

**AGENDA
CITY COUNCIL
CITY OF IMPERIAL
200 WEST 9TH STREET
IMPERIAL, CA 92251-1637
SEPTEMBER 16, 2020
6:30 PM CLOSED SESSION
7:00 PM OPEN SESSION**

**THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE
GOVERNOR'S EXECUTIVE ORDER N-29-20**

To protect our constituents, City officials and City staff, the City requests all members of the public to follow the California Department of Health Services' guidance and the County of Imperial Public Health Office Order for the control of COVID-19 restricting group events and gatherings and maintaining physical distancing. Additional information regarding COVID-19 is available on the City's website at www.cityofimperial.org

1. If you choose to attend the Council meeting in person, you will be required to maintain appropriate physical distance, i.e. maintain a 6-foot distance between yourself and other individuals. Please note seating is limited.
2. You are strongly encouraged to observe the City Council meetings via Livestream at the City of Imperial Facebook page.
3. Email public comments to cityclerk@cityofimperial.org by 5:00 pm on Wednesday, September 16, 2020. Comments received by 5:00 pm will be read into the record.

TELECONFERENCE NOTICE

Pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020 and to the extent applicable Government Code Section 54953(b), this City Council Meeting may include teleconference participation by the City Council Members and City staff. Consistent with Executive Order N-29-20 teleconference locations utilized by City Council Members shall not be accessible to the public and are not subject to special posting requirements.

The City of Imperial thanks you in advance for taking all precautions to prevent spreading the COVID-19 virus.

The Imperial City Council meetings, including public comments, are being Livestreamed on the City's social media pages. By remaining in the room, you are giving your permission to be recorded.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT THE BUILDING & SAFETY DIRECTOR, (760) 355-1152. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE THE CITY TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING [28CFR 35.102-35.104 ADA TITLE II]

A. CITY COUNCIL CONVENES TO CLOSED SESSION AT 6:30 PM

This is a **CLOSED SESSION** in which the **COUNCIL** discusses matters in closed as opposed to open session. Only those matters authorized by the Brown Act as permissible **CLOSED SESSION** subjects will be discussed. They are as follows:

A-1. SUBJECT: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (GC 54956.9)

Case No. 37-2019-00014152-CU-PA-CTL

A-2. SUBJECT: CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION (GC 54956.9)

Case No. ECU001391

A-3. SUBJECT: PUBLIC EMPLOYEE PERFORMANCE EVALUATION (GC54954.5 (e))

Title: City Manager

CITY COUNCIL ADJOURNS CLOSED SESSION

B. CITY COUNCIL CONVENES TO OPEN SESSION AT 7:00 P.M.

ROLL CALL

PLEDGE OF ALLEGIANCE

ADJUSTMENTS TO THIS AGENDA

ANNOUNCEMENT OF ACTION TAKEN IN CLOSED SESSION

C. PUBLIC APPEARANCES:

C-1. Matters not appearing on the agenda. If you wish to address the COUNCIL concerning any item within the COUNCIL’S jurisdiction, please raise your hand and be acknowledged by the MAYOR, and at that time state your name and address for the record. The MAYOR reserves the right to place a time limit on each person’s presentation of three (3) minutes. It is requested that longer presentations be submitted to the Council in writing.

C-2. Matters appearing on the agenda. If you wish to address the COUNCIL concerning any item appearing on the agenda, please raise your hand and be acknowledged by the MAYOR, and at that time state your name and address for the record. The MAYOR reserves the right to place a time limit on each person’s presentation of three (3) minutes.

D. SPECIAL PRESENTATION:

D-1. SUBJECT: PROCLAMATION – DEAF AWARENESS MONTH

E. CONSENT AGENDA:

All items appearing under “Consent Agenda” will be acted upon by the City Council by one motion without discussion. Should any Council member or other person request that any item be considered separately that item will then be taken up at the time as determined by the **MAYOR**

E-1. Approval of claims/warrants report.

E-2. Continue emergency action for repairs to manhole located near the intersection of Hwy 86 and Aten (southeast corner).

E-3. Continue emergency action for repairs to traffic signal light located at the intersection of Hwy 86 and Neckel Road.

E-4. Approval of Resolution No. 2020-56, Approving the Fiscal Year 2019-2020 Development Impact Fee Funding Report.

E-5. Award contract for labor compliance services for the Playground Surfacing Improvement Project to Labor Compliance Consultants of Southern California in the amount of \$5,000.00.

E-6. Award contract for labor compliance services for the Barioni Waterline Improvement Project to Labor Compliance Consultants of Southern California in the amount of \$7,000.00.

F. PUBLIC HEARINGS:

F-1. SUBJECT: DISCUSSION/ACTION: COMMUNITY DEVELOPMENT BLOCK GRANT NOTICE OF FUNDING AVAILABILITY – CORONAVIRUS RESPONSE FUND (CDBG-CV1).

1. APPROVAL OF RESOLUTION NO. 2020-57, APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2020 COMMUNITY DEVELOPMENT GRANT PROGRAM – CORONAVIRUS RESPONSE FUND 1 (CDBG-CV1).

G. ACTION ITEMS: (DISCUSSION/ACTION – APPROVE-DISAPPROVE)

G-1. SUBJECT: DISCUSSION/ACTION: IMPERIAL COMMUNITY PARK PROJECT DESIGN & ENGINEERING AWARD.

1. AWARD CONTRACT TO HERMANN DESIGN GROUP FOR PROJECT DESIGN & ENGINEERING SERVICES IN THE AMOUNT OF \$483,400.00.

G-2. SUBJECT: DISCUSSION/ACTION: RESERVOIR INSPECTION SERVICES.

1. AWARD CONTRACT TO HARPER & ASSOCIATES ENGINEERING, INC. IN THE AMOUNT OF \$13,570.00 PLUS ADDITIONAL FEES FOR SEDIMENT CLEANING & REPAIRS BASED ON INSPECTION.

G-3. SUBJECT: DISCUSSION/ACTION: IMPERIAL COUNTY AIR POLLUTION CONTROL DISTRICT RULE 310 GRANT APPLICATION – PASEO DEL SOL WALKING TRAILS PROJECT.

1. APPROVAL OF RESOLUTION NO. 2020-58, APPROVING THE APPLICATION FOR IMPERIAL COUNTY AIR POLLUTION CONTROL DISTRICT RULE 310 PROJECT GRANT FUNDS.

G-4. SUBJECT: DISCUSSION/ACTION: PLAYGROUND SURFACING IMPROVEMENT PROJECT – BID 2020-06R.

1. AWARD CONTRACT TO ROBERTSON INDUSTRIES, INC. IN THE AMOUNT OF \$244,715.00.
2. APPROVE 15% CONTINGENCY.

G-5. SUBJECT: DISCUSSION/ACTION: EMERGENCY ACTION – EUCALYPTUS TREES ALONG PORTION OF NECKEL ROAD.

1. APPROVE RESOLUTION NO. 2020-59 DECLARING AN EMERGENCY, AUTHORIZING THE CITY MANAGER TO TAKE SUCH ACTION AS MAY BE NECESSARY IN RESPONSE THERETO AND RATIFYING ACTION TAKEN TO DATE.

G-6. SUBJECT: DISCUSSION/ACTION: UPDATE OF COVID-19 PANDEMIC.

H. REPORTS:

H-1. SUBJECT: MAYOR AND COUNCIL MEMBER REPORTS.

H-2. SUBJECT: CITY MANAGER REPORT.

H-3. SUBJECT: DEPARTMENT REPORTS.

ADJOURN CITY COUNCIL MEETING UNTIL THE NEXT REGULARLY SCHEDULED MEETING, WEDNESDAY, OCTOBER 7, 2020 AT 7:00 P.M.

NOTE: Any documents produced by the City and distributed to a majority of the City Council/Agency Board regarding any item on this agenda will be made available at the front counter at City Hall, located at 420 S. Imperial Avenue, during normal business hours.

PROCLAMATION

DEAF AWARENESS MONTH

Whereas, The Deaf experience is a natural part of life and is valued as a part of our rich diversity; and

Whereas, The Deaf Community is a social construct. The 'problem' is not the medical condition that resides within the individual, but the 'problem' is that society does not create welcoming, supporting environments/policies/systems/access for all; and

Whereas, The most effective way to increase awareness is through everyone's openness to learn and acknowledge that there are systemic barriers that reduce the likelihood of the Deaf enjoying equitable experiences and living independent, productive lives within their communities through language equality and equal access; and

Whereas, Equitable experiences and full inclusion is a matter of social justice. Consequently, creating equitable inclusive environments is a shared responsibility of everyone; and

Whereas, Policies must be developed, attitudes shaped, and equitable experiences and access be offered to all individuals; including the Deaf; and

Whereas, Awareness must be raised that inadequate and/or unavailable services and processes are not only more costly, financially, to our society; but are also more costly to the deaf who desire to live in a world of equity and access. It is further costly to our communities because society misses out on the rich talents and experiences the deaf Community has to offer; and

Whereas, Citizens should do all in their power to:

- Recognize the value and intersectionality of the Deaf experience in our lives and the valued role it has in our rich diversity.
- Recognize the barriers presented to the Deaf.
- Create ways to include everyone; especially the Deaf and provide equal access through language equality.
- Understand the losses (financial, spiritual, human rights, contributions to community, and otherwise) when our communities segregate and create barriers for the Deaf Community.
- Demand policymakers no longer invest in segregation and create inclusive, equitable policies and systems for all.

Now, therefore, we, the City Council of the City of Imperial, do hereby proclaim September 2020 as

DEAF AWARENESS MONTH

and galvanize efforts that will lead our communities and policy makers to create real systems change so the Deaf Community will enjoy equitable, inclusive lives through language equality and equal access.

IN WITNESS WHEREOF, I have hereunto set my hand and caused our seal this 16th day of September, in the year of our Lord, two thousand and twenty.

Darrell Pechtl, Mayor

Check Register Report

E - 1

Date: 09/10/2020

Time: 5:12pm

Page: 1

CITY OF IMPERIAL

BANK: UNION BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
UNION BANK Checks							
94613	08/19/2020	Printed		1561	ACI SPECIALTY BENEFITS		3,000.00
94614	08/19/2020	Printed		5201	AIR MED CARE NETWORK		66.00
94615	08/19/2020	Printed		023	AIRWAVE COMMUNICATIONS		74,996.84
94616	08/19/2020	Printed		1119	ALBERT VALENZUELA		446.99
94617	08/19/2020	Printed		7136	ALEJANDRO MEZA		34.01
94618	08/19/2020	Printed		7140	ALEJANDRO REYES		49.48
94619	08/19/2020	Printed		195	ALLIED WASTE		113,369.68
94620	08/19/2020	Printed		5956	AMAZON CAPITAL SERVICES		656.18
94621	08/19/2020	Printed		5287	ANDREA STIFF-RIOS		165.00
94622	08/19/2020	Printed		7137	ANTHONY ALCOBIA		173.98
94623	08/19/2020	Printed		656	AQUA METRIC		26,074.51
94624	08/19/2020	Printed		1066	AT&T		2,287.15
94625	08/19/2020	Printed		1851	AT&T LONG DISTANCE		118.96
94626	08/19/2020	Printed		5994	AUTOZONE INC.		64.63
94628	08/19/2020	Printed		4400	BABCOCK LABORATORIES, INC.		2,999.00
94629	08/19/2020	Printed		6069	BAKER DISTRIBUTING COMPANY LLC		1,107.74
94630	08/19/2020	Printed		7146	BEAR ELECTRICAL SOLUTIONS		33,367.00
94631	08/19/2020	Printed		7138	BERNADETTE CORONADO		77.54
94632	08/19/2020	Printed		711	BIG TEX TRAILER		9,994.75
94633	08/19/2020	Printed		250	BLUE SHIELD OF CALIFORNIA		31,131.28
94634	08/19/2020	Printed		674	BRENNTAG		18,446.50
94635	08/19/2020	Printed		6752	CALGON CARBON CORPORATION		85,562.20
94636	08/19/2020	Printed		251	CALIFORNIAPIA		126,512.00
94637	08/19/2020	Printed		455	CALIFORNIA STATE DISBURSEMENT		1,236.92
94638	08/19/2020	Printed		3669	CANON		2,114.62
94639	08/19/2020	Printed		158	CLEAN RITE		120.00
94640	08/19/2020	Printed		6222	CODE EXXPERTS, LLC		795.66
94641	08/19/2020	Printed		514	CORE & MAIN LP		213.13
94642	08/19/2020	Printed		3550	CORE-ROSION PRODUCTS		694.14
94643	08/19/2020	Printed		6857	COUNTY MOTOR PARTS CO, INC		1,414.52
94644	08/19/2020	Printed		2725	CREDIT BUREAU OF IMPERIAL		35.00
94645	08/19/2020	Printed		3403	DANIELS TIRE CORPORATE ADMIN		2,687.21
94646	08/19/2020	Printed		7144	DAVID HERRERA & JAZMIN MORENO		35.61
94647	08/19/2020	Printed		7094	DOOLEY ENTERPRISES, INC		359.43
94648	08/19/2020	Printed		2752	DUFLOCK & ASSOCIATES		37.23
94649	08/19/2020	Printed		517	DYNAMIC CONSULTING ENGINEERS		2,950.00
94650	08/19/2020	Printed		6642	EDD		100.00
94651	08/19/2020	Printed		7131	EL CENTRO ACE HARDWARE		112.63
94652	08/19/2020	Printed		207	EL CENTRO MOTORS		1,896.88
94653	08/19/2020	Printed		1644	ENVIRONMENTAL SYSTEMS RESEARCH		4,000.00
94654	08/19/2020	Printed		7145	FERGUSON WATERWORKS #1083		866.80
94655	08/19/2020	Printed		5134	FORENSIC DRUG TESTING SERVICES		49.00
94656	08/19/2020	Printed		5509	FORTRES GRAND CORPORATION		235.24
94657	08/19/2020	Printed		7132	FRESNO FIRST BANK		53,682.22
94658	08/19/2020	Printed		7143	GEORGINA SANCHEZ		8.90
94659	08/19/2020	Printed		7142	GIL FRITZSCHE		1,272.77
94660	08/19/2020	Printed		4894	GRANITE DATA SOLUTIONS		49.00
94661	08/19/2020	Printed		1349	HDL COREN & CONE		1,875.00
94662	08/19/2020	Printed		3039	HOLTVILLE TRIBUNE		756.00
94663	08/19/2020	Printed		2096	HOME DEPOT CREDIT SERVICES		715.70
94664	08/19/2020	Printed		1190	ICMARC		1,865.19

Check Register Report

Date: 09/10/2020

Time: 5:12 pm

Page: 2

CITY OF IMPERIAL

BANK: UNION BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
UNION BANK Checks							
94665	08/19/2020	Printed		4271	IMPERIAL COUNTY HUMANE SOCIETY		740.00
94666	08/19/2020	Printed		028	IMPERIAL IRRIGATION DISTRICT		8,955.19
94667	08/19/2020	Printed		4264	IMPERIAL IRRIGATION DISTRICT		8,184.00
94668	08/19/2020	Printed		102	IMPERIAL POLICE OFFICERS ASSN.		725.00
94669	08/19/2020	Printed		221	IMPERIAL PRINTERS		57.05
94671	08/19/2020	Printed		3187	IMPERIAL TRUSS & LUMBER CO.		829.01
94672	08/19/2020	Printed		7147	IMPERIAL VALLEY CHRYSLER DODGE		1,635.81
94673	08/19/2020	Printed		1315	IMPERIAL VALLEY RESOURCE		32,324.52
94674	08/19/2020	Printed		5033	INFO SEND INC.		3,563.60
94675	08/19/2020	Printed		320	INTERNAL REVENUE SERVICE		150.00
94676	08/19/2020	Printed		7122	ITERIS INC		6,874.45
94677	08/19/2020	Printed		1587	JADE SECURITY SYSTEMS, INC.		59.99
94678	08/19/2020	Printed		7151	JEREMY MCVAY		85.94
94679	08/19/2020	Printed		7148	JESSICA PROCK		107.39
94680	08/19/2020	Printed		642	JORDAN CENTRAL IMPLEMENT CO.		276.31
94681	08/19/2020	Printed		601	JT TOWING & AUTO REPAIR		250.00
94682	08/19/2020	Printed		868	K-C WELDING & RENTALS, INC.		1,379.02
94683	08/19/2020	Printed		2901	KIMBALL MIDWEST		2,136.05
94684	08/19/2020	Printed		035	KISCO SALES, INC.		185.80
94685	08/19/2020	Printed		1647	LA BRUCHERIE IRRIGATION SUPPLY		865.87
94686	08/19/2020	Printed		5230	LABOR COMPLIANCE CONSULTANTS		1,650.00
94687	08/19/2020	Printed		3283	LANDSCAPE ROCK SUPPLY		202.97
94688	08/19/2020	Printed		1716	LANTELLIGENCE INC.		1,120.06
94689	08/19/2020	Printed		696	LEONARD BARRA		191.11
94690	08/19/2020	Printed		101	LINCOLN LIFE		1,201.00
94691	08/19/2020	Printed		401	LOWE'S		116.23
94692	08/19/2020	Printed		2028	MAD GRAPHIX INC.		2,909.25
94693	08/19/2020	Printed		6578	MISAC		130.00
94694	08/19/2020	Printed		776	MOSS, LEVY & HARTZHEIM LLP		17,000.00
94695	08/19/2020	Printed		2295	NEW BORDER TACTICAL, INC		1,159.12
94696	08/19/2020	Printed		079	ONE SOURCE DISTRIBUTORS		9,515.28
94697	08/19/2020	Printed		3581	PARKHOUSE TIRE INC.		571.96
94698	08/19/2020	Printed		084	PITNEY BOWES PURCHASE POWER		400.00
94699	08/19/2020	Printed		2782	PRINCIPAL-SBD GRAND ISLAND		4,404.39
94700	08/19/2020	Printed		172	PYRAMID CONSTRUCTION		31,490.50
94701	08/19/2020	Printed		133	RAIN FOR RENT		141.77
94702	08/19/2020	Printed		694	REXEL OF AMERICA, LLC		133.69
94703	08/19/2020	Printed		3121	ROBERT MARTINEZ		165.00
94704	08/19/2020	Printed		1637	ROMEO'S CAR WASH		99.00
94705	08/19/2020	Printed		7141	ROSA MOSQUEDA		82.74
94706	08/19/2020	Printed		7150	ROSA VIZCARRA		11.52
94707	08/19/2020	Printed		7139	ROSIE RAMOS		52.34
94708	08/19/2020	Printed		3526	RSD		263.65
94709	08/19/2020	Printed		957	SC FUELS		1,364.64
94710	08/19/2020	Printed		1105	SCHOLASTIC INC,		2,097.92
94711	08/19/2020	Printed		7149	SELENA SOLIS		131.28
94712	08/19/2020	Printed		979	SELLERS PETROLEUM		8,044.49
94713	08/19/2020	Printed		1239	SHERWIN-WILLIAMS		987.45
94714	08/19/2020	Printed		5706	SHI INTERNATIONAL CORP		868.47
94715	08/19/2020	Printed		3262	SIMNSA HEALTH PLAN		11,701.71
94716	08/19/2020	Printed		6648	SMARTCOVER SYSTEMS		9,741.28
94717	08/19/2020	Printed		091	STAPLES CREDIT PLAN		229.93
94718	08/19/2020	Printed		6707	SULZER		5,998.53

Check Register Report

Date: 09/10/2020

Time: 5:12pm

Page: 3

CITY OF IMPERIAL

BANK: UNION BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
UNION BANK Checks							
94719	08/19/2020	Printed		6416	SUN DATA SUPPLY		425.19
94720	08/19/2020	Printed		095	TERMINIX OF IMPERIAL VALLEY		121.00
94721	08/19/2020	Printed		058	TROJAN UV		2,230.43
94722	08/19/2020	Printed		275	UNDERGROUND SERVICE ALERT OF		117.03
94723	08/19/2020	Printed		2008	UNITED PARCEL SERVICE		15.12
94724	08/19/2020	Printed		944	UNITED WAY OF IMPERIAL COUNTY		6.00
94725	08/19/2020	Printed		6313	US AIR CONDITIONING		345.16
94726	08/19/2020	Printed		1100	USA BLUEBOOK		5,041.72
94727	08/19/2020	Printed		611	VERIZON WIRELESS		643.87
94728	08/19/2020	Printed		6900	W.M. LYLES CO.		1,019,962.12
94729	08/19/2020	Printed		5639	WAGEWORKS, INC		50.00
94730	08/19/2020	Printed		1715	WAXIE SANITARY SUPPLY		475.06
94731	08/19/2020	Printed		1568	WEBB AND ASSOCIATES		123,382.75
94732	08/19/2020	Printed		1154	WELLS FARGO BANK		5,000.00
94733	08/19/2020	Printed		487	XPRESS LUBE		170.76
94826	08/24/2020	Printed		1132	WELLS FARGO BANK MN, N.A.		205,114.63
94910	09/10/2020	Printed		7163	90'8 BARBER STUDIO		5,000.00
94911	09/10/2020	Printed		1599	ACE UNIFORMS & ACCESSORIES		1,468.28
94912	09/10/2020	Printed		7174	AHUMADA'S OUTLET		5,000.00
94913	09/10/2020	Printed		023	AIRWAVE COMMUNICATIONS		719.13
94914	09/10/2020	Printed		195	ALLIED WASTE		15.44
94915	09/10/2020	Printed		195	ALLIED WASTE		11,442.44
94916	09/10/2020	Printed		5956	AMAZON CAPITAL SERVICES		1,661.90
94917	09/10/2020	Printed		6306	AMERICAN FIDELITY ASSURANCE		12,255.62
94918	09/10/2020	Printed		5599	ANDRE PARISELLA		103.59
94919	09/10/2020	Printed		5287	ANDREA STIFF-RIOS		564.61
94920	09/10/2020	Printed		656	AQUA METRIC		24,005.14
94921	09/10/2020	Printed		2081	ARAMARK UNIFORM SERVICE		2,255.08
94922	09/10/2020	Printed		1851	AT&T LONG DISTANCE		372.64
94923	09/10/2020	Printed		5994	AUTOZONE INC.		35.53
94924	09/10/2020	Printed		4400	BABCOCK LABORATORIES, INC.		96.00
94925	09/10/2020	Printed		7167	BELLA SALON THREADS		5,000.00
94926	09/10/2020	Printed		7161	BIBIANO MENDOZA		100.66
94927	09/10/2020	Printed		7158	BLUETARP FINANCIAL, INC.		173.31
94928	09/10/2020	Printed		674	BRENNTAG		13,631.59
94929	09/10/2020	Printed		455	CALIFORNIA STATE DISBURSEMENT		618.46
94930	09/10/2020	Printed		3029	CLAIREMONT EQUIPMENT		1,227.50
94931	09/10/2020	Printed		7171	CLASSIC CLIPPERS		5,000.00
94932	09/10/2020	Printed		6222	CODE EXXPERS, LLC		795.66
94933	09/10/2020	Printed		514	CORE & MAIN LP		2,023.46
94935	09/10/2020	Printed		6857	COUNTY MOTOR PARTS CO, INC		409.73
94936	09/10/2020	Printed		2935	CRISTINA SINGH		90.34
94937	09/10/2020	Printed		3403	DANIELS TIRE CORPORATE ADMIN		4,066.29
94938	09/10/2020	Printed		1302	DAVID TURCH & ASSOCIATES		5,000.00
94939	09/10/2020	Printed		6105	DELL FINANCIAL SERVICES		23,344.66
94940	09/10/2020	Printed		1287	DEMCO, INC.		2,781.51
94941	09/10/2020	Printed		1623	DENNIS H. MORITAAPC		3,387.50
94942	09/10/2020	Printed		1573	DEPARTMENT OF JUSTICE		66.00
94943	09/10/2020	Printed		793	DERMA'S FLOOR COVERING		5,000.00
94944	09/10/2020	Printed		569	DESERT VETERINARY GROUP		116.00
94945	09/10/2020	Printea		7172	DETAILS SALON TOTAL BODY SPA		5,000.00
94946	09/10/2020	Printed		7100	DISCOUNT SCHOOL SUPPLY		273.64
94947	09/10/2020	Printed		6642	EDD		100.00
94948	09/10/2020	Printed		7131	EL CENTRO ACE HARDWARE		25.01
94949	09/10/2020	Printed		207	EL CENTRO MOTORS		40.31

Check Register Report

Date: 09/10/2020

Time: 5:12 pm

Page: 4

CITY OF IMPERIAL

BANK : UNION BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
UNION BANK Checks							
94950	09/10/2020	Printed		226	EL CENTRO REGIONAL		39.00
94951	09/10/2020	Printed		2052	EL ZARAPE- BEATRIZ GONZALEZ		5,000.00
94952	09/10/2020	Printed		2058	FASTENAL COMPANY		36.31
94953	09/10/2020	Printed		7145	FERGUSON WATERWORKS #1083		2,565.11
94954	09/10/2020	Printed		7169	FREEDOM JUNK REMOVAL SERVICE		5,000.00
94955	09/10/2020	Printed		7152	GEORGE TILLMAN		123.37
94956	09/10/2020	Printed		7162	HAPPY KIDS FAMILY CHILD CARE		3,605.00
94957	09/10/2020	Printed		7160	HEXIXUIO RESENDEZ-LARA		85.73
94958	09/10/2020	Printed		5759	HUMBLE FARMER BREWING COINC.		5,000.00
94959	09/10/2020	Printed		1190	ICMARC		1,890.19
94960	09/10/2020	Printed		120	IMPERIAL COUNTY FIRE DEPT.		74,648.34
94961	09/10/2020	Printed		3205	IMPERIAL COUNTY SHERIFFS DEPT.		22.00
94962	09/10/2020	Printed		2914	IMPERIAL COUNTY TRANSPORTATION		2,285.53
94963	09/10/2020	Printed		028	IMPERIAL IRRIGATION DISTRICT		48,649.67
94964	09/10/2020	Printed		102	IMPERIAL POLICE OFFICERS ASSN.		775.00
94965	09/10/2020	Printed		221	IMPERIAL PRINTERS		85.91
94966	09/10/2020	Printed		3187	IMPERIAL TRUSS & LUMBER CO.		37.65
94967	09/10/2020	Printed		2099	IMPERIAL VALLEY OCCUPATIONAL M		699.80
94968	09/10/2020	Printed		350	IMPERIAL VALLEY PAINT CENTER		828.42
94969	09/10/2020	Printed		320	INTERNAL REVENUE SERVICE		150.00
94970	09/10/2020	Printed		7170	IVHIIT		5,000.00
94971	09/10/2020	Printed		1587	JADE SECURITY SYSTEMS, INC.		455.00
94972	09/10/2020	Printed		7154	JAMIL ESTELLA		95.67
94973	09/10/2020	Printed		7119	JEREMY SCHAFER		1,500.00
94974	09/10/2020	Printed		7168	JILL DEEN'S BARBER HOP		5,000.00
94975	09/10/2020	Printed		6046	JNE POLYGRAPH LLC		750.00
94976	09/10/2020	Printed		500	JONES BROTHERS GLASS CO.		85.00
94977	09/10/2020	Printed		642	JORDAN CENTRAL IMPLEMENT CO.		174.99
94978	09/10/2020	Printed		601	JT TOWING & AUTO REPAIR		615.00
94979	09/10/2020	Printed		868	K-C WELDING & RENTALS, INC.		2,789.58
94980	09/10/2020	Printed		1409	KAMAN INDUSTRIAL TECHNOLOGIES		139.95
94981	09/10/2020	Printed		035	KISCO SALES, INC.		44.79
94982	09/10/2020	Printed		1647	LA BRUCHERIE IRRIGATION SUPPLY		784.34
94983	09/10/2020	Printed		5230	LABOR COMPLIANCE CONSULTANTS		270.00
94984	09/10/2020	Printed		843	LAURA GUTIERREZ		586.41
94985	09/10/2020	Printed		101	LINCOLN LIFE		1,376.00
94986	09/10/2020	Printed		7173	LINEAGE BARBERSHOP		5,000.00
94987	09/10/2020	Printed		5130	LING SUE REARDON		144.18
94988	09/10/2020	Printed		401	LOWE'S		291.08
94989	09/10/2020	Printed		2028	MAD GRAPHIX INC.		704.38
94990	09/10/2020	Printed		1316	MARIO LUNA		1,536.60
94991	09/10/2020	Printed		7155	MARLENE CHAVEZ		63.79
94992	09/10/2020	Printed		7156	MARYSOL & RAMON MEDINA		84.03
94993	09/10/2020	Printed		5100	MCCAIN		22.63
94994	09/10/2020	Printed		7166	MELISSA MICHAELS SPA, SALON		5,000.00
94995	09/10/2020	Printed		7164	NANA'S KITCHEN		5,000.00
94996	09/10/2020	Printed		7159	NICHOLE GRIJALVA		90.06
94998	09/10/2020	Printed		4481	O'REILLY		985.10

Check Register Report

Date: 09/10/2020

Time: 5:12 pm

Page: 5

CITY OF IMPERIAL

BANK: UNION BANK

Check Number	Check Date	Status	Void/Stop Date	Vendor Number	Vendor Name	Check Description	Amount
UNION BANK Checks							
94999	09/10/2020	Printed		079	ONE SOURCE DISTRIBUTORS		3,200.75
95000	09/10/2020	Printed		3581	PARKHOUSE TIRE INC.		758.46
95001	09/10/2020	Printed		3179	PITNEY BOWES		474.87
95002	09/10/2020	Printed		084	PITNEY BOWES PURCHASE		400.00
					POWER		
95003	09/10/2020	Printed		5200	PMC ENGINEERING		3,515.56
95004	09/10/2020	Printed		2322	PREMIER TOWING		425.00
95005	09/10/2020	Printed		7157	RADCOINC		838.93
95006	09/10/2020	Printed		819	RADY'S CHILDREN'S HOSPITAL		922.00
95007	09/10/2020	Printed		7165	RESTORATION:A HAIR & BEAUTY		5,000.00
95008	09/10/2020	Printed		694	REXEL OF AMERICA, LLC		403.47
95009	09/10/2020	Printed		1239	SHERWIN-WILLIAMS		21.81
95010	09/10/2020	Printed		5706	SHI INTERNATIONAL CORP		559.22
95011	09/10/2020	Printed		6790	SOUTHWEST EQUIPMENT & SUPPLY		685.67
95012	09/10/2020	Printed		2201	SPIESS CONSTRUCTION CO., INC		74,813.64
95013	09/10/2020	Printed		091	STAPLES CREDIT PLAN		1,021.71
95014	09/10/2020	Printed		104	TEAMSTERS, LOCAL 542		1,655.00
95015	09/10/2020	Printed		1425	THE REINALT-THOMAS CORPORATION		922.36
95016	09/10/2020	Printed		7153	TREMAINE LOWERY		124.04
95017	09/10/2020	Printed		1934	TYLER TECHNOLOGIES, INC.		4,558.46
95018	09/10/2020	Printed		2008	UNITED PARCEL SERVICE		15.12
95019	09/10/2020	Printed		944	UNITED WAY OF IMPERIAL COUNTY		7.00
95020	09/10/2020	Printed		1100	USA BLUEBOOK		452.34
95021	09/10/2020	Printed		5639	WAGEWORKS, INC		50.00
95022	09/10/2020	Printed		1715	WAXIE SANITARY SUPPLY		132.07
95023	09/10/2020	Printed		487	XPRESS LUBE		69.59

Total Checks: 232

Checks Total (excluding void checks):

2,591,953.05

Total Payments: 232

Bank Total (excluding void checks):

2,591,953.05

Total Payments: 232

Grand Total (excluding void checks):

2,591,953.05

DATE SUBMITTED

08-09-2020

SUBMITTED BY

Public Services Dir.

DATE ACTION REQUIRED

08-16-2020

Agenda Item No

E-2

CITY COUNCIL ACTION (X)

PUBLIC HEARING REQUIRED ()

RESOLUTION ()

ORDINANCE 1ST READING ()

ORDINANCE 2ND READING ()

CITY CLERK'S INITIALS

**IMPERIAL CITY COUNCIL
AGENDA ITEM**

**SUBJECT: DISCUSSION/ACTION: EMERGENCY AT HWY 86 & ATEN RD. -
SEWER MANHOLE.**

1. APPROVAL TO CONTINUE THE EMERGENCY ACTION TAKEN
ON AUGUST 19, 2020.

DEPARTMENT INVOLVED: Public Services - Wastewater

BACKGROUND/SUMMARY:

On the afternoon of August 12, 2020 staff discovered a force main that feeds into the Clark Pump Lift Station had broken inside a manhole located at Hwy 86 & Aten on the south east corner.

An emergency was declared and public services department is working with A & R Construction to make repairs.

At the time of agenda preparation, some parts have been received and we are waiting on trenching box availability.

FISCAL IMPACT: Unknown

STAFF RECOMMENDATION: City Council continues emergency action.

MANAGER'S RECOMMENDATION:

approve

MANAGER'S INITIAL *DM*

MOTION:

SECONDED:

AYES:

NAYES:

ABSENT:

APPROVED ()

DISAPPROVED ()

REJECTED ()

DEFERRED ()

REFERRED TO:

DATE SUBMITTED

08-09-2020

SUBMITTED BY

Public Services Dir.

DATE ACTION REQUIRED

08-16-2020

Agenda Item No

E-3

CITY COUNCIL ACTION (X)
PUBLIC HEARING REQUIRED ()
RESOLUTION ()
ORDINANCE 1ST READING ()
ORDINANCE 2ND READING ()
CITY CLERK'S INITIALS ()

**IMPERIAL CITY COUNCIL
AGENDA ITEM**

SUBJECT: DISCUSSION/ACTION: EMERGENCY AT HWY 86 & NECKEL ROAD – TRAFFIC SIGNAL.

1. APPROVAL TO CONTINUE THE EMERGENCY ACTION TAKEN ON JULY 15, 2020.

DEPARTMENT INVOLVED: Public Services - Streets

BACKGROUND/SUMMARY:

In the early morning of Sunday, July 5, 2020, a hit and run accident took out a controller box at this intersection. The triggered the entire signal & camera system at Hwy 86 & Neckel Rd to not function and fail, thereby causing motorist & pedestrian safety & traffic hazards.

An emergency was declared by the City Manager that morning and clean up & repairs to the area was authorized. Repairs & replacement to the damage are currently underway. Staff is working with McCain on getting the controller.

There is no estimate of time or costs. An update will be provided as information becomes available. A new controller cabinet has been installed along with pedestrian signal pole. Signal light is working on manual timed recall pending installation of the controller.

FISCAL IMPACT: Unknown

STAFF RECOMMENDATION: City Council continues emergency action.

MANAGER'S RECOMMENDATION:

approve

MANAGER'S INITIAL DMH

MOTION:

SECONDED:

AYES:

NAYES:

ABSENT:

APPROVED ()

DISAPPROVED ()

REFERRED TO:

REJECTED ()

DEFERRED ()

DATE SUBMITTED September 9, 2020
SUBMITTED BY Laura Gutierrez
DATE ACTION REQUIRED September 16, 2020

Agenda Item No.

E-4

COUNCIL ACTION (x)
PUBLIC HEARING REQUIRED ()
RESOLUTION (x)
ORDINANCE 1ST READING ()
ORDINANCE 2ND READING ()
CITY CLERK'S INITIALS 26

**IMPERIAL CITY COUNCIL
AGENDA ITEM**

SUBJECT: **DISCUSSION/ACTION – DEVELOPMENT IMPACT FEE PROGRAM FUNDING REPORT.**

1. APPROVE/DISAPPROVE RESOLUTION NUMBER 2020-56 APPROVING THE FISCAL YEAR 2019 – 2020 DEVELOPMENT IMPACT FEE FUNDING REPORT.

DEPARTMENT INVOLVED: **ADMINISTRATIVE SERVICES DEPARTMENT**

BACKGROUND/SUMMARY:

In accordance with California Government Code Section 66006, an annual report shall be prepared that provides the status and tracking of the development impact fees collected as a part of the development of projects within the City of Imperial. The report shall provide a description of the fee, the amount of the fee, the beginning and the ending balance of each facility fund, the amount of fees collected, the interest earned, the amount of the fee expended including a description of the improvements completed, an approximate date upon which future improvement will commence and a description of interfund transfers.

FISCAL IMPACT:

F.O. INITIALS VB

The Impact Fee Funding Report fulfills requirements by State Code and does not result in a fiscal impact to the City.

STAFF RECOMMENDATION:

After the review and consideration by the Administrative Services Department, it is recommended that the City Council approve Resolution Number 2020-56 accepting the Fiscal Year 2019 – 2020 Development Impact Fee Program Funding Reports. There were no findings to any of the reports.

MANAGER'S RECOMMENDATION:

approve

MANAGER'S INITIALS 07/27

After the review and consideration by the City Manager, it is recommended that the City Council approve Resolution Number 2020-___ accepting the Fiscal Year 2019 – 2020 Development Impact Fee Program Funding Reports.

MOTION:

SECONDED:

AYES:

NAYES:

ABSENT:

APPROVED ()

DISAPPROVED ()

REFERRED TO:

REJECTED ()

DEFERRED ()



2020 BOARD OF DIRECTORS

PRESIDENT

Deborah McGarrey
Southern California Gas Company

1st VICE PRESIDENT

Tom Dubose
Dubose Design Group, Inc.

SECRETARY/TREASURER

Pedro Rincon
Osborne Rincon CPAs

VICE PRESIDENT
OF ASSOCIATES

Allan Levin
Allan Levin & Associates

PAST PRESIDENT

Fred Bell
Nobell Energy Solutions

CHIEF EXECUTIVE OFFICER

Gretchen Gutierrez

DIRECTORS

Brian Benedetti
Brian Benedetti Construction

Mark Benedetti

Dede Callanan
North American Title

Mario Gonzales
GHA Companies

Joe Hayes
First Bank

Todd Hooks
Agua Caliente Band of
Cahuilla Indians

Trevor Kempton
AudioVisions

Taylor Libolt- Varner
MSA Consulting

Dave Lippert
Lippert Construction, Inc

Paul Mahoney
PMA Advertising

Bruce Maize
Rilington Group

Russ Martin
Mission Springs Water
District

Jim Murdock
PIRCH

Dan Olivier
Nethery Mueller Olivier

Alan Pace
Perrin GeoSciences

John Powell, Jr.
Coachella Valley Water District

Phil Smith
Sunrise Company

Jeff Wattenbarger
Wattenbarger Construction

September 3, 2020

City of Imperial

Diana Quintana, Accounting Technician
420 South Imperial Avenue
Imperial, CA 92251

RE: Annual AB1600 Reports, FY 2019/2020

Dear Ms. Quintana,

Thank you for providing the Desert Valleys Builders Association (DVBA) the *City of Imperial Annual and Five-Year Reportable Fees Report (AB 1600)* for fiscal year 2019/2020. Upon completion of the examination, the DVBA is satisfied that the City has reasonably met its annual reporting obligation pursuant to the Mitigation Fee Act.

We look forward to receiving the Annual Report relating to the Water and Wastewater Accounts.

Respectfully,

Gretchen Gutierrez
Chief Executive Officer

City of Imperial
Fire Protection Facilities
Government Code 66000 Calculation
FY 2019-2020

Account Description	Beginning Fund Balance	FY 2019-2020	Ending Fund Balance
<i>Revenues & Other Sources</i>			
Developer fees		19,586	
Interest income		509	
Miscellaneous Revenue		0	
Total Sources		20,095	
<i>Expenditures & Other Uses</i>			
Transfers out - Capital Improvement Project Fund			
Preliminary Study			
Administration		0	
Design			
Engineering			
Construction			
Equipment			
Total Uses		0	
Total Available	69,263	20,095	89,358

Five Year Test

Using First In First Out Method

Unspent Funds Represent Ending Fund Balance	June 30, 2020
Revenues Collected from 2015	8,784
Revenues Collected from 2016	29,067
Revenues Collected from 2017	26,713
Revenues Collected from 2018	2,443
Revenues Collected from 2019	44,090
Revenues Collected from 2020	19,586
Total Ending Fund Balance	130,683

Result: Five Year Spent Test was met in accordance with Government Code 66001.

Capital Improvement Facilities

Capital Improvement Facilities Actual Expenses	FY 2019-2020	% Complete	% funded with fee
	none	0%	0%
Total	0		

Anticipated Future Projects	FY 2016-2025	cost	% funded with fee
Fire Station - New Fire Station	none	821,478	1%
Fire Station - Firefighting Apparatus	none	700,000	62%
Fire Station - New Fire Engine	none	835,063	100%
Total Anticipated Future Projects	-	\$2,356,541	

City of Imperial
Park and Recreation Facilities Impact Fee
Government Code 66000 Calculation
FY 2019-2020

Account Description	Beginning Fund Balance	FY 2019-2020	Ending Fund Balance
<i>Revenues & Other Sources</i>			
Developer fees		215,321	
Other Fed Grant			
Interest income		4,025	
Operating- Transfers In			
Total Sources		219,346	
<i>Expenditures & Other Uses</i>			
Overtime			
FICA			
Advertising (Incl Legal)		538	
Contract Service		157,359	
Maintenance of Equipment			
Install Materials			
Improvements of other than Bldgs. Park additions		138,186	
Publication/Dues			
Total Uses		296,083	
Total Available	1,001,176	(76,737)	924,439

Five Year Test

Using First In First Out Method

Unspent Funds Represent Ending Fund Balance	June 30, 2020
Revenues Collected from 2015	112,869
Revenues Collected from 2016	216,717
Revenues Collected from 2017	231,758
Revenues Collected from 2018	321,597
Revenues Collected from 2019	212,311
Revenues Collected from 2020	215,321
Total Ending Fund Balance	1,310,573

Result : Five Year Spent Test was met in accordance with Government Code 66001. Monies have been encumbered for new Regional Park/Equestrian/Sports Facility. Proposed Cost \$40M, to be completed in Multiple FY's

Capital Improvement Facilities

Capital Improvement Facilities Actual Expenses	FY 2019-2020	% Complete	% funded with fee
Contract Services: Cambria Park completion	30,983		
Contract Services: Impact fees study	2,386		
Contract Services: Imperial Transit Park completion	123,990		
Advertising: Impact fees study	23		
Imperial Community Park	515		
Improvements:			
Reimbursement to developer for Horizon Park	138,186		
Total	\$ 296,083		

Anticipated Future Projects	FY 2016-2025	Cost	% funded with fee
Parks Master Plan	none	28,406.47	100.00%
Park Expansion Improvements	none	63,167.43	100.00%
Joshua Park Improvements	none	174,000.00	100.00%
Future Parks	18,672	9,372,984.00	0.20%
Total Anticipated Future Projects	18,672	9,638,557.90	

City of Imperial
Streets, Bridges and Traffic Signals Impact Fee
Government Code 66000 Calculation
FY 2019-2020

Account Description	Beginning Fund Balance	FY 2019-2020	Ending Fund Balance
<i>Revenues & Other Sources</i>			
Developer fees		73,429	
State Grant Reimbursement			
Interest income		2,502	
Total Sources		75,931	
<i>Expenditures & Other Uses</i>			
Transfers out - Capital Improvement Project Fund			
Preliminary Study			
Administration			
Special Departmental supplies			
Operating Transfers Out			
Construction			
Equipment			
Total Uses			
Total Available	521,124	75,931	597,055

Five Year Test

Using First In First Out Method

Unspent Funds Represent Ending Fund Balance	June 30, 2020
Revenues Collected from 2015	47,711
Revenues Collected from 2016	36,217
Revenues Collected from 2017	46,352
Revenues Collected from 2018	103,340
Revenues Collected from 2019	101,148
Revenues Collected from 2020	73,429
Total Ending Fund Balance	408,197

Result : Five Year Spent Test was met in accordance with Government Code 66001.
Funds have been encumbered for Road Improvements listed below.

Capital Improvement Facilities

Capital Improvement Facilities Actual Expenses	FY 2019-2020	% Complete	% funded with fee
None	\$ -		
Total	\$ -		

Anticipated Future Projects	FY 2016-2025	Cost	% funded with fee
<i>Projects: Within City</i>			
Aten Road -Retention Basin to La Brucherie Rd.		85,000	42%
Aten Road - La Brucherie Rd to Highway 86		217,600	100%
Aten Road - Railroad Tracts to SE Annexation Border		93,500	56%
Treshill Road - La Brucherie Rd to Highway 86		364,000	100%
P Street - Aten Rd to East Annexation Southern Border		84,000	
P Street - East Annexation Southern Border to City Limits		112,000	
P Street - 1st Street to Barioni Boulevard		182,000	
P Street - Barioni Boulevard to Neckel Rd		728,000	

Neckel Road - Highway 86 to Rodeo Drive		14,000	100%
Neckel Road - Railroad Tracts to City Limits		64,400	
1st Street - Railroad Tracts to P Street		52,500	
La Brucherie Road - Wall Rd to Aten Rd		141,750	
La Brucherie Road - Aten Road to North of Industry		89,250	
La Brucherie Road - Treshill Rd to Aten Rd		136,500	
15th Street - La Brucherie Rd to West of D Street		36,750	
15th Street - West of Ellen Street to East of Ellen Street		68,250	
15th Street - East of Ellen Street to Imperial Avenue		73,500	
Intersection - Clark Road and Aten Rd		90,000	1%
Future Streets - Aten Ph#3		20,000	79%
Annexation Areas A & B			
P Street - City Limit to Worthinton		386,400	
Intersection		175,000	13%
North Annexation Area			
La Brucherie Road - Murphy Road to Neckel Rd		273,000	
15th Street - La Brucherie Rd to West of D Street		36,750	
Southeast Annexation Area			
Clark Road - South City Limit to Aten Rd.		442,000	88%
Aten Road - West of Railroad Tracts to east of P Street		246,500	64%
Southwest Annexation Area			
Austin Road - Aten Rd to Brewer Rd.		18,200	
Brewer Road - Nance Rd to SW Annexation Border		52,500	
West Annexation Area			
Worthington Road - Austin Rd to West of Dahlia Lane		382,500	
La Brucherie Road - Pearl Rd to Banta Rd		315,000	
Nance Road - Brewer Rd to Worthington Rd		273,000	
Total Anticipated Future Projects	-	5,253,850	

City of Imperial
Administrative Facilities Impact Fee
Government Code 66000 Calculation
FY 2019-2020

Account Description	Beginning Fund Balance	FY 2019-2020	Ending Fund Balance
Revenues & Other Sources			
Developer fees		36,580	
Interest income		3,417	
Total Sources		39,997	
Expenditures & Other Uses			
Transfers out - Capital Improvement Project Fund			
Preliminary Study			
Administration			
Design			
Engineering			
Construction			
Equipment			
Total Uses			
Total Available	743,181	39,997	783,178

Five Year Test	
Using First In First Out Method	
Unspent Funds Represent Ending Fund Balance	June 30, 2020
Revenues Collected from 2015	52,559
Revenues Collected from 2016	19,043
Revenues Collected from 2017	64,594
Revenues Collected from 2018	58,671
Revenues Collected from 2019	58,723
Revenues Collected from 2020	36,580
Total Ending Fund Balance	290,170
Result : Five Year Spent Test was met in accordance with Government Code 66001. Funds have been encumbered for City Hall expansion.	

Capital Improvement Facilities			
Capital Improvement Facilities Actual Expenses	FY 2019-2020	% Complete	% funded with fee
None	\$ -		
Total	\$ -		

Anticipated Future Projects	FY 2016-2025	Cost	% funded with fee
New Council Chambers		5,562	100%
City Hall Expansion		3,290,909	
Total Anticipated Future Projects		3,296,471	

City of Imperial
Law Enforcement Facilities, Vehicles and Equipment Impact Fee
Government Code 66000 Calculation
FY 2019-2020

Account Description	Beginning Fund Balance	FY 2019-2020	Ending Fund Balance
<i>Revenues & Other Sources</i>			
Developer fees		34,982	
Interest income		3,633	
Total Sources		38,615	
<i>Expenditures & Other Uses</i>			
Transfers out - Capital Improvement Project Fund			
Preliminary Study			
Administration		0	
Design			
Engineering			
Construction			
Equipment			
Total Uses		0	
Total Available	795,127	38,615	833,742

Five Year Test

Using First In First Out Method

Unspent Funds Represent Ending Fund Balance	June 30, 2020
Revenues Collected from 2015	18,163
Revenues Collected from 2016	61,607
Revenues Collected from 2017	55,958
Revenues Collected from 2018	56,008
Revenues Collected from 2019	89,080
Revenues Collected from 2020	34,982
Total Ending Fund Balance	315,798

*Result : Five Year Spent Test was met in accordance with Government Code 66001.
Funds have been encumbered for new Police Station.*

Capital Improvement Facilities

Capital Improvement Facilities Actual Expenses	FY 2019-2020	% Complete	% funded with fee
None	\$ -		
	\$ -		
Total	\$ -		

Anticipated Future Projects	FY 2016-2025	Cost	% funded with fee
Future Police Station		\$2,179,444	0%
Total Anticipated Future Projects			

City of Imperial
Library Community (Public Use) Center Facilities Impact Fee
Government Code 66000 Calculation
FY 2019-2020

Account Description	Beginning Fund Balance	FY 2019-2020	Ending Fund Balance
<i>Revenues & Other Sources</i>			
Developer fees		37,704	
Interest income		2,551	
Total Sources		40,255	
<i>Expenditures & Other Uses</i>			
Transfers out - Capital Improvement Project Fund			
Preliminary Study			
Administration		0	
Design			
Engineering			
Construction			
Equipment			
Total Uses		0	
Total Available	567,314	40,255	607,569

Five Year Test

Using First In First Out Method

Unspent Funds Represent Ending Fund Balance	June 30, 2020
Revenues Collected from 2015	12,816
Revenues Collected from 2016	37,948
Revenues Collected from 2017	40,582
Revenues Collected from 2018	56,314
Revenues Collected from 2019	53,251
Revenues Collected from 2020	37,704
Total Ending Fund Balance	238,615

Result : Five Year Spent Test was met in accordance with Government Code 66001.
Funds have been encumbered for expansion of Library to be completed FY 16-17.

Capital Improvement Facilities Actual Expenses

Capital Improvement Facilities	FY 2019-2020	% Complete	% funded with fee
None	\$ -		
Total	\$ -		

Anticipated Future Projects	FY 2016-2025	Cost	% funded with fee
New Library - Equipment		\$12,690	100%
New Library - Book Shelves		\$3,690	100%
Future Library Improvements	none	\$1,083,943	1%
Total Anticipated Future Projects		\$1,100,323	

[illegible]

RESOLUTION NO. 2020-56

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
IMPERIAL, CALIFORNIA, TO MAKE CERTAIN FINDINGS
PURSUANT TO CALIFORNIA GOVERNMENT CODE
SECTION 66001**

WHEREAS, the City of Imperial is required to make certain findings every year with respect to the unexpended fund balance of certain development fee funds pursuant to California Government Code Section 66001; and

WHEREAS, these findings need to be made in conjunction with the public information required by Code Section 66006.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Imperial, California, as follows:

1. That the above recitations are true and correct.
2. That the following findings are made as required under the Government Code Section 66006:
 - a. That the purpose to which the development impact fee is to be put has been identified.
 - b. That a reasonable relationship has been demonstrated between the fee and the purpose for which it is charged.
 - c. That all sources and amounts of funding anticipated to complete financing on incomplete improvements have been identified.
 - d. That the approximate dates on which the funding referred to above is expected to be deposited into the appropriate fund have been designated.
3. That these findings are based on information provided in the City of Imperial Operating Budgets for Fiscal Year 2019/2020, which is incorporated herein by reference.

PASSED, APPROVED, AND ADOPTED at a regular meeting of the City of Imperial City Council on the 16th day of September, 2020.

Darrell Pechtl, Mayor

ATTEST:

Debra Jackson, City Clerk

09/9/20

PARKS

09/16/20

COUNCIL ACTION	(X)
PUBLIC HEARING REQUIRED	()
RESOLUTION	()
ORDINANCE 1 ST READING	()
ORDINANCE 2 ND READING	()
CITY CLERK'S INITIALS	()

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: DISCUSSION/ACTION: LABOR COMPLIANCE SERVICES FOR PLAYGROUND
SURFACING IMPROVEMENT PROJECT

1. AWARD OF CONTRACT FOR LABOR COMPLIANCE SERVICES IN THE AMOUNT OF 5,000.00 TO LABOR COMPLIANCE CONSULTANTS OF SOUTHERN CALIFORNIA, LLC.

DEPARTMENT INVOLVED: PARKS

BACKGROUND/SUMMARY:

In July 2020 staff released RFP P10-2020 for labor compliance services for the Playground Surfacing Improvement Project. To date, 2 proposals were received. After careful review of the proposals submitted staff has determined that Labor Consultants of Southern California LLC would be the most advantageous to the city. Attached for your review you'll find the proposal they submitted.

FISCAL IMPACT:

5,000.00

Community Facilities District Funds and Landscape District Funds

FINANCE
INITIALS

STAFF RECOMMENDATION: It is the department's recommendation for City Council to award contract to Labor Consultants of Southern California, LLC

DEPT. INITIALS

MANAGER'S RECOMMENDATION:

CITY
MANAGER'S
INITIALS

MOTION:

SECONDED:

AYES:

NAYES:

ABSENT:

APPROVED ()

DISAPPROVED ()

REJECTED ()

DEFERRED ()

REFERRED TO:



PROPOSAL

 **COPY**

**Labor Compliance
Consulting Services
For**

City of Imperial Playground Surfacing Improvement Project

Bid No. 2020-06

August 26, 2020

Prepared by: Crystal Ransdell

**Labor Compliance Consultants Of
Southern California LLC
P O Box 2660
El Centro, CA 92244
(760) 791-6914**

Requested by:

**Tony Lopez
Park Superintendent
City of Imperial Parks & Recreation Dept
101 W. 4th Street
Imperial, CA 92251**

I. EXECUTIVE SUMMARY

HISTORY OF FIRM & SUMMARY OF QUALIFICATIONS

Labor Compliance Consultants of Southern California (LCCSC) is a consulting firm offering Labor Standards Compliance Consulting and Contractor Monitoring services to both private and public-sector clients in Southern California and Western Arizona. LCCSC recommends and will perform training in office to all the contractor's labor compliance staff and supervisors. We have a staff of trained and experienced labor compliance monitors and interviewers.

LCCSC has provided labor compliance consulting services to our governmental sector clients in ensuring Federal and State of California Labor Standards Compliance on many of their public works projects. The Staff of LCCSC has attended several training sessions pertaining to the California Department of Industrial Relations prevailing wage requirements for public works projects and has attended two Labor Compliance Program seminar trainings at Fresno State University. Individual training by Ms. Karen Belcher with the Department of Apprenticeship Standards has provided up to date training per the California Labor Code § 1777.5, the apprenticeship requirements, to the LCCSC Staff. Additionally, the LCCSC Staff has attended numerous training sessions provided by the Housing and Urban Development Department for public works projects. The training sessions reviewed compliance with Davis Bacon and Related Acts and Wage Guidelines. LCCSC maintains a bilingual Labor Standards Compliance Staff for onsite worker interviews to assist in facilitating accurate data collection and reporting.

LCCSC has provided Labor Standards Compliance Services for the cities of Westmorland, Brawley, Imperial, Holtville, Calexico and El Centro in addition to the County of Imperial. LCCSC has provided Labor Standards Compliance Services for private clients, including but not limited to Chelsea Investment Corporation, Emmerson Construction, TCI Construction, Trademark Construction, and JMR Construction of Chattanooga Tennessee. LCCSC has provided Labor Standards Compliance Services for several types of infrastructure related projects including but not limited to building construction, water, sewer and storm infrastructure improvements, roadway improvements and various others construction related projects.

LCCSC has performed the monitoring activities of the 3rd Party Labor Compliance Program operations for the Calexico Unified School District has performed as Labor Compliance Monitor for the City of Brawley's LCP for the park project funded through proposition 84 bonds. LCCSC has performed the Labor Compliance Monitoring for the City of El Centro's LCP for the Skate Park project also funded through proposition 84 bonds. A list of labor standards compliance projects is included herein.

PRIMARY CONTACT FOR PROPOSAL

Mrs. Crystal Ransdell
 Senior Labor Standards Compliance Officer
 P.O. Box 2660
 El Centro, CA 92244
 (760) 791-6914
cransdell@lccsc.net

LOCATION OF EL CENTRO OFFICE

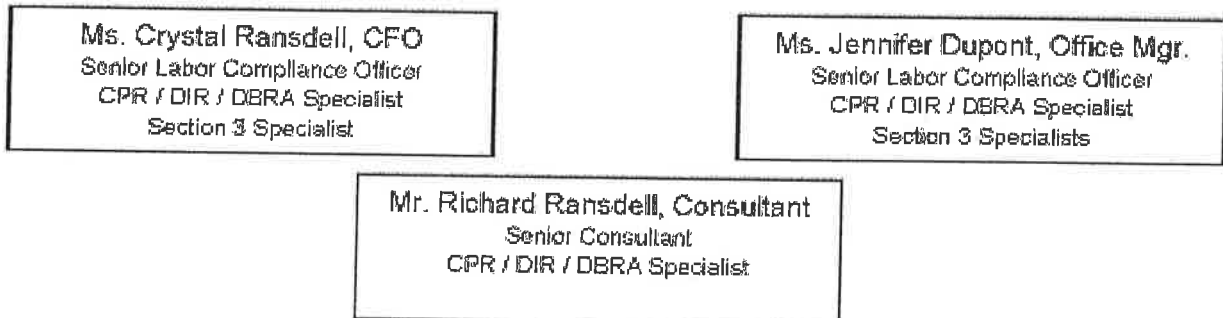
Labor Compliance Consultants of So. Cal
 1601 N. Imperial Avenue
 El Centro, CA 92243
 (760) 791-6914
cransdell@lccsc.net

PRIMARY CONTACT FOR LABOR COMPLIANCE

Mrs. Jennifer Dupont
 Senior Labor Standards Compliance Officer
 P.O. Box 2660
 El Centro, CA 92244
 619-388-9147
jdupont@lccsc.net

LOCATION OF SAN DIEGO OFFICE

Labor Compliance Consultants of So. Cal.
 Attn: Ms. Jennifer Dupont
 Senior Labor Standards Compliance Officer
 6339 Paseo Del Lago
 Carlsbad, CA 92011
 (619) 388-9147
jdupont@lccsc.net

ORGANIZATIONAL CHART**PROJECT TEAM HIGHLIGHTS:**

LCCSC is a professional services firm well-seasoned in Labor Standards Compliance. LCCSC's labor compliance staff has worked on various construction projects in the Imperial County. Therefore, LCCSC would be highly sensitive to the needs of our clients herein Southern California and Western Arizona.

LCCSC IS DBE CERTIFIED AND SWBE CERTIFIED FIRM ID 44834

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

To provide employment and advancement opportunities to all individuals, employment decisions at Labor Compliance Consultants of Southern California are based on merit, qualifications, and abilities. Except where required or permitted by law, employment practices are not influenced or affected by an

applicant's or employee's race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

II. PROJECT APPROACH & SCOPE OF WORK

LCCSC shall be responsible for assisting **City of Imperial** with activities needed to ensure that workers employed by the Prime Contractor and any subcontractors are hired and paid in compliance with all applicable State and Federal Laws. Mrs. Ransdell shall serve as the contact person for all issues related to labor standards compliance pertaining to this project.

The project consists of the Labor Compliance Monitoring for

City of Imperial Playground Surfacing Improvement Project approximately 60 calendar days under construction.

Many different subcontractors and worker classifications will be present at the site which may require a substantial amount of Labor Standards Compliance oversight. It is critical that the labor compliance officers be involved at the commencement of the project to ensure timely compliance with the various aspects of labor standards compliance laws. Mrs. Ransdell shall prepare the current wage decisions and review the construction contract to ensure the required contract verbiage is included in the prime contractor's contract with his subcontractors.

The estimated construction time is sixty (60) calendar days from the date on the notice to proceed. The labor standards activities are expected to extend for a total of five (5) months. One (1) month prior to construction activities, two (2) months of construction activities and two (2) months following completion of the construction to obtain the final documentation from all contractors and subcontractors.

Labor Standards Compliance Services will include the following:

A. Wage Decisions Monitoring

LCCSC shall obtain the applicable Federal Wage Decisions from the awarding agency as required and monitor any modification and applicable changes to the various worker classifications applicable to this project. LCCSC shall notify **City of Imperial** of any modifications made to worker wage decisions.

B. Contractor Eligibility, Certifications and Pre-Construction Conference

LCCSC will perform the following duties:

1. LCCSC shall research all bidding General Contractors to ensure they are not debarred. Following the bid openings and the project award, LCCSC shall verify the General Contractor and sub-contractor's eligibility through the Federal debarment lists.
2. LCCSC shall attend the Pre-Construction Conference and provide a labor standards compliance handout of the Department of Labor information pertaining to public works projects. LCCSC shall be made available for further consultation by telephone or email and labor standards compliance training as requested. LCCSC recommends that a pre-construction training session concerning labor standards provision, administration, and enforcement be conducted.
3. LCCSC shall make available to the contractors and sub-contractors the required forms, documentation and contract language requirements.

C. Monitoring of Certified Payroll Reports, On Site Employee Interviews, and Progress Payment Review Assistance.

1. **Payroll Reviews:** LCCSC shall review certified payroll reports and ensure compliance with federal regulations. Submitted payrolls shall be reviewed promptly for compliance with applicable labor standards. LCCSC will review fringe benefits, deductions, and computations verifying that all required information is provided. Comments and correction notices pertaining to the submitted subcontractor documentation shall be forwarded to **City of Imperial** and the Prime Contractor promptly.

2. **Review of Employee Reviews:** LCCSC will be responsible for conducting on-site interviews with various employees of the contractor/sub-contractors to include at least ten percent (10%) of the workers in all job classifications to be compared against applicable payrolls for compliance with wage decisions.
3. **Request for Information:** LCCSC shall inform **City of Imperial** in writing, immediately upon receipt of a Request for Information (RFI) from an individual or individuals requesting copies of any forms or documents. LCCSC shall respond accordingly to all RFI's received on behalf of **City of Imperial**, the Prime Contractor, and all subcontractors.
4. **Progress Payment Review Assistance:** LCCSC shall assist **City of Imperial** and Prime Contractor to ensure compliance with labor standards. Once each month LCCSC will perform a complete review of all labor compliance files and will prepare an End of the Month Report (EOM) and forward to **City of Imperial** and Prime Contractor informing of the status of the labor compliance files. When contractors are delinquent or tardy in providing labor compliance documentation, it will be noted and LCCSC will inform **City of Imperial** department so they may withhold progress payment as needed.

D. Correction of Violations

In the event that non-compliance of labor standards results in underpayment to employees, LCCSC will take immediate action limited to the following:

1. **Notification:** LCCSC shall immediately notify **City of Imperial** and the prime contractor of wage adjustments and requirements and shall notify the contractor in violation to immediately provide restitution and revisions to the certified payroll reports.
2. **Withhold Funds:** LCCSC shall recommend, if applicable, that **City of Imperial** and the Prime Contractor withhold sufficient funds from the subcontractor to provide restitution to under paid workers or to effectuate compliance and shall obtain full compliance from the subcontractor for any noncompliance issue.

E. Labor Compliance Files

1. LCCSC shall protect and maintain the labor compliance files in a locked secure cabinet for the duration of the project.

2. Upon completion of all construction activities and the labor compliance auditing requirements, LCCSC will provide to **City of Imperial** all original and additional copies of the Labor Standards Compliance documentation including but not limited to the certified payroll reports, fringe benefits statements, contracts, daily sign in sheets, contractor's license documentation, etc. **City of Imperial** shall keep and store for 5 years as required by law.
3. LCCSC shall make the labor standards compliance files available for inspection and review upon request by **City of Imperial** or to any State or Federal agency that has jurisdiction over this public works project and after construction activities have ceased. Upon request, LCCSC shall assist with any audit or review.

F. Reports

1. LCCSC shall prepare and submit all monthly, semi-annual and final reports, so that the **City of Imperial** has sufficient time for review prior to submitting them to the State of California Department of Housing and Community Development.

FEE SCHEDULE FOR SERVICES

Our 2020-2021 Fee Schedule for Labor Standards Compliance Services is included in this Proposal. Our Fee Schedule shall be updated each calendar year. The updated Hourly Rate Structure for Labor Standards Compliance Services shall be subject to review and approval by **City of Imperial** prior to implementation on this project.

VI. FEE SCHEDULE

I. SCHEDULE AND COMPENSATION

LCCSC shall provide Labor Compliance Services as outlined in within the contents of this proposal. In the event completion of the project extends beyond the four (4) months, additional services will be billed at the hourly rate per the schedule attached.

II. PROPOSED ESTIMATED COSTS

Understanding that the estimated start of construction is approximately August 2020 and the construction is scheduled for sixty (60) calendar days. There are preliminary services before the start of construction and post completion services. LCCSC shall provide **City of Imperial** with the Labor Standards Compliance Services requirements with a not to exceed amount of **\$5,000.00**

LCCSC's services shall be invoiced in five (5) monthly installments of \$1000.00 the end of each month beginning with the notice to proceed.

Additional fees may be required in that event that delays are caused by a contractor or subcontractor's noncompliance with labor standards and wage rate decisions. Incidental fees i.e.: Mileage, copies, postage, etc. shall be invoiced in addition to the hourly rate compensation.

Not to Exceed Costs: \$5000.00

HOURLY RATE AND REIMBURSABLE EXPENSE SCHEDULE FOR ADDITIONAL SERVICES

Effective January 1, 2020 through December 31, 2021

Labor Standards Services

Senior Labor Compliance Officer

\$90.00/hour

Bilingual Interviewer

\$75.00/hour

Prepared by:

August 26, 2020



Crystal A. Ransdell
Labor Compliance Consultants of Southern California
P.O. Box 2660
El Centro, CA 92244

Crystal Ransdell

P.O. Box 2660
El Centro, CA 92244
cransdell@lccsc.net

Objective	Provide labor compliance consulting and contractor monitoring service to clients of LCCSC for various Public Works projects.
Skills	• Over six years of HUD/CDBG and Section 3 Implementation/monitoring experience • Over 6 years of prevailing wage monitoring experience in the Construction Industry • Knowledge of Davis Bacon and Related Acts and Wage Guidelines • Knowledge of Department of Industrial Relations prevailing wage requirements • Proficient in Microsoft Word and Excel • Excellent language and communication skills
Education & Training	• September 25, 2019 – Completion of Department of Industrial Relations Awarding Agencies and Contractor Compliance by the Center for Contract Compliance and DIR • August 15, 2019 – Completion of Prevailing Wage Seminar by the Department of Labor • June 11, 2019 – Completion of Davis Bacon and Related Acts certified payroll reporting training by the Department of Labor • May 1, 2019 - Completion of Labor Compliance for Public Works refresher course training by Cal Trans • February 8, 2018 - Completion of Prevailing Wage, Certified payroll & Labor Compliance Training by Associated Builders and Contractors, Inc. • February 9, 2018 - Completion of New Laws Affecting Contractors Changes for 2018 Training by Associated Builders and Contractors, Inc. • May 18, 2016 - Completion of Prevailing Wage, Certified payroll & Labor Compliance Training by Associated General Contractors of America San Diego Chapter, Inc. • September 18, 2015 - Completion of Prevailing Wage, Certified payroll & Labor Compliance Training by Associated General Contractors of America San Diego Chapter, Inc. • July 15, 2015 - Completion of course in New Public Works Contractor Registration Law [SB 854] • January 13, 2015 – Completion of Section 3 Training by the San Diego Housing Commission • August 15, 2012 – Completion of Course in Davis Bacon and Related Acts/Department of Industrial Relations Prevailing Wage Requirements for Public Works Project
Experience	Senior Labor Compliance Consultant, LCCSC September 1, 2014 to current date

Assistant Labor Compliance Consultant, LCCSC

March 1, 2009 to September 1, 2014 – Assisted Part Time as needed to Full time

Reviewing certified payroll reports

Researching Federal and State wage classification and determinations

Preparing request for corrections and communicating with contractors

Monitoring receipt of labor compliance documentation

Organization of labor compliance documentation for each project and contractor

Monitoring Section 3 Requirements for projects in San Diego county.

Personal Lines Insurance Agent, Tyler Insurance Agency

September 1982 to August 31, 2014

Quoted, issued and serviced insurance policies for clients.

Jennifer L. Dupont

2341 Christi Avenue
Imperial, CA 92251
619-388-147
jdupont@lccsc.net

Objective	Provide labor compliance consulting and contractor monitoring service to clients of LCCSC for various Public Works projects.
Skills	• Over five years of HUD/CDBG and Section 3 implementation/monitoring experience • Over five years of prevailing wage monitoring experience in the Construction Industry • Knowledge of Davis Bacon and Related Acts and Wage Guidelines • Knowledge of Department of Industrial Relations prevailing wage requirements • Proficient in Microsoft Word and Excel • Excellent language and communication skills
Education & Training	• September 25, 2019 – Completion of Department of Industrial Relations Awarding Agencies and Contractor Compliance by the Center for Contract Compliance and DIR • August 15, 2019 – Completion of Prevailing Wage Seminar by the Department of Labor • June 11, 2019 – Completion of Davis Bacon and Related Acts certified payroll reporting training by the Department of Labor • May 1, 2019 Completion of Labor Compliance for Public Works refresher course training by Cal Trans • February 8, 2018 - Completion of Prevailing Wage, Certified payroll & Labor Compliance Training by Associated Builders and Contractors, Inc. • February 9, 2018 Completion of New Laws Affecting Contractors Changes for 2018 Training by Associated Builders and Contractors, Inc. • May 18, 2016 - Completion of Prevailing Wage, Certified payroll & Labor Compliance Training by Associated General Contractors of America San Diego Chapter, Inc. • September 18, 2015 - Completion of Prevailing Wage, Certified payroll & Labor Compliance Training by Associated General Contractors of America San Diego Chapter, Inc. • July 15, 2015 - Completion of course in New Public Works Contractor Registration Law [SB 854] • January 13, 2015 – Completion of Section 3 Training by the San Diego Housing Commission
Experience	Senior Labor Compliance Consultant, LCCSC ▪ Provided Prevailing Wage Monitoring for seven large construction projects that totaled over \$90,000,000 in subcontract activity

- Prevailing Wage Monitor responsibilities included: reviewing certified payroll reports and ensuring proper payment of wages, tracking use of apprentices, ensuring payment of apprenticeship contributions, and Section 3 new hire compliance
- Created a monthly compliance report to assist Prime Contractor with payment of monthly draws to Subcontractors
- Assisted Awarding Bodies with annual HUD Reports for Federally funded projects
- Provided prevailing wage training to Prime Contractor and Subcontractors as needed

RELEVANT PROJECT EXPERIENCE

The partial list of public works projects below demonstrates LCCSC's experience as it pertains to the coordination and enforcement of labor compliance services for Public Works projects subject to the Department of Industrial Relations and/or Davis-Bacon regulations in the recent past.

Date	Project	Responsible Jurisdiction	Contract Amount	Status
2018	The Lofts at Normal Heights	Chelsea Investment Corp. (DIR, HUD & Section 3 Monitoring)	\$20,000,000	Completed
2018	San Ysidro Apartments	Emmerson Construction (HUD) Section 3 Monitoring Only	\$17,000,000	Working
2018	Slurry Seal at Gateways of America	Imperial County Department of Public Works	\$399,000	Completed
2018	City of El Centro Aquatic Center	City of El Centro	\$15,000,000	Completed
2019	Heber Townsite Roadway Improvement	Imperial County Department of Public Works	\$1,371,00	Completed
2019	Hawk Street Improvements	Imperial County Department of Public Works	\$325,000	Completed
2019	City of Holtville Citywide Street Improvements	City of Holtville	\$2,156,000	Completed
2020	14 th & Commercial Apartments	Chelsea Investment Corp. (DIR, HUD & Section 3 Monitoring)	\$160,000,000	Working
2020	Benson Place Apartments	Chelsea Investment Corp. (DIR, HUD & Section 3 Monitoring)	\$15,000,000	Working
2020	Salerno Apartments at Cypress	Chelsea Investment Corp. (DIR, HUD & Section 3 Monitoring)	\$30,000,000	Working
2020	City of El Centro Carlos Aguilar Park Field 2 Improvements	City of El Centro	\$2,183,000	Working
2020	City of El Centro McGee Park Restrooms and Snack Bar	City of El Centro	\$591,000	working

PROFESSIONAL REFERENCES

Javier Luna City of El Centro City of El Centro	City of El Centro Ms. Stacy Cox 1249 Main Street El Centro, CA 92243 (760) 335-3538
Imperial County Department of Public Works Abraham Campos 155 S 11 th . Street El Centro, CA 92243 (760) 482-4462	Imperial County Community & Economic Dev. Ms. Jade Padilla Interim Community & Economic Development Manager 2799 S. 4 th Street El Centro, CA 92243 (442) 265-1104
Chelsea Investments/Emmerson Construction Mr. Zion Patton, Director of Construction 6339 Paseo Del Lago Carlsbad, CA 92011 (760) 456-6020	The Holt Group, Inc. Mr. Jack Holt, P.E. CFO 1601 N. Imperial Avenue El Centro, CA 92243 (760) 337-3883

DATE SUBMITTED

09-09-2020

SUBMITTED BY

Public Services Dir.

DATE ACTION REQUIRED

09-16-2020

Agenda Item No

E-6

CITY COUNCIL ACTION (X)

PUBLIC HEARING REQUIRED ()

RESOLUTION ()

ORDINANCE 1ST READING ()

ORDINANCE 2ND READING ()

CITY CLERK'S INITIALS ()

**IMPERIAL CITY COUNCIL
AGENDA ITEM**

**SUBJECT: DISCUSSION/ACTION: LABOR COMPLIANCE SERVICES FOR
THE BARIONI WATERLINE IMPROVEMENT PROJECT.**

1. AWARD CONTRACT FOR LABOR COMPLIANCE SERVICES IN
THE AMOUNT OF \$7,000.00 TO LABOR COMPLIANCE
CONSULTANTS OF SOUTHERN CALIFORNIA.

DEPARTMENT INVOLVED: Public Services - Water

BACKGROUND/SUMMARY:

City advertised and sought proposals for labor compliance monitoring services for the Barioni Waterline Improvement Project. No proposals were received by the submittal date.

Staff reached out to obtain quotes and one quote was received from Labor Compliance Consultants of Southern California.

FISCAL IMPACT: Not to exceed \$7,000.00

STAFF RECOMMENDATION: City Council award contract to Labor Compliance Consultants of Southern California.

MANAGER'S RECOMMENDATION: approve

MANAGER'S INITIAL DM

MOTION:

SECONDED:

AYES:

NAYES:

ABSENT:

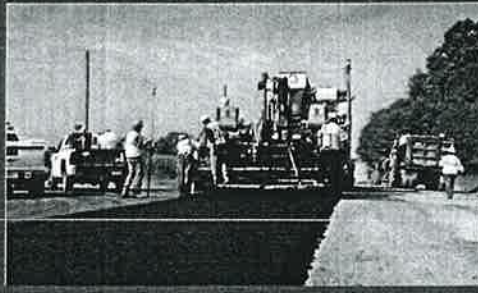
APPROVED ()

DISAPPROVED ()

REJECTED ()

DEFERRED ()

REFERRED TO:



PROPOSAL

 **COPY**

**Labor Compliance Consulting and Monitoring Services
To
The City of Imperial
For
Barioni Water Improvement Project**

RFP No. P07-2020

September 8, 2020

Prepared by: Crystal Ransdell

**Labor Compliance Consultants Of
Southern California LLC
Box 2660
Imperial, CA 92244
6914**

**Requested by:
Public Services Department
Jisela Solorzano, Administrative Assistant
420 S. Imperial Avenue
Imperial, CA 92251**

I. EXECUTIVE SUMMARY

HISTORY OF FIRM & SUMMARY OF QUALIFICATIONS

Labor Compliance Consultants of Southern California (LCCSC) is a consulting firm offering Labor Standards Compliance Consulting and Contractor Monitoring services to both private and public-sector clients in Southern California and Western Arizona. LCCSC recommends and will perform training in office to all the contractor's labor compliance staff and supervisors. We have a staff of trained and experienced labor compliance monitors and interviewers.

LCCSC has provided labor compliance consulting services to our governmental sector clients in ensuring Federal and State of California Labor Standards Compliance on many of their public works projects. The Staff of LCCSC has attended several training sessions pertaining to the California Department of Industrial Relations prevailing wage requirements for public works projects and has attended two Labor Compliance Program seminar trainings at Fresno State University. Individual training by Ms. Karen Belcher with the Department of Apprenticeship Standards has provided up to date training per the California Labor Code § 1777.5, the apprenticeship requirements, to the LCCSC Staff. Additionally, the LCCSC Staff has attended numerous training sessions provided by the Housing and Urban Development Department for public works projects. The training sessions reviewed compliance with Davis Bacon and Related Acts and Wage Guidelines. LCCSC maintains a bilingual Labor Standards Compliance Staff for onsite worker interviews to assist in facilitating accurate data collection and reporting.

LCCSC has provided Labor Standards Compliance Services for the cities of Westmorland, Brawley, Imperial, Holtville, Calexico and El Centro in addition to the County of Imperial. LCCSC has provided Labor Standards Compliance Services for private clients, including but not limited to Chelsea Investment Corporation, Emmerson Construction, TCI Construction, Trademark Construction, and JMR Construction of Chattanooga Tennessee. LCCSC has provided Labor Standards Compliance Services for several types of infrastructure related projects including but not limited to building construction, water, sewer and storm infrastructure improvements, roadway improvements and various others construction related projects.

LCCSC has performed the monitoring activities of the 3rd Party Labor Compliance Program operations for the Calexico Unified School District has performed as Labor Compliance Monitor for the City of Brawley's LCP for the park project funded through proposition 84 bonds. LCCSC has performed the Labor Compliance Monitoring for the City of El Centro's LCP for the Skate Park project also funded through proposition 84 bonds. A list of labor standards compliance projects is included herein.

PRIMARY CONTACT FOR PROPOSAL

Mrs. Crystal Ransdell
 Senior Labor Standards Compliance Officer
 P.O. Box 2660
 El Centro, CA 92244
 (760) 791-6914
cransdell@lccsc.net

LOCATION OF EL CENTRO OFFICE

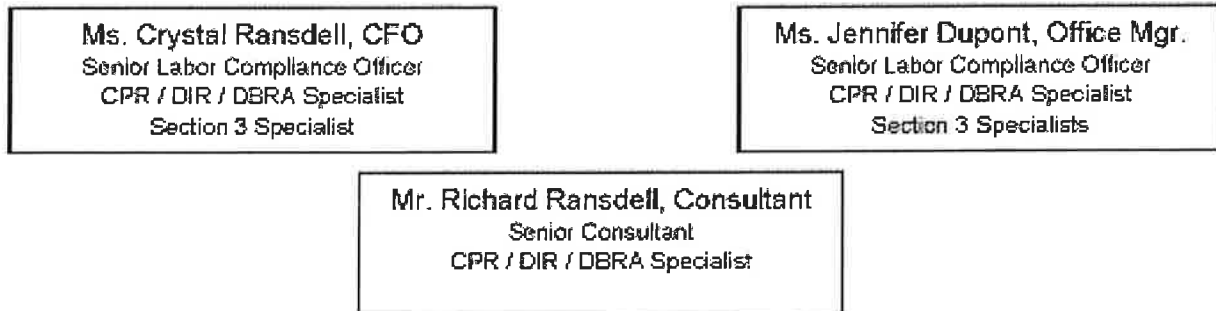
Labor Compliance Consultants of So. Cal
 1601 N. Imperial Avenue
 El Centro, CA 92243
 (760) 791-6914
cransdell@lccsc.net

PRIMARY CONTACT FOR LABOR COMPLIANCE

Mrs. Jennifer Dupont
 Senior Labor Standards Compliance Officer
 P.O. Box 2660
 El Centro, CA 92244
 619-388-9147
jdupont@lccsc.net

LOCATION OF SAN DIEGO OFFICE

Labor Compliance Consultants of So. Cal.
 Attn: Ms. Jennifer Dupont
 Senior Labor Standards Compliance Officer
 6339 Paseo Del Lago
 Carlsbad, CA 92011
 (619) 388-9147
jdupont@lccsc.net

ORGANIZATIONAL CHART**PROJECT TEAM HIGHLIGHTS:**

LCCSC is a professional services firm well-seasoned in Labor Standards Compliance. LCCSC's labor compliance staff has worked on various construction projects in the Imperial County. Therefore, LCCSC would be highly sensitive to the needs of our clients herein Southern California and Western Arizona.

LCCSC IS DBE CERTIFIED AND SWBE CERTIFIED FIRM ID 44834

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

To provide employment and advancement opportunities to all individuals, employment decisions at Labor Compliance Consultants of Southern California are based on merit, qualifications, and abilities. Except where required or permitted by law, employment practices are not influenced or affected by an

applicant's or employee's race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

II. PROJECT APPROACH & SCOPE OF WORK

LCCSC shall be responsible for assisting **City of Imperial** with activities needed to ensure that workers employed by the Prime Contractor and any subcontractors are hired and paid in compliance with all applicable State and Federal Laws. Mrs. Ransdell shall serve as the contact person for all issues related to labor standards compliance pertaining to this project.

The project consists of the Labor Compliance Monitoring for

City of Imperial 2020 Barioni Waterline Improvements approximately 90 calendar days under construction.

Many different subcontractors and worker classifications will be present at the site which may require a substantial amount of Labor Standards Compliance oversight. It is critical that the labor compliance officers be involved at the commencement of the project to ensure timely compliance with the various aspects of labor standards compliance laws. Mrs. Ransdell shall prepare the current wage decisions and review the construction contract to ensure the required contract verbiage is included in the prime contractor's contract with his subcontractors.

The estimated construction time is ninety (90) calendar days from the date on the notice to proceed. The labor standards activities are expected to extend for a total of six (7) months. One (1) month prior to construction activities, four (4) months of construction activities and two (2) months following completion of the construction to obtain the final documentation from all contractors and subcontractors.

Labor Standards Compliance Services will include the following:

A. Wage Decisions Monitoring

LCCSC shall obtain the applicable Federal Wage Decisions from the awarding agency as required and monitor any modification and applicable changes to the various worker classifications applicable to this project. LCCSC shall notify **City of Imperial** of any modifications made to worker wage decisions.

B. Contractor Eligibility, Certifications and Pre-Construction Conference

LCCSC will perform the following duties:

1. LCCSC shall research all bidding General Contractors to ensure they are not debarred. Following the bid openings and the project award, LCCSC shall verify the General Contractor and sub-contractor's eligibility through the Federal debarment lists.
2. LCCSC shall attend the Pre-Construction Conference and provide a labor standards compliance handout of the Department of Labor information pertaining to public works projects. LCCSC shall be made available for further consultation by telephone or email and labor standards compliance training as requested. LCCSC recommends that a pre-construction training session concerning labor standards provision, administration, and enforcement be conducted.
3. LCCSC shall make available to the contractors and sub-contractors the required forms, documentation and contract language requirements.

C. Monitoring of Certified Payroll Reports, On Site Employee Interviews, and Progress

Payment Review Assistance.

1. **Payroll Reviews:** LCCSC shall review certified payroll reports and ensure compliance with federal regulations. Submitted payrolls shall be reviewed promptly for compliance with applicable labor standards. LCCSC will review fringe benefits, deductions, and computations verifying that all required information is provided. Comments and correction notices pertaining to the submitted subcontractor documentation shall be forwarded to **City of Imperial** and the Prime Contractor promptly.

2. **Review of Employee Reviews:** LCCSC will be responsible for conducting on-site interviews with various employees of the contractor/sub-contractors to include at least ten percent (10%) of the workers in all job classifications to be compared against applicable payrolls for compliance with wage decisions.
3. **Request for Information:** LCCSC shall inform **City of Imperial** in writing, immediately upon receipt of a Request for Information (RFI) from an individual or individuals requesting copies of any forms or documents. LCCSC shall respond accordingly to all RFI's received on behalf of **City of Imperial**, the Prime Contractor, and all subcontractors.
4. **Progress Payment Review Assistance:** LCCSC shall assist **City of Imperial** and Prime Contractor to ensure compliance with labor standards. Once each month LCCSC will perform a complete review of all labor compliance files and will prepare an End of the Month Report (EOM) and forward to **City of Imperial** and Prime Contractor informing of the status of the labor compliance files. When contractors are delinquent or tardy in providing labor compliance documentation, it will be noted and LCCSC will inform **City of Imperial** department so they may withhold progress payment as needed.

D. Correction of Violations

In the event that non-compliance of labor standards results in underpayment to employees, LCCSC will take immediate action limited to the following:

1. **Notification:** LCCSC shall immediately notify **City of Imperial** and the prime contractor of wage adjustments and requirements and shall notify the contractor in violation to immediