BASIN DESIGN- RANCHO HOUSING ALLIANCE, COACHELLA CA. DCE prepared hydrology analysis for a 12-unit senior housing project. Analysis was prepared using the synthetic unit hydrograph. Land availability was very limited that the retention basin had to be located under the parking lot. DCE designed the retention basin which included domes rated for HS-20 loading.

IMPERIAL IRRIGATION DISTRICT –HYDRAULIC STRUCTURES DESIGN. BRAWLEY, CA. As lead structural engineer design reinforced concrete hydraulic structures including inlet, outlet and metering structures for the Stanley Lateral Canal and Oakley Canal.

10-ACRE TRAILER PARK SITE HYDROLOGY ANALYSIS- RANCHO HOUSING ALLIANCE, THERMAL CA. DCE prepared hydrology analysis for a 10-acre trailer park site. Analysis was performed using the synthetic unit hydrograph. Report included, calculations of maximum flows, retention basin design and water conveyance systems

CITY OF BLYTHE – WATER DISTRIBUTION IMPROVEMENTS BLYTHE, CA. Members of our staff worked in conjunction with Camp Dresser and McKee, Inc (CDM) to design a 3-mile main water pipeline for the City of Blythe. Responsibilities also included the utility coordination and permitting with local, state and federal agencies.

CITY OF HOLTVILLE WASTE-WATER TREATMENT PLANT, HOLTVILLE CA. DCE staff (while under the employ of others) worked on the design of the Wet-Well Pump Station and the foundation for the Sand Filter Tanks. DCE staff also designed retaining walls for the treatment plant and the Open Channel Ultraviolet Disinfection System.



CITY OF CALEXICO

**WATER MASTER PLAN
PROPOSAL**

September 6, 2017
THG Proposal No. 2017-074

Prepared by:



Requested by:

David Dale, P.E., PLS
Public Works Director/City Engineer
608 Heber Avenue
Calexico CA 92231

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I. Cover Letter

II. Statement of Qualifications

1. Similar Project Experience
2. Statement of Qualifications Verification and Signature
3. Key Personnel and Qualifications of Personnel to Complete Water Master Plan
4. Resumes
5. Professional References

III. Scope of Work

1. Task 1 – Study Area, Land Use, Population and Demands
2. Task 2 – Existing Water System, Analysis and Preparation of Updated Existing Water Maps
3. Task 3 – Proposed Water System Improvements and Technical Report
 - 3.1 Technical Report including proposed improvements to Water System Map
 - 3.2 Engineers Opinion of Probable Cost

IV. Compensation

V. Deliverables

The Holt Group, Inc.

Engineering Department



Municipal Design ■ Infrastructure Engineering ■ Construction Management ■ Land Surveying

September 6, 2017

Mr. David Dale, P.E., L.S.
Public Works Director/City Engineer
City of Calexico
608 Heber Avenue
Calexico, California
92231

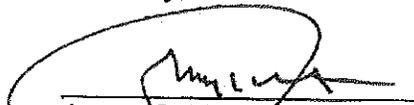
Re: City of Calexico – Water System Master Plan Proposal – THG Proposal #2017-074

Dear Mr. Dale,

For the last 33 years, The Holt Group, Inc. has provided professional engineering services for various types of projects similar to the proposed project. The Holt Group has prepared water master plans, water distribution system hydraulic network analysis, water treatment plant preliminary engineering reports, water treatment plant designs, water pipeline designs and similar planning and design projects. The Holt Group has providing the bidding services and construction management services for many of these projects. The Holt Group is engaged in completing three (3) water treatment system related projects for the County of Imperial, one (1) water treatment plant expansion project for the Heber Public Utility District, one (1) water treatment plant improvement project for the City of Holtville and one (1) water treatment plant improvement project for the Seeley County Water District at the present time. The Holt Group possesses Haestad Methods Water CAD hydraulic network analysis software and recently completed a hydraulic analysis for the County of Imperial Gateway of America's water pipeline distribution system at the U.S./Mexican Border east of Calexico and the Seeley County Water District water pipeline distribution system. A new water distribution system map was completed for the County of Imperial Gateway of Americas project and an updated water distribution system map was prepared for the Seeley County Water District.

The Holt Group's planning staff has participated in numerous water related projects and will assist with the planning related items of the Water Master Plan such as the land use map, population forecasts and similar items. The Holt Group's Engineering Staff is actively engaged in similar water related projects and possesses the experience and knowledge to complete a high quality Master Plan document for the City of Calexico. Thank you for the opportunity to respond to the City of Calexico Water Master Plan Request for Proposal.

Sincerely,



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

II. STATEMENT OF QUALIFICATIONS

1. SIMILAR PROJECT EXPERIENCE

The Holt Group has completed numerous projects similar to the proposed City of Calexico Water Master Plan Project. The Holt Group has prepared water master plans, water distribution system hydraulic network analysis, water treatment plant preliminary engineering reports, water treatment plant designs, water pipeline designs, water reservoir and pump station designs and similar planning and design projects. The Holt Group has also provided the bidding services and construction management services for these projects.

The Holt Group is engaged in completing three (3) water treatment system related projects for the County of Imperial, one (1) water treatment plant expansion project for the Heber Public Utility District and one (1) water treatment plant improvement project for the Seeley County Water District at the present time. The Holt Group completed a hydraulic analysis for the County of Imperial Gateway of America's water pipeline distribution system at the U.S./Mexican Border east of Calexico and Seeley County Water District water pipeline system. A new water distribution system map was completed for the County of Imperial Gateway of America's project and an updated water distribution system map was prepared for the Seeley County Water District. The Holt Group completed a comprehensive Water Distribution System Master Plan for the City of Westmorland. A City Water Distribution System Map was prepared during the preparation of the report and currently serves as the base document for the City of Westmorland Water Distribution System Map. The Holt Group also prepared the City of Blythe Water Distribution System Hydraulic Model and City of Blythe Master Plan of Water. The Holt Group also prepared the City of Holtville Water Treatment Plant Preliminary Engineering Report and Heber Public Utility District Water Treatment Plant Preliminary Engineering Report which served as the base documents to obtain grant/loan funding for the 6.3 million dollar Holtville Water Treatment Plant Expansion and the 8.1 million dollar Heber Public Utility District Water Treatment Plant Expansion. The Heber Public Utility District Water Treatment Plant is nearing completion and is scheduled to be officially placed in service on September 22, 2017.

The Holt Group has completed numerous water planning documents which have resulted in water improvement projects in the Imperial Valley. The Holt Group is familiar with the existing water, soil and temperature conditions peculiar to the Imperial Valley and how to optimally plan, design and construct water infrastructure according to the local conditions. A list of water related projects completed by the Holt Group follows:

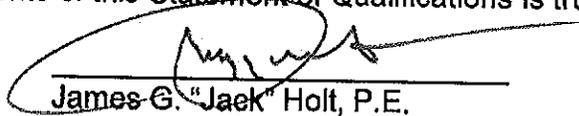
1. Heber Public Utility District – 2012 - 2017 Water Treatment Plant Expansion Project – THG Completed Preliminary Engineering Report, Design, Bidding and Construction Management – Construction Cost 10.1 Million Dollars – Project Construction Completion – September 2017
2. City of Holtville Water Treatment Plant Improvement Project – 2007 through 2011 – Holt Group completed Preliminary Engineering Report, Design, Bidding and Construction Management – Construction Cost 6.3 Million Dollars – Project Construction Completion – January 2011
3. City of Blythe – Master Plan of Water – 1998 – A Master Plan of the City of Blythe Water Treatment Plant and Water Distribution System was completed by the Holt Group. The City of Blythe Water Distribution System Map was updated. A hydraulic network analysis was completed for the Blythe Water Distribution System Map. The Master Plan served as the base document for the replacement of water pipeline sections and improvements to the Blythe Water Treatment Plant.
4. City of Westmorland – Water Distribution System Master Plan – 1997 – A Water Distribution System Master Plan was prepared for the City of Westmorland. A Water Distribution System Map was prepared illustrating the existing water pipelines, valves and fire hydrants. A water distribution system network analysis was prepared for the existing water distribution system. Replacement Line Sections and Costs were recommended after the completion of the network analysis.
5. City of Holtville – Water Distribution System Map and Hydraulic Network Analysis – 1997 - The City of Holtville Water Distribution System Map was prepared in AutoCAD format in 1997. A hydraulic network analysis was prepared and pipeline replacement sections were identified. Several pipeline sections have been replaced since 1997. The Water Distribution System Map is frequently updated to reflect pipeline replacement sections or new pipeline segments which have been added to the Water Distribution System. The Map prepared electronically in 1997 is in use today and serves as the City's Official Water Distribution Map.
6. County of Imperial – Gateway of America Water Distribution System Study and TTHM Study – 2017 – The Holt Group was tasked with preparing a water distribution system map, completing a hydraulic model of the water distribution system and identifying the water age in the pipeline system to analyze TTHM disinfection by-product within the distribution system. The Holt Group is scheduled to complete the Study in September 2017.
7. Seeley County Water District – TTHM Study and Water Treatment Plant Improvement Project – The Holt Group updated the existing Seeley

County Water District water distribution system map. A hydraulic water distribution system model was prepared. The project includes improvements to the Water Treatment Plant to address TTHM disinfection system by-product concentrations in the Ground Storage Reservoirs of the Water Treatment Plant. Construction work in the amount of \$280,000 is to be completed starting in October 2017 to install the TTHM disinfection system removal system. The Holt Group completed the Preliminary Engineering Report, Design, Bidding and is currently completing the construction management for this project.

8. City of Holtville – Replacement of 1.5 Million Gallon Reservoir and Ultraviolet Disinfection System Improvement Project – 2.6 Million Dollars – 2012 – The Holt Group completed the design, bidding and construction for the replacement of the 1.5 Million Gallon Ground Storage Reservoir at the Holtville Water Treatment Plant after the April 2010 “Easter Earthquake”. A network analysis of TTHM’s concluded that the installation of an ultraviolet disinfection system would reduce the chlorine concentrations and reduce TTHM disinfection byproduct formation. The ultraviolet disinfection system was approved. The project was funded by FEMA as a result of the 2010 “Easter Earthquake”.

2. STATEMENT OF QUALIFICATIONS VERIFICATION AND SIGNATURE

The Holt Group Principal Engineer and Secretary/Chief Financial Officer hereby verifies the contents of this Statement of Qualifications is true and accurate:



James G. "Jaek" Holt, P.E.
Secretary/CFO
The Holt Group, Inc.

3. KEY PERSONNEL AND QUALIFICATIONS OF PERSONNEL TO COMPLETE THE WATER MASTER PLAN

Mr. Jeorge Galvan, AICP, Senior Planner at the Holt Group will be tasked to complete the Study Area, Land Use and Population and Demands Section the Preliminary Engineering Report. Jeorge possesses over 20 years of planning experience working for the City of Imperial as Community Development Director and the Holt Group as Senior Planner.

Mr. Juny Marmolejo, P.E., Project Engineer, will be tasked to complete the oversight of the existing water system analysis, and preparation of the updated existing water map. Mr. Marmolejo will also be tasked with completing the oversight of the proposed water system analysis and preparation of the proposed water system map. Mr. Marmolejo will also prepare the Engineers Opinion of Probable Cost.

Mr. Todd Richardson, EIT, Junior Engineer will be tasked to complete the field work, map review and research for the preparation of the existing water map and to inventory the fire hydrants and other water distribution components within the City of Calexico to insure the preparation of an accurate existing water distribution system map.

Mr. Peter Vrettas, EIT, Junior Engineer will be tasked to complete the preparation of the Hydraulic Water Distribution System Model for the City of Calexico. Pete has recently completed the Hydraulic Water Distribution System Model for the County of Imperial Gateway of America and the Seeley County Water District. Pete also recently updated the Heber Public Utility Water Distribution System Model after activation of the new HPUD Water Treatment Plant High Service Pump Station. Pete will also complete the hydraulic analysis for the proposed water distribution system with oversight from the Project Engineer and Principal Engineer.

Mr. James G. "Jack" Holt, P.E., Principal Engineer will be tasked with completing the Quality Assurance/Quality Control of the project including a review of the work completed by the Holt Group Staff. Mr. Holt will also prepare the Technical Report Section of the Water Master Plan.

4. RESUMES

See Attached

GEORGE GALVAN, A.I.C.P.

SENIOR PLANNER - PLANNING AND DEVELOPMENT

EDUCATION

B.S., Urban and Regional Planning, 1996
California State Polytechnic University, Pomona

CERTIFICATION

America Institute of Certified Planners

PROFESSIONAL PRACTICE

THE HOLT GROUP, INC.
El Centro, California
July 2017 - Present
December 1997 - June 2007

CITY OF IMPERIAL
Imperial, California
July 2007 - July 2017

CITY OF SAN DIMAS
San Dimas, California
September 1994 - November 1997

GENERAL QUALIFICATIONS

George Galvan has over twenty (20) years of experience in various facets of land use planning, urban design, and economic development. He recently returned to The Holt Group after working for the City of Imperial as their Community Development Director for a period of ten (10) years. During his tenure with the City of Imperial, he was responsible for the annexation of multiple residential subdivision projects effectively doubling the size of the City's incorporated boundaries and population. He was responsible for numerous roadway and capital projects within the City as well as innovative projects such as the Worthington Square Mixed-Use Complex, the Wooftown Dog Park, and Downtown Imperial Beautification.

Mr. Galvan's experience with private and public-sector work includes a wide range of planning activities, such as project management for planned communities, conducting community outreach, and the preparation of Specific Plans, conditional use permit applications, environmental documentation, zone changes and general plan amendments.

RELEVANT EXPERIENCE

General Plans, Service Area Plans, and Master Plans

George Galvan was responsible for the City of Imperial's most recent General Plan Land Use and Circulation Element Updates which incorporated innovative approaches to land use distribution and circulation patterns with the inclusion of neighborhood character areas and transportation mode prioritizations. Land Use Plans he developed incorporated mixed use overlays in various combinations allowing for greater flexibility in zoning while promoting economic development objectives and protecting land use compatibility.

Other projects completed by Mr. Galvan, include a Service Area Plan Update for the Seeley County Water District, which examined water and wastewater demands based on various population project scenarios. Mr. Galvan was also responsible for the City of Imperial's Service Area Plan and Development Impact Fee program which he used to develop the City's Capital Improvement Program. Mr. Galvan is well-versed in growth trends for Imperial Valley and the region's absorption rate for residential development.

Jesus "Juny" Marmolejo, P.E.

PROJECT ENGINEER/PROJECT MANAGER - ENGINEERING/CONSTRUCTION MANAGEMENT

EDUCATION

B.S., Civil Engineering,
June 2002
California State
University at
Long Beach
Long Beach, California

CERTIFICATIONS

Registered Professional
Engineer (P.E.)
California, Certificate No.
C80410

PROFESSIONAL PRACTICE

THE HOLT GROUP, INC.
El Centro, California
August 2002 - Present

**KPFF CONSULTING
ENGINEERS**
Long Beach, California
June 2001 - August 2002

**GRANITE
CONSTRUCTION**
El Centro, California
June 1998 - August 1998

GENERAL QUALIFICATIONS

During Mr. Marmolejo's tenure at The Holt Group, he has prepared and managed multiple engineering studies, prepared improvement plans, prepared specifications and contract documents, and has provided construction management services for various types and magnitudes of civil infrastructure including water and wastewater treatment plants, pump stations, retention basins, water distribution, sewer and stormwater collections systems, and street infrastructure.

Mr. Marmolejo has extensive knowledge and command of various civil engineering activities which include Engineering Reports, Improvements Plans, Contract Documents, Specifications, Storm Water Pollution Prevention Plans, Quantity Estimates and Cost Estimates, Environmental Reports, Engineering Calculations, Surveying, Construction Inspection and observation, and Meeting and Coordination between Clients and Contractors.

Mr. Marmolejo has completed project coordination efforts with various public agencies including the County of Imperial, Imperial Irrigation District (water and power departments), AT&T, Time Warner Cable, The Gas Company, Caltrans, Regional Water Quality Control Board, SWRCB's Division of Drinking Water, and various City agencies.

Mr. Marmolejo is responsible for managing the design bidding and construction management of water, sanitary sewer and street improvement projects. Mr. Marmolejo also is responsible for the completion of Preliminary Engineering Reports (PERs) for water and sanitary sewer projects. Construction Management responsibilities managed by Mr. Marmolejo include the administration of pre-construction conferences and progress meetings, observation and inspection of construction activities, preparation of daily construction activity logs, materials and equipment inventory, submittal review of equipment and material, review and response to RFI's, review and processing of change orders, review and processing of contractor's payment requests, preparation of as-built drawings, building and agency permit coordination and environmental review, commissioning and start-up of facilities, close-out of project and project records filing and archiving, coordination of project survey requirements, structural review, labor compliance and monitoring services (as required).

RELEVANT EXPERIENCE

Project: Heber Public Utility District - Wastewater Treatment Plant Expansion

Date: Completed: 12/2011 to 05/2013

Role: Construction Manager

The Holt Group provided Bidding and Construction Management Services for the Project. Construction Included demolition, earthwork, buildings, underground facilities, pumping stations, piping, electrical & instrumentation improvements, and treatment facilities during operation of existing wastewater treatment plant.

Project: City of Holtville – Replacement of 1.5 Million Gallon Reservoir and Ultraviolet Disinfection System Improvement

Date: Completed: 04/2012 to 10/2012

Role: Construction Manager

The Holt Group provided Bidding and Construction Management Services for the Project. Construction included 1.5 million gallon potable water storage tank, piping, disinfection treatment facility in a new building, and electrical/instrumentation improvements during operation of existing water treatment plant.

Project: County of Imperial Public Works Department – Gateway of the Americas County Service Area – Potable Water Treatment Plant Improvements

Date: Completed: 02/2014 to 05/2014

Role: Construction Manager

The Holt Group provided Construction Management Services for the Project. Construction included treatment units, rehabilitation of existing pump station, piping, and electrical/instrumentation improvements.

Project: County of Imperial Public Works Department – Gateway of the Americas County Service Area – Wastewater Treatment Plant Improvements

Date: Completed: 02/2014 to 06/2014

Role: Construction Manager

The Holt Group provided Construction Management Services for the Project. Construction included earthwork and grading for construction of new treatment ponds and electrical improvements.

Project: City of Calipatria – North International Boulevard Street Improvements

Date: Completed: 11/2014 to 03/2015

Role: Construction Manager

The Holt Group provided Construction Management Services for the Project. Construction included demolition and reconstruction of Road, Stormwater, Road Shoulder, Curb & Gutter and Sidewalk improvements along residential street.

Project: Seeley County Water District – Wastewater Treatment Plant Aeration Pond HDPE Liner Infiltration Mitigation Project

Date: Completed: 04/2015 to 07/2015

Role: Design Engineer

The Holt Group provided Design Engineer services during Bidding and Construction phase for the Project. Construction included rehabilitation of existing aeration pond, grading, new piping and electrical improvements.

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

Date: Completed: 07/2015 to 01/2016

Role: Construction Manager

The Holt Group provided Construction Management Services for the Project. Construction included surface preparation and recoating of two 100,000 gallon potable water tanks, new generator set installation, rehabilitation of sewer lift station, and replacement of fire hydrants.

Project: City of Imperial – B Street Lift Station Improvements

Construction Cost: \$ 800,000

Date: Completed: 09/2015 to 03/2016

Role: Assistant Resident Engineer

The Holt Group provided Assistant Resident Engineer Services for the Project. Construction included placement of new sewer pump station in new underground vault, new treatment facility, piping, and electrical/instrumentation improvements during operation of existing sewer pump station.

Project: Heber Public Utility District - Water Treatment Plant Expansion

Construction Cost: \$ 8.1 million

Date: Completed: 06/2015 to 03/2017 (scheduled date of completion)

Role: Construction Manager

The Holt Group provided Bidding and Construction Management Services for the Project. Construction includes construction of new treatment facilities, rehabilitation of existing treatment facilities, piping, grading, and electrical/instrumentation improvements during operation of existing water treatment plant facility.

Project: City of Imperial – Wastewater Treatment Plant Improvements

Construction Cost: \$ 1.1 million

Date: Completed: 10/2015 to 03/2016

Role: Assistant Resident Engineer

The Holt Group provided Assistant Resident Engineer Services for the Project. Construction includes demolition of existing headworks facility and replacement with new, new piping, and electrical/instrumentation improvements.

Project: County of Imperial Public Works Department – Drainage and Access Improvements at the Palo Verde Solid Waste Site In Imperial County

Construction Cost: \$ 150,000

Date: Completed: 04/2016 to 05/2016

Role: Construction Manager

The Holt Group provided Construction Management Services for the Project.

Construction included rehabilitation of existing gravel roads within existing Solid Waste Site.

Todd Richardson, E.I.T.

ASSISTANT PROJECT ENGINEER – ENGINEERING/CONSTRUCTION MANAGEMENT

EDUCATION

B.S., Civil Engineering,
June 2013
California State
Polytechnic University,
Pomona
Pomona, California

CERTIFICATIONS

Registered Engineer In
Training (EIT), California
Certificate No. 149607

PROFESSIONAL PRACTICE

THE HOLT GROUP, INC.
El Centro, California
February 2014 - Present

**SOUTHLAND
GEOTECHNICAL**
El Centro, California
November 2005 – June
2007

GENERAL QUALIFICATIONS

Mr. Todd Richardson obtained a Bachelor of Science degree in Civil Engineering from California State Polytechnic University, Pomona. Mr. Richardson has over three years of civil engineering experience at The Holt Group, Inc. Mr. Richardson has completed surveying activities, assisted with preparing engineering studies, and has provided design, bidding, and 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.

RELEVANT EXPERIENCE

Project: County of Imperial Public Works Department – Gateway of the Americas County Service Area – Potable Water Treatment Plant Improvements

Date: Completed: 02/2014 to 05/2014

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: County of Imperial Public Works Department – Gateway of the Americas County Service Area – Wastewater Treatment Plant Improvements

Date: Completed: 02/2014 to 06/2014

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 Holtville – Fourth Street Sidewalk, Curb & Gutter, Handicap Curb Return and Cross Gutter Improvements

Date: Completed: 12/2014 to 05/2015

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

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

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

Date: Completed: 04/2016 to Ongoing

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.

Pete Vrettas, E.I.T.

SENIOR DESIGNER – ENGINEERING

EDUCATION

B.S., Civil Engineering,
May 2012
San Diego State
University
San Diego, California

CERTIFICATIONS

Registered Engineer In
Training (EIT), California

PROFESSIONAL PRACTICE

THE HOLT GROUP, INC.
El Centro, California
February 2017 – Present
February 2014 – June
2014

3J Consulting
Beaverton, Oregon
April 2016 – November
2016

LEE & RO, INC.
San Diego, California
July 2014 – April 2016

GENERAL QUALIFICATIONS

Pete Vrettas obtained a Bachelor of Science degree in Civil Engineering from San Diego State University. Mr. Vrettas has over three years of combined experience with dry/wet utility infrastructure design at Lee & Ro, Inc. and 3J Consulting. Mr. Vrettas assisted with water and wastewater forcemain design, storm drain design and dry utility undergrounding using Civil 3D and ArcGIS. Mr. Vrettas has assisted with preparing engineering studies involving hydraulic modeling using WaterCAD, and providing design services for various types of civil infrastructure projects, including water and wastewater treatment plants, pump stations, retention basins, water, sewer and stormwater pipelines, as well as street infrastructure.

RELEVANT EXPERIENCE

Project: County of Imperial Public Works Department – Gateway of the Americas County Service Area – Water Distribution System Analysis

Date: Completed: 02/2017 to 05/2017

Role: Senior Designer

Mr. Vrettas worked with the Gateway Water Treatment Plant operators to survey the entire water distribution system and consolidated asbuilt documents to create a Water Distribution Map. The map shows all existing water distribution pipelines, water valves, fire hydrants, active and proposed water services and pump stations. Mr. Vrettas also created a hydraulic model of this water distribution system using WaterCAD to determine estimated pressure and flows through pipe segments, available fire flows at all fire hydrants, and any recommended improvements including accurate selection of sampling points to reflect system performance.

Project: Seeley County Water District – Engineering Assessment and Service Area Plan – Water Distribution System Analysis

Date: Completed: 05/2017 to 08/2017

Role: Senior Designer

Mr. Vrettas consolidated as-built documents to create a Water Distribution Map, which shows all existing water distribution pipelines, water valves, fire hydrants and water services. Mr. Vrettas created a hydraulic model of this water distribution system using WaterCAD to determine estimated pressure and flows through pipe segments, available fire flows at all fire hydrants, similar to the Gateway Project described above.

Project: Washington County – Health and Human Services Building

Date: Completed: 04/2016 to 09/2016

Role: Senior Designer

Mr. Vrettas assisted with the design of water, sewer, storm drain and fire utilities, and site grading. Mr. Vretta's design included features, such as, ADA services, parking lots, and pedestrian access using AutoCAD Civil3D for the Health and Human Services building in Washington County, Oregon.

Project: City Of San Diego Utility Undergrounding Planning Study and Master Plan.

Date: Completed: 05/2015 to 04/2016

Role: Assistant Civil Engineer

Mr. Vrettas worked with the City of San Diego, SDG&E and other utility companies to assess the previous Utility Undergrounding Master Plan, summarize its current state, and develop the new 2016 Master Plan. Mr. Vrettas created a cost effective plan for converting all overhead utilities to underground duct banks in a joint trench, provided extensive review of city-wide power grid for effective grouping of projects, and developed an automated GIS Master Plan using ArcGIS and Python.

Project: Buena Vista Sanitation District - Buena Vista Outfall Forcemain

Date: Completed: 07/2014 to 05/2015

Role: Senior Designer

Mr. Vrettas assisted with the design of 20,000+ lineal feet of HDPE forcmain with an alignment through one of the busiest areas in San Diego County. This pipeline crossed hundreds of utilities which made design very difficult. Design had to consider traffic control and adjacent airport requirements, odor control facilities, cleanouts, as well as jack-and-bore under major highway. Developed horizontal and vertical alignments for construction documents.

Project: City of San Diego - Point Loma Grit Processing Improvements

Date: Completed: 02/2015 to 04/2016

Role: Senior Designer

Mr. Vrettas performed construction management services involving weekly progress meetings, review of RFI's, RFP's, CO's, coordination with contractor, review of construction activities, and development of asbuilt documents.

James G. "Jack" Holt, P.E.

PRINCIPAL ENGINEER / QAQC

EDUCATION

B.S., Civil Engineering,
1977
University of Michigan
Ann Arbor, Michigan

REGISTRATIONS

Registered Civil Engineer
R.C.E. # 31773, California -
1980

Registered Civil
Engineer,
R.C.E. # 25315, Arizona -
1992

California QSP & QSD
SWPPP Certification #
20198

PROFESSIONAL ORGANIZATIONS

American Society of Civil
Engineers

Water Pollution Control
Federation

American Water Works
Association

American Concrete
Institute

PROFESSIONAL PRACTICE

THE HOLT GROUP, INC.
El Centro, California
August 2007 - Present

**MAINIERO, SMITH &
ASSOCIATES**

GENERAL QUALIFICATIONS

Mr. James G. Holt offers over forty years of engineering design, surveying, project administration, and construction management experience. Mr. Holt currently manages The Holt Group El Centro office. Mr. Holt's responsibilities include the daily administration of the offices and engineering projects in conjunction with senior principals of the staff. He has been responsible for the design, administration and construction management of various municipal civil engineering projects in California and Arizona since 1979, including water and wastewater Preliminary Engineering Reports (PERs) and studies, water and wastewater treatment plant expansions, wastewater pump stations, domestic booster pump stations, water and wastewater pipeline projects and numerous street and roadway improvement projects for the Cities of Brawley, Blythe, Calipatria, Calexico, Westmorland, El Centro, Imperial and Holtville, the Heber Public Utility District, the Niland Sanitary District, the Jacumba Community Services District, the Cibola Water District and the Town of Quartzsite.

RELEVANT EXPERIENCE

Mr. Holt has completed comprehensive street reports identifying the type of street improvements and associated cost for each street section comprising the roadway system for the Cities of Holtville, Calipatria, and Westmorland. Mr. Holt has completed the design, bidding and construction management/resident engineering services for over fifty (50) street improvement projects during the last thirty two years in the Imperial Valley. Mr. Holt is familiar with Street maintenance improvements (SAMI's, crack sealing, slurry seal coats), and street rehabilitation (cold recycling, A.C. pulverizing, glass grid, petromats, lime treated base, cement treated base, A.C. overlays and ARAM overlays). Mr. Holt has completed the design and construction management of numerous wastewater pump stations, stormwater pump stations, wastewater treatment plants and water treatment plants projects. Mr. Holt completed the design of the Niland and Seeley townsite street maintenance design in 2013, Winterhaven street maintenance design in 2014, Ocotillo street maintenance design in 2014 and Desert Shores street maintenance Design in 2015. The street maintenance designs were completed for the County of Imperial and included between 5 to 8 miles of roadway improvements within the communities. Mr. Holt is currently completing a 2 million dollar water treatment plant ground storage reservoir and instrumentation control upgrade project for the City of Holtville and is designing a \$600,000.00 upgrade of pump stations, chemical systems and pond

Palm Springs, California
1979 – 1983

**PERLA STOUT
ASSOCIATES, INC.**
Traverse City, Michigan
1977 – 1979

**JOHN C. LINTON &
ASSOCIATES**
Traverse City, Michigan
1974 – 1977

liners at the City of Calipatria. Mr. Holt has completed PERs and Master Plans for numerous water and wastewater projects.

5. 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

Terry Hagen, P.E.

Director of Public Works/City Engineer
City of El Centro
307 W. Brighton Avenue
El Centro, CA 92243
Tel: 760/337-4505

III. SCOPE OF WORK

The Holt Group Staff shall complete the following work tasks during the preparation of the Water Master Plan as follows:

1. Task 1 – Study Area, Land Use, Population and Demands

The Holt Group, Inc. will inventory all vacant parcels utilizing aerial photographs, tax assessor rolls, and site visits. The City's Zoning Map and General Plan Land Use Element will be used to determine the maximum allowable densities and development intensities by zoning type, which will be combined with the parcel size to establish an equivalent dwelling unit for each vacant parcel. The Holt Group, Inc. will work with City Planning Department Staff to itemize the phasing timeline of approved and potential development projects within the City. Historic data from the State Department of Finance, US Census, and the Southern California Association of Governments (SCAG) Regional Housing Needs Assessment (RHNA) will be used to forecast population numbers for the planning period (10 years). The City's 2015 Urban Water Management Plan (UWMP) will be used to reconcile the population projections.

Using data from the City's water bills, UWMP, and flow numbers exiting the Water Treatment Plant (WTP), we will determine the existing demand by land use and zoning type. This information will also be used to determine historical water production. Information provided by the City regarding the quantity of raw water purchased from IID and meter readings from all city facilities will be used to estimate water loss in the system. Information from the UWMP may also be used.

Historical water flows and usage will be used to compute average daily demand and the maximum water consumption for any one day of the year. This estimated peaking factor will be used to determine the future water demand for residential, commercial, industrial, and other types of development.

2. Task 2 – Existing Water System, Analysis and Preparation of Updated Existing Water Maps

The Holt Group will meet with the City of Calexico Public Works Staff and review existing documents relevant to the existing water distribution system map. The existing City of Calexico water distribution map and electronic file will be used to prepare an updated existing water distribution map. Improvement plans and other maps illustrating water pipelines not illustrated on the existing water map will be reviewed. The improvement plan water pipelines will be added to the updated existing water distribution map. The diameter size, pipe material and pipe length of each pipeline segment shall be illustrated on the updated existing water distribution map. All major water facilities shall be illustrated on the updated map including the Water Treatment

Plant and remote booster pump stations and ground storage reservoirs. The map shall include a north arrow, scale, legend, Title, City Boundary Line, right of way lines and easement lines within the City of Calexico and Service Area.

A field review of the existing water distribution system shall be completed. All existing fire hydrants identified during the field review will be illustrated on the updated existing water distribution system map. The fire hydrants shall be numbered. The existing updated water distribution map will be prepared in final draft form for review by the City Public Works Department Staff.

After the updated existing water distribution system map is prepared a water distribution system hydraulic network model using Haestad Methods software will be prepared. The pipe segments and node information will be loaded into the software model. The water distribution pump information at the water plant and remote booster pump and water reservoir sites will be input into the hydraulic model. A review of water meter information will be conducted with the City Staff. The water meter information will assist in assigning water demands at the network nodes. In addition, water demands for proposed new pipeline segments and nodes will be estimated. Water demands will be based upon the projected water flows in ten years. It will also be necessary to meet with the City Public Works and Fire Department Staff and establish the minimum required fire flow and residual pressure for existing and proposed fire hydrants within the updated water distribution system. After the domestic and fire flow demands are identified and assigned to pipe segments and nodes an accurate hydraulic water distribution system network model will be prepared. Actual flow tests within the Calexico Water Distribution System can be performed, at the option of the City, to confirm/verify that the water distribution system network model flow simulations and actual field flow tests coincide and the water distribution system network model is accurate.

After an accurate hydraulic model is prepared a flow analysis based upon anticipated flows in ten years and fire demands will be completed. Flow demands will be simulated throughout the distribution system. Existing pipeline segments which result in inadequate pressures and fire flows will be identified. The existing pipeline segments will be replaced within the water distribution system model with larger diameter pipeline segments. Flows will be simulated using the hydraulic network model with larger diameter pipelines on a trial and error basis until the minimum diameter pipeline segment size resulting in the minimum required flow and pressure is identified. The existing remote booster pumps and reservoirs will be analyzed during the hydraulic network analysis. The booster pumps will be analyzed for flow and pressure and the reservoirs will be analyzed based upon sufficient capacity per the required fire flow duration time as established by the City Public Works and Fire Departments.

An analysis of the water storage capacity of the Water Treatment Plant Ground Storage Reservoirs will be completed based upon flow records and plant capacities. It will be necessary to review the flow records and plant capacities with the Water Treatment Plant Staff. It will be necessary to review the City of Calexico raw water capacity upstream of the Water Treatment Plant and determine whether there is sufficient raw

water capacity and a reliable raw water source during emergencies or during IID canal outages.

An analysis of the City's water supply and storage and ability to sustain water breaks, earthquakes and power outages will be reviewed during the preparation of the Water Master Plan. The ability to isolate different sections of the water distribution system during pipeline breaks to allow the water service in the remainder of the distribution system to remain in effect will be reviewed.

After the initial network analysis is completed meet with the City Staff and review the results. Review the items of the updated water distribution system including the booster pump stations, water reservoirs and water treatment plant that appear to be deficient. Identify dead-end pipe segments. Review pipeline segments which are 50 years old or which frequently rupture/break and require replacement.

Per the City of Calexico Water Master Plan Request for Proposal Document the City of Calexico will identify the locations of all water valves. In addition, it will not be necessary to excavate pipelines to determine the location, diameter size or material composition of water pipeline sections of the water distribution system.

3. Task 3 – Proposed Water System Improvements and Technical Report

3.1 – Technical Report including Proposed Improvements Water System Map

A Technical Report is to be prepared outlining the existing water system deficiencies identified by Task 2. Alternatives and recommendations for the proposed water system improvements shall be presented. A proposed Water Distribution Map illustrating the proposed water system deficiency improvements and improvements anticipated to provide an adequate water supply to the City for the next ten (10) year period shall be prepared and included with the Technical Report. The Water Distribution Map shall also include anticipated new pipeline segments required during the next 10 year period due to growth and development. The Water Distribution Map shall include a north arrow, scale, legend, Title, City boundary line, right of way lines and easement lines within the City.

The proposed Water Distribution Map shall illustrate pipeline replacement sections as identified during Task 2, pipeline extensions to complete a "looped" system to provide for sufficient hydraulic flow and pressure, new pipeline segments to serve future developments anticipated to occur during the next ten (10) years, existing fire hydrants including replacement hydrants and new hydrants, proposed water storage facilities, proposed booster pump station facilities, proposed water treatment system facilities and proposed raw water storage and conveyance system facilities. As previously noted, any water system improvements resultant from the deficiencies identified during Task 2 shall be illustrated on the proposed Water Distribution Map. In addition, the Technical Report

shall include a segment reviewing potential funding sources for the proposed improvements.

3.2 – Engineers Opinion of Probable Cost

An itemized Engineers Opinion of Probable Cost shall be prepared for each of the identified proposed Water System Improvements. The Engineers Opinion of Probable Cost shall be separated into sections for the water distribution system upgrades, water treatment plant improvements, booster pump station and ground storage reservoir improvements, raw water storage and conveyance system improvements and similar items. A Cost Summary Sheet including all items shall be included. The Engineers Opinion of Probable Cost shall include the construction cost subtotal, construction contingency, total construction cost, engineering design fee, bidding fee, construction management costs and total project cost.

IV. COMPENSATION

Following is the Engineering Compensation Spreadsheet for the preparation of the City of Calexico Water Master Plan. Itemized lump sum fees for the Tasks identified in the RFP – Scope of Work, Exhibit A have been listed on the attached spreadsheet as requested by the City of Calexico Water Master Plan Request for Proposal.

IV. Compensation

Task 1 - Study Area, Land Use, Population and Demands

Task Item	Task Description	Lump Sum
A.	The land use shall be determined by the most current City Zoning Map, Service Area Plan, and/or General Plan. Show a Land Use Summary and total acreage, including vacant land.	\$2,400.00
B.	Work with City Staff in the Planning Department to determine the current known and/or potential developments, including the phasing of the projects.	\$2,850.00
C.	Determine the population and forecasts for the population growth for the next 10 years. Coordinate the population forecasts with the 2015 Urban Water Management Plan.	\$2,600.00
D.	Determine the existing water demand by Zoning type.	\$2,750.00
E.	Determine the annual historical water production.	\$1,500.00
F.	Estimate the water loss in the system. The City does not yet have water meters at all parks or City facilities, but is in the process of installing them. The City expects to have the meters in by December 2017.	\$2,550.00
G.	Estimate the Peaking Factors.	\$2,700.00
H.	Estimate future water demand for each type of development	\$4,850.00
Task 1 Total Cost		\$22,200.00

Task 2 - Existing Water System

Task Item	Task Description	Lump Sum
A.	Review record maps and improvement plans from previous subdivision projects within the City sphere of influence with the Public Works Department.	\$3,750.00
B.	Locate existing water pipelines. Pothole excavations will not be required. Pipeline material type, diameter size and horizontal location shall be determined based on existing City maps and with interviews of City personnel.	\$2,500.00
C.	Locate and verify existing fire hydrants. The City has existing maps showing the locations of most fire hydrants. Consultant to verify the locations and add fire hydrants as shown.	\$2,875.00
D.	Identify dead end lines on the map.	\$250.00

E.	Fire flow tests from each hydrant will not be required		\$0.00
F.	Location of existing water valves will not be required. The City is implementing a valve exercising program that will identify the locations of each valve by GPS.		\$0.00
G.	The City has an existing water distribution map in AutoCAD 2011 (prepared in 2011) to be used by the Consultant. The map shows the right of way widths and the approximate locations and sizes of the map. Illustrate all fire hydrants on the map. Number each fire hydrant. Illustrate the diameter size, pipe material and length along each pipe segment. All major water facilities shall be shown on the map, including the treatment plant, pumps and storage facilities. The map shall include a north arrow, scale, legend, Title, City boundary line, right of ways lines, easement lines (as shown on the existing map) within the City. The total length of each type of pipe, and the sum total length of all pipes shall be determined and shown on the map.		\$0.00
H.		Complete a Hydraulic Analysis of the existing water distribution system by utilizing Haestad Method Hydraulic or similar software. Fire flow requirements shall be based upon City Fire Department requirements for each type of land use.	\$13,500.00
I.		Analyze existing water supplies.	\$16,500.00
J.		Analyze the existing raw water and treated water storage for emergency, distribution and fire to determine if there are any deficiencies.	\$4,700.00
K.		Analyze existing booster and distribution pump stations	\$4,750.00
L.		Analyze the City's supply and storage requirements and ability to cope with water main breaks, earthquakes and power outages.	\$5,300.00
M.		Analyze the City's water treatment capacity and determine if any expansion is required within the next 10 years.	\$3,550.00
N.			\$8,600.00
O.	Review computer output data and identify problem areas with inadequate pressures and fire flows. Provide a recommendation regarding upgrading the water distribution system to provide the required pressures and fire flows. Provide recommendations for replacement of existing fire hydrants or installation of new hydrants at critical locations. The valve replacement program will be completed by the City. Review existing pipe sections which are older than 50 years or which frequently "break" with the City Water Distribution System Operators. Recommend these pipe sections be replaced.		\$7,500.00
Task 2 Total Cost			\$73,775.00

Task 3 - Proposed Improvements Water System

Task Item	Task Description	Lump Sum
A.	Prepare a Technical Report outlining existing system deficiencies, alternatives, recommendations for the proposed water system improvements.	\$10,250.00
B.	Prepare a proposed Water System Improvements Map using the existing Water Distribution System Map as a "Base Map".	\$8,375.00
C.	Prepare an itemized Engineer's Opinion of Probable Cost for each of the identified proposed Water System Improvements.	\$7,750.00
Task 3 Total Cost		\$26,375.00

Task 4 - Deliverables

Task Item	Task Description	Lump Sum
A.	Hard copy preparation of the Technical Report, Water System Improvements Map and Engineer's Opinion of Probable Cost documents.	\$750.00
Task 4 Total Cost		\$750.00

Tasks 1 through 4 Total Cost \$123,100.00

V. DELIVERABLES

The Holt Group shall provide five (5) hard copies of the Technical Report and one (1) pdf electronic file. The cost estimates shall be included with the technical report. The Maps shall be Appendices within the Technical Report. The Holt Group shall provide two (2) hard copies of the updated City of Calexico water system map and one (1) pdf and AutoCAD file. The Holt Group shall provide two (2) hard copies of the Water System Improvements Map and one (1) pdf and AutoCAD file.

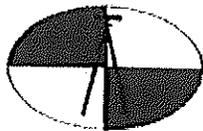
PROPOSAL

Request for Proposal
On Call Engineering
Water Master Plan

Submitted to:

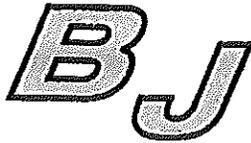
City of Calexico
Public Works Department
Attn: David Dale

September 6, 2017



BJ Engineering & Surveying, Inc.

341 West Crown Court, Suite 100
Imperial, CA 92251
760.353.3552 Office
760.353.3751 Fax
bjengineering@sbcglobal.net



ENGINEERING & SURVEYING, INC.

341 West Crown Court, Suite 100
Imperial, CA 92251
Phone (760) 353-3552
FAX (760) 353-3751

September 6, 2017

City of Calexico
Public Works
Attn: David Dale

RE: Request for Proposal -- On-Call Engineering
Water Master Plan

Dear Mr. Dale:

This letter is to demonstrate our firm's interest in providing Consulting Services for the City of Calexico for the above referenced project.

BJ Engineering & Surveying, Inc. is an Equal Opportunity Employer and adheres to the guidelines established by the Equal Employer Opportunity Commission, the Civil Rights Act, HCD and Age Discrimination Act. Our firm follows federal statutes that prohibit employment discrimination based upon race, color, sex, religion, national origin, age or disability.

BJ Engineering & Surveying, Inc. is a local, multidisciplinary firm that provides all phases of civil engineering, structural engineering, construction management, plan review, building inspections, land surveying and CAD drafting services. Our on-board experts include civil & structural licensed engineers, licensed surveyors, building inspectors, plan checkers, designers, draftsmen and project managers and consultants.

BJ Engineering & Surveying, Inc. has been in business since October 1995. The principals, myself, Jose J. Avila and Harvey L. Jemigan, Jr. have over sixty years of combined experience in this professional field and both are long-term Imperial County residents. Our team has a well-established professional relationship with all Cities, County and other agency officials.

Any work to be performed outside the office will take place at the specific job site. Otherwise all services to be provided will be performed at BJ Engineering & Surveying, Inc. located at 341 West Crown Court Suite 100, Imperial, CA 92251. BJ Engineering & Surveying, Inc. accepts the terms and conditions of the City of Calexico "Agreement for Services".

BJ Engineering & Surveying, Inc.


Jose J. Avila
Vice- President

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**AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY
POLICY STATEMENT**

BJ Engineering & Surveying, Inc.
(Name of Company)

It is the policy and practice of this Company to assure that no person will be discriminated against or be denied the benefit of any activity, program or employment process receiving public funds, in whole or in part, in the areas of recruitment, advertising, hiring, upgrading, promotion, transfer, demotion, lay off, termination, rehiring, employment, rates of pay and/or other compensation.

This Company is an affirmative action/equal opportunity employer and is strongly committed to all policies which will afford equal opportunity employment to all qualified persons without regard to race, color, religious creed, age, marital status, national origin, ancestry, sex, sexual orientation, mental retardation or physical disability including, but not limited to, blindness, unless it is shown that such disability prevents performance of the work involved.

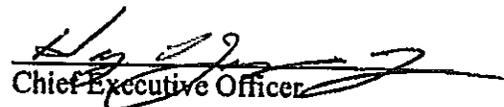
This policy and practice applies to all persons, particularly those who are members of the protected classes identified as being Black, Hispanic, Asian American, Native American Indian, Women and Persons with Disabilities. This Company will implement, monitor and enforce this affirmative action policy statement and program in conjunction with all applicable Federal and State laws, regulations and executive orders.

In order to implement our affirmative action program, this Company will develop written strategies and plans designated to correct any deficiencies identified when the study of the workforce has been completed. Managers and supervisory staff will be advised of their responsibilities to ensure the success of this program.

Ultimate responsibility for this affirmative action program will be with the Chief Executive Officer. The day to day duties for the plan will be coordinated by Valerie Calhoun who is hereby designated to be the Equal Employment Opportunity/Affirmative Action Officer for this Company.

This affirmative action plan has my total support. I expect each manager, supervisor and employee of this Company to aid in the implementation of this program and be accountable for complying with the objectives of this Affirmative Action Plan.

9/6/12
Date


Chief Executive Officer

❖ **Summary of Qualifications**

BJ Engineering & Surveying, Inc. has been in business since October 1995. The principals, Harvey L. Jernigan, Jr. and Jose J. Avila together have over seventy years of combined experience in this professional field and both are long-term Imperial Valley residents. Our entire team combined has a well-established professional relationship with all the cities, county and other agency officials.

The firm currently employs Project Managers, Civil Engineers, Structural Engineers, Professional Land Surveyors, Design Technicians, Hydrologist, survey crews and administrative personnel. All of our employees are well versed in their respective areas of expertise.

▪ *Consulting Engineer & Plan Review Services*

BJ Engineering & Surveying, Inc. offers complete Civil Engineering & Land Surveying Inspections, as well as Plan Review Services for all aspects of Municipal Engineering Design and Development Review. Staff Members are qualified, experienced and are Certified and Licensed through ICBO/ICC State Entities.

Throughout the years, BJ Engineering & Surveying, Inc.'s personnel have served as Consulting Engineers for The City of Imperial and City of Westmorland municipalities and/or have held Civil Engineering positions at public agencies in the past. These experiences have given our staff an intimate understanding of the inner workings of public works engineering and have led to close relationships with public agency staff.

BJ Engineering & Surveying, Inc. has completed a multitude of Plan Review & Inspections projects in Imperial County. Our Department enjoys excellent professional relationships with local consulting firms throughout Imperial County. These relationships help expedite our projects and give us higher level of efficiency than other firms in the area.

We also have extreme familiarity with all agency requirements, standards and recommendations.

▪ *Civil Engineering*

Civil Engineering is the backbone of BJ Engineering & Surveying, Inc. Understanding and navigating the development approval process is critical to success. So is familiarity with the highly technical issues and state-of-the-art computer-based tools that are essentials to modern civil engineering.

Our Civil Engineering Division can take a project through planning and zoning, preliminary design, mapping/platting, and ultimately to the final design stage where the project is ready for bid and construction. Thereafter, we provide construction support through plan clarification, contractor and field surveyor coordination, and as-needed plan revision.

Our Civil Engineering divisions covers numerous disciplines including roadway design, site design, hydraulics, traffic, dry and wet utility design and other miscellaneous areas. Currently we have staff capable of completing site design services for small to medium size sites. This includes preparation of site plans, utility plans, grading and drainage plans and offsite roadway and other utility improvements needed to develop a site. We also have staff capable of completing roadway design that typically is involved in the completion of bridge projects.

We currently work with many architects providing structural design for buildings and other structures being developed for a site. We have the ability to assist these same clients by providing site design to go along with our structural design services. Combining services with one firm reduces coordination required and lowers total project cost.

- *Surveying & Mapping*

BJ Engineering & Surveying, Inc. Surveying & Mapping Divisions have been providing support for our many disciplines for over 15 years. These divisions are involved in the civil engineering process from beginning to end.

The Survey Departments are comprised of multiple crews performing a wide variety of tasks. The field crews are comprised of an experienced Party Chief with one or two additional crewmembers trained to perform a multitude of tasks from initially boundary location, and accuracy assessment surveys, topographic surveys, to final site construction staking tasks. The field crews employ from state of the art robotic based tools to conventional total station instruments with electronic data storage and handheld data collection devices. All equipment is fully compatible with our integrated office CADD and coordinate geometry hardware and software.

The Mapping Departments are comprised of professionals providing the support to field crews, as well as providing the research to determine boundaries, prepare Land Development Maps, American Land Title Association (ALTA) Surveys, Records of Survey, right-of-way survey, legal descriptions and plats, encumbrance maps, final construction surveying support, and interface with a multitude of agencies to assure efficiency in the land development process.

- *Construction Management*

Throughout the years, BJ Engineering & Surveying, Inc. has served as Consulting Engineers for The City of Imperial and City of Westmorland municipalities. Our selected staff has prepared Plans & Specifications, Cost Estimates, Conducted bidding, Construction Management, prepared reports and applications, corresponding with Local, State and Federal Agencies, Implemented State, USDA, EDA, SWRCB, DHS & CDBG Colonial Grant Projects and Completed Required Disbursement Request and Periodic Reports.

Our first-hand knowledge & expertise in every facet of design development, project management, and construction management enables us to provide the wide variety of services that you may require.

From the beginning, your timing and budget goals drive the decision-making process. All projects – regardless of scope or scale – employ our rigorous, field-proven project management techniques to ensure success.

BJ Engineering & Surveying, Inc., is unique in that a principal of the firm assumes primary responsibility for every project and coordinates the efforts of an experienced team, including staff and selected consultants. This is how we maintain the extremely high level of service that our clients have come to expect.

Our strong leadership allows you to balance all facets of your project, while never losing sight of your objective—the highest quality within an established budget and schedule. As experienced builders, architects and project managers, we know the right questions to ask.

By combining problem-solving skills and solid research methods with innovative, high-quality construction techniques, BJ Engineering & Surveying, Inc., assures cost-effective, creative, and highly functional solutions.

- *Storm Drain Facilities Design/Analysis*

BJ Engineering & Surveying, Inc. has literally decades of extensive experience in the design and analysis of storm drain and flood control facilities, including pipe systems, culverts, improved and unimproved channels, detention/retention/infiltration basins, percolation and spreading basins, debris basins, ponds, streams levees and weirs.

- *Hydrology & Hydraulics Studies*

The majority of development projects require the preparation of a Hydrology & Hydraulics Study. These studies are the backbone of the services provided by our Water Resources Department, and involve the examination of existing hydrology conditions versus proposed or developed conditions to determine the correct sizing and implementation of storm drain facilities.

BJ Engineering & Surveying, Inc. uses the most updated Hydrology & Hydraulics software to perform the calculations necessary for these studies.

- *Drainage Master Plans*

Large-scale developments may require the preparation of a comprehensive Drainage Master Plan (examples include Master Planned Communities, Specific Plan Areas, and cities requiring a new or revised Hydrology Study for all or a significant portion of the city itself). These Masters Plans generally do not include the level of detail characteristic of a singular development, but rather provide the general calculations necessary to locate and design large-capacity channels, flood control basins and other regional drainage facilities.

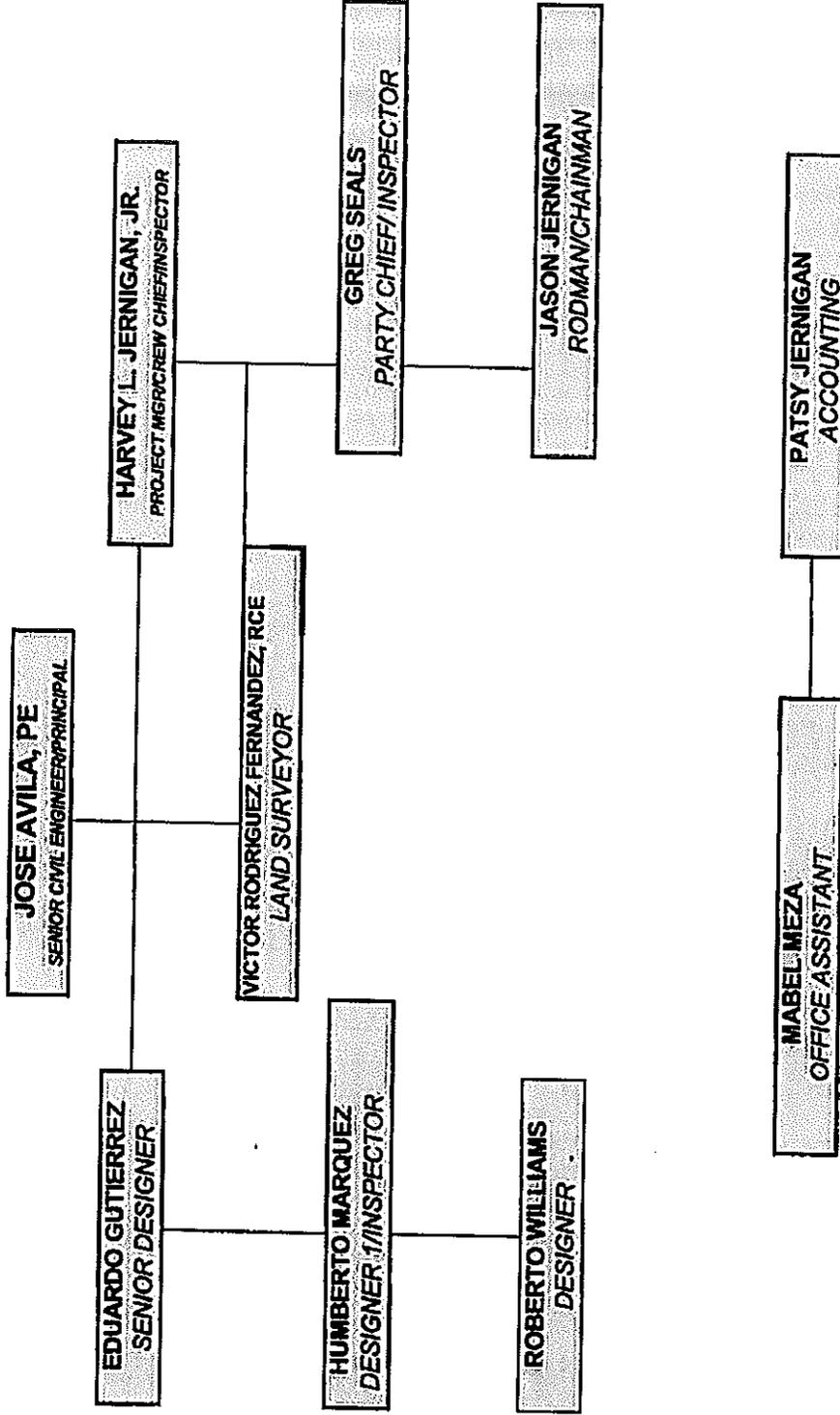
- *Storm Water Pollution & Protection Plan (SWPPP) Preparation*

While the WQMP addresses post-construction storm water treatment and mitigation, the (SWPPP) addresses BMP's during the construction phase of a project. Almost all construction projects are required by the State of California to prepare a SWPPP as well as a Notice of Intent (NOI) to satisfy National Pollutant Discharge Elimination Systems (NPDES) and The California General Construction Permit Requirements.

Staff members are qualified, experience, certified and licensed as QSD & QSP through The California Stormwater Quality Association (CASQA).

BJ ENGINEERING & SURVEYING, INC.

ORGANIZATIONAL CHART



Name of Business: BJ ENGINEERING & SURVEYING, INC.
 Address: 341 WEST CROWN COURT, SUITE 100, IMPERIAL, CA 92251
 Phone #: (760) 353-3552 Fax #: (760) 353-3751

CONTACTS:
 Harvey L. Jernigan, President/Owner
harvey@bjengandsurv.com
 Jose Avila, Vice-President/Owner
jose@bjengandsurv.com



❖ **Relevant Design Experience** (Partial List)

The selected projects listed below are indicative of BJ Engineering & Surveying, Inc. experience in Engineering Consulting Services.

Project: IV Mall Condos
Water Master Plan (in progress)
Client: Joe Heger - Imperial Valley Properties
Address: P.O. Box 368
El Centro, CA 92243
Phone No: (760) 353-5111

Project: Lotus Ranch Subdivision
Water & Sewer Master Plan
Client: Gary McPhetridge - GMAC
Address: P.O. Box 3305
El Centro, CA 92243
Phone No: (760) 352-4622

Project: City of Imperial
Water & Sewer Master Plan
Client: City of Imperial
Address: 420 South Imperial Ave.
Imperial, CA 92251
Phone: (760) 355-3840

❖ **Client References**

BJ Engineering & Surveying, Inc. has provided engineering, construction management & land surveying services to hundreds of clients on projects of all sizes. As a company, we pride ourselves in our large numbers of repeated clientele who have been pleased with our services. Below is a partial list of Clients which have utilized BJ Engineering & Surveying, Inc.:

Duggins Construction
Contact: Jim Duggins
341 Crown Court
Imperial, CA 92251
(760) 355-5600

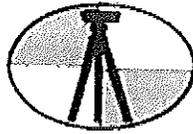
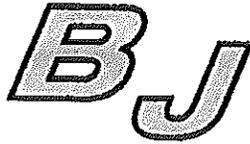
Castillo Construction
Contact: Max Castillo
400 N. Imperial Ave.
Imperial, CA 92251
(760) 355-1051

Professional Utility Services
Contact: Luis Estrada
Calexico, CA 92231
(760) 235-6003

City of Imperial
Contact: Jackie Loper
420 South Imperial Ave.
Imperial, CA 92251
(760) 355-3336

Pyramid Construction
Contact: Ron Swerdfeger
839 Dogwood Road
Heber, CA 92249
(760) 337-5839

Attachment "A"



ENGINEERING & SURVEYING, INC.

341 West Crown Court, Suite 100
Imperial, CA 92251
Phone (760) 353-3552
FAX (760) 353-3751

September 6, 2017

City of Calexico
Public Works Department
Attn: David Dale

RE: Request for Proposal On Call Engineering Water Master Plan

Dear Mr. Dale,

Below you will find the Estimated Fee per Task.

**TASK I - Study Area, Land Use, Population and Demands
Items A-H**

Estimated Fee \$34,200.00

**TASK II - Existing Water System
Items A-O**

Estimated Fee \$86,925.00

**TASK III - Proposed Improvements Water System
Technical Report, Proposed Improvements Water System Map
Engineers Opinion of Probable Cost**

Estimated Fee \$39,900.00

*Scope of Work will need to be reviewed with City of Calexico Engineer & BJ Engineering & Surveying, Inc as to confirm the Estimated Fee showing on this proposal.

BJ Engineering & Surveying, Inc.

Attachment “B”

JOSE J. AVILA

WORK EXPERIENCE:

2003-Present Vice-President: BJ Engineering & Surveying Inc., El Centro Ca

Projects: Be responsible to oversee the structural department and projects from the beginning to full solution. Operate all type of surveys, data collection systems, topographic survey, site planning, subdivision design and commercial development, record research, data processing, property line. Decisions related to the preparation of maps, plats, land surveying reports. Review field notes and records, Coordinates survey and design efforts for improvement plans as required, performs the planning and analysis necessary for the preparation of survey documents.

1999-2003 Structural Engineer: R2H Engineering Inc., San Diego Ca

Projects: Typical Tilt-up commercial buildings Analysis & design of typical one, two & up to three story buildings. Tilt-up panels as shear walls, chevron braces, moment frames, flexible & rigid diaphragms concept, typical composite roof, bridge widening.

1998-1999 Structural Engineer: Ajit Randhava & Assoc., La Mirada Ca

Projects: Typical Tilt-up commercial buildings

Design Criteria: U.B.C (1994 & 1997), ACI318-95 and AISC

Analysis & design of typical one, two & up to three story buildings.

Tilt-up panels as shear walls, chevron braces, moment frames, flexible & rigid diaphragms concept, typical composite roof (plywood as shear transfer & light weight concrete as insulation system

1997 Structural Engineer: STII & Assoc. Inc. , Baja California.

Project: 2-story Based Isolated Manufacturing Facility

Client: Mexicali Semiconductor Rockwell Plant

Meet with the original designers (KPF), contractors, Inspectors, etc. Do every day inspections at the construction site, review the original calculations for construction permits to the local authorities. Do any necessary analysis and redesign to proposed modifications or additions of the original building configuration.

EDUCATION:

Winter 1997 **Master of Science in Structural Engineering.**

University of California, San Diego. La Jolla USA.

Winter 1991 **Bachelor of Science in Civil Engineering.**

University of Northern Baja California.

PROFESSIONAL LICENSE AND CERTIFICATIONS:

California Professional Engineer License- Civil (# C66706)

Arizona Professional Engineer License - Civil (# C41549)

Nevada Professional Engineer License - Civil (# C16735)

Baja California Professional Engineer License (# 9184-01/97)

Qualified SWPPP Developer/Practitioner Certificate (#20528)

HARVEY L. JERNIGAN, JR.
341 West Crown Court, Suite 100 • Imperial, CA 92251
(760) 353-3552 • email: harvey@bjengandsurv.com

Profile

It has been an honor of having the opportunity to work with the various engineering firms throughout the Imperial Valley, including the County of Imperial. I have owed an interest in three different surveying and engineering firms located in the cities of Imperial and El Centro. I bring with me over 30 years of surveying experience both working as Party Chief and Rodman/Instrument Man which includes the daily scheduling of crews and providing the clients with pertinent field information needed to proceed with their scope of work. As a Project Manager, I have overseen the planning of numerous local subdivisions including, single-family and multi-family housing developments, numerous Public Works projects throughout Imperial County and Commercial Developments.

Career History

BJ Engineering & Surveying, Inc.

October 1995 – Present

- Principal
- Chief of Survey Crews
- Project Manager

Southwest Staking Company

1986 – 1988, 1994 – 1995

- Owner
- Chief of Survey Crews

South Valley Engineering

1988 – 1994

- Chief of Survey Crews
- Project Manager

Education & Licenses

- Imperial Valley College
- Caltrans Seminars
- Licensed Surveyor in Training #26003797

EDUARDO GUTIERREZ

P.O. Box 1317
El Centro, CA 92243

EXPERIENCE:

Job Title: Senior Designer

Employer: BJ Engineering & Surveying, Inc.

Dates: 1995 To: Present

Duties:

- Construction Staking Supervising, Survey Crews, Quality Control, Traverse Calculations and Design Engineering

Job Title: Survey Party Chief & Designer

Employer: Southwest Staking

Dates: 1994 To 1995

Duties:

- Field Crew, Construction Staking Supervisor, Design Engineering, Drafter

Job Title: Designer & Drafter

Employer: South Valley Engineering

Dates: 1992 To 1994

Duties:

- Field Crew, Construction Staking Supervisor, Design Engineering, Drafter

Job Title: Drafter & Survey Crew

Employer: The Holt Group

Dates: 1990 To 1992

Duties:

- Engineering Dept. – Survey Crew, Designing and Drafting

Job Title: Supervisor & Drafter

Employer: International Fabricators & Engineers

Dates: 1985 To 1990

Duties:

- Engineering & Dept. – Designing and Drafting

EDUCATION:

Universidad Autónoma de Baja California, México

- Bachelors of Science in Civil Engineering

Jose Humberto Marquez
Cel: (760) 235-7414
e-mail: jhmarquez1@gmail.com

- **Personal information:**

Bachelor Degree:
Universidad Autonoma de Baja California
Civil Engineer

Address:
1253 Camino del Rio St.
Calexico, Ca. 92231
County of Imperial
State of California

- **Employment History:**

May 2009 to Present	BJ Engineering & Surveying Assistant Civil Engineer 341 West Crown Court Suite 100 Imperial, CA 92251
Feb 2006 to May 2009	CANI Engineering Assistant Civil Engineer 2121 Dogwood Road El Centro Ca. 92243
Feb 2001 to Feb 2006	BJ Engineering & Surveying Assistant Civil Engineer 1850 W. Main St., Ste "G" El Centro, Ca. 92243
1998 to 2001	Ingenieria Dennis, S.A. de C.V.

Assistant Civil Engineer
Carretera al Aeropuerto # 302
Colonia Abasolo
Mexicali, Baja California 21387

1996 to 1998

Sotelo y Asociados, S.A. de C.V.
Construction Manager
Colonia Justo Sierra
Mexicali, Baja California

- **Work Experience:**

Design Subdivisions, Tentative Subdivision Plans, Annexation Plans, Grading Plans, Parcel Maps, Record of Survey Plans, Property and Topographical Plans, Improvement Plans, Preparing Construction Cost Estimates, Documents for different Counties such as Legal Descriptions, Lot Mergers, Lot Splits, Lot Line Adjustment and Right of Way Deeds.
Coordinate Projects and Field Survey Crew.

- **Computer Skills:**

AutoCAD
Land Development
Water Cad
Civil Cad
Microsoft office tools (Word, Excel, Power Point)



CITY OF CALEXICO

608 Heber Ave.
Calexico, CA 92231-2840
Tel: 760.768.2100
Fax: 760.357.7862
www.calexico.ca.gov
e-mail:publicworks@calexico.ca.gov

Public Works Department

Request for Proposal – On-Call Engineering Water Master Plan August 25, 2017

INFORMATION FOR ON-CALL ENGINEERING FIRMS

1.0 PURPOSE

The City of Calexico is soliciting request for proposals from qualified On-Call firms to provide consulting services to prepare a Water System Master Plan. Local Enterprise funds will be used to pay for this project.

2.0 CALENDAR OF EVENTS

Package will be emailed to consultants **August 25, 2017**.

Deadline for City to receive written questions **August 31, 2017, at 3:00 p.m.**

Written responses for questions (submit questions to ddale@calexico.ca.gov) received by August 31, 2017, will be available by **September 5, 2017 at 11:00 a.m.**

Proposals (PDF) must be received by email to ddale@calexico.ca.gov on or before Wednesday **September 6, 2017, at 5:00 p.m.** An email response will be sent to verify that the proposal was received.

3.0 SCOPE OF SERVICES – See Detailed Scope of Work Exhibit “A”

The Consultant will perform these services under the supervision and direction of the Public Works Director/City Engineer.

The Consultant shall provide the City with an updated Existing Water System Map showing the pipes, sizes and material types.

The Consultant shall provide the City with a complete Hydraulic Analysis of the existing water distribution system.

The Consultant shall provide the City with a Proposed Improvements Water System Map using the Existing Water Distribution System Map as a "base map."

The Consultant shall prepare an Engineer's Opinion of Probable Cost for the identified Water System Improvements.

The Consultant shall prepare a Technical Report outlining existing system deficiencies, alternatives, recommendations for system improvements, Engineer's Opinion of Probable Cost for recommended improvements and funding sources for improvements.

See Exhibit A for the detailed Scope of Work.

PROPOSAL DELIVERABLES

Email a copy of the PDF proposal to ddale@calexico.ca.gov

4.0 MANDATORY REQUIREMENTS FOR ALL PROPOSALS

All proposals must be accompanied with the name(s), title(s) and resume(s) of the individual(s) who will be performing the services should the contract be awarded.

5.0 PREPARATION OF PROPOSALS

It is the sole responsibility of respondent to ensure that the proposals are received by the City in proper time. Proposals must be submitted via email to ddale@calexico.ca.gov. An email response will be sent that the proposal was received. If a response is not received, call David Dale, PE at 760-960-8500 to verify that the email was received.

6.0 SIGNATURE

The statement of qualifications documents or any modification must be signed in the name of the consultant and must bear the signature of the person or persons authorized to sign the proposal.

7.0 MODIFICATIONS

Any modification of any proposals submitted must be in writing and received by CITY prior to the closing time for proposals. Modifications may be made via electronic mail or any other means. Any qualifications or modifications received after the scheduled closing time for receipt of statement of qualifications will be not be accepted.

8.0 WITHDRAWAL OF PROPOSALS

Respondents may withdraw their proposals either personally or by written request at any time prior to the scheduled closing time for receipt of proposals.

9.0 PROPOSAL ELEMENTS

Proposals must address each of the elements in this section.

Statement of Qualifications

- a. Description of your experience as it pertains to the Scope of Work above mentioned in Item 4.0 and Exhibit "A"
- b. A description of the specific tasks completed on projects implemented. Include the names, addresses and phone numbers of contact persons for several contracts for which you have performed services as solicited in this RFP.

Proposed Scope of Work and Fee

Provide a discussion of how your firm proposes to provide the services requested. Provide an itemized lump sum fee for the Tasks as identified in the detailed Scope of Work "Exhibit A". If there is any proposed scope of work that is not identified in this RFP, separate the fees for this work in the itemized lump sum fee. The City may or may not, at its discretion, add this work into the project.

Project Personnel and Their Availability

Provide resume(s) of the key personnel who would be assigned to perform the services as described. Indicate status of each person's relationship to your firm, whether an employee, partner, subcontractor, or other contractual agreement. The statement should also identify for each member of the project team, their area of expertise, role in the project, and experience with similar or related projects.

The CITY reserves the right to reject any and all qualifications submitted; to request clarification of services submitted; to request additional information; and to waive any irregularity in the qualifications and review process, as long as CITY procedures remain consistent with City procurement requirements.

EXHIBIT A – DETAILED SCOPE OF SERVICES

The Scope of Services for the preparation of the City Water Master Plan is as follows:

Task 1 – STUDY AREA, LAND USE, POPULATION AND DEMANDS

- A. The land use shall be determined by the most current City Zoning Map, Service Area Plan, and/or General Plan. Show a Land Use Summary and total acreage, including vacant land.
- B. Work with City Staff in the Planning Department to determine the current known and/or potential developments, including the phasing of the projects.
- C. Determine the population and forecasts for the population growth for the next 10 years. Coordinate the population forecasts with the 2015 Urban Water Management plan.
- D. Determine the existing water demand by Zoning type.
- E. Determine the annual historical water production.
- F. Estimate the water loss in the system. The City does not yet have water meters at all parks or City facilities, but is in the process of installing them. The City expects to have the meters in by December 2017.
- G. Estimate the peaking factors.
- H. Estimate future water demand for each type of development.

Task 2 – EXISTING WATER SYSTEM

- A. Review record maps and improvement plans from previous subdivision projects within the City sphere of influence with the Public Works Department.
- B. Locate existing water pipelines. Pothole excavations will not be required. Pipeline material type, diameter size and horizontal location shall be determined based on existing City maps and with interviews of City personnel.
- C. Locate and verify existing fire hydrants. The City has existing maps showing the locations of most fire hydrants. Consultant to verify the locations and add fire hydrants not shown.
- D. Identify dead end lines on the map.
- E. Fire flow tests from each hydrant will not be required.
- F. Location of existing water valves will not be required. The City is implementing a valve exercising program that will identify the locations of each valve by GPS.
- G. The City has an existing water distribution map in AutoCAD 2011 (prepared in 2011) to be used by the Consultant. The map shows the right of way widths and the approximate locations and sizes of the water pipelines and fire hydrants. The City also prepared an Urban Water Management Plan 2015 and Service Area Plan in 2006 that may be of use to the Consultant.
- H. Prepare an updated existing water system map "Water Lines Map" using the City's outdated existing map. Illustrate all fire hydrants on the map. Number each fire hydrant. Illustrate the diameter size, pipe material and length along each pipe segment. All major water facilities shall be shown on the map, including the treatment plant, pumps and storage facilities. The map shall include a north arrow, scale, legend, Title, City boundary line, right of way lines, easement lines (as shown on the existing map) within the City. The total length of each type of pipe, and the sum total length of all pipes shall be

determined and shown on the map.

- I. Complete a Hydraulic Analysis of the existing water distribution system by utilizing Haestad Method Hydraulic or similar Software. Fire flow requirements shall be based upon City Fire Department requirements for each type of land use.
- J. Analyze existing water supplies.
- K. Analyze the existing raw water and treated water storage for emergency, distribution and fire to determine if there are any deficiencies.
- L. Analyze existing booster and distribution pump stations.
- M. Analyze the City's supply and storage requirements and ability to cope with water main breaks, earthquakes and power outages.
- N. Analyze the City's water treatment capacity and determine if any expansion is required within the next 10 years.
- O. Review computer output data and identify problem areas with inadequate pressures and fire flows. Provide a recommendation regarding upgrading the water distribution system to provide the required pressure and fire flows. Provide recommendations for replacement of existing hydrants or installation of new hydrants at critical locations. The valve replacement program will be completed by the City. Review existing pipe sections which are older than 50 years or which frequently "break" with the City Water Distribution System Operators. Recommend these pipe sections be replaced.

Task 3 – PROPOSED IMPROVEMENTS WATER SYSTEM

Technical Report

- A. Prepare a Technical Report outlining existing system deficiencies, alternatives, recommendations for the proposed water system improvements.

Proposed Improvements Water System Map

- A. Prepare a proposed Water System Improvements Map using the existing Water Distribution System Map as a "Base Map". Illustrate the recommended improvements on the City Proposed Improvements Water System Map as follows:
 - a) Pipeline line size upgrades due to hydraulic deficiencies.
 - b) Installation of new pipeline extensions to complete a "looped" system to provide for sufficient hydraulic flow and pressure.
 - c) Installation of new pipelines to serve future potential developments within the next 10 years.
 - d) Installation of new and/or replacement of fire hydrants.
 - e) Replacement of deteriorated water pipelines which are older than 50 years or which frequently "break".
 - f) Proposed storage facilities.
 - g) Proposed booster pump facilities.
 - h) Proposed water treatment system facilities.

Engineer's Opinion of Probable Cost

- A. Prepare an itemized Engineer's Opinion of Probable Cost for each of the identified proposed Water System Improvements.

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into as of the 20th day of September, 2017, by and between the City of Calexico ("City") and The Holt Group ("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, 2018. 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.

ii. 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
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:

CONSULTANT:

Armando G. Villa
City Manager

APPROVED AS TO FORM:

ATTEST:

Carlos Campos
Interim City Attorney

Gabriela Garcia
Deputy City Clerk

EXHIBIT A

SCOPE OF SERVICES

(Proposal dated September 6, 2017)

EXHIBIT B
SCHEDULE OF CHARGES

EXHIBIT C

CERTIFICATE OF EXEMPTION FROM WORKERS' COMPENSATION INSURANCE

I hereby certify that in the performance of the work for which this Agreement is entered into, I shall not employ any person in any manner so as to become subject to the Workers' Compensation Laws of the State of California.

Executed on this _____ day of _____, 2017, at _____,
California.

Consultant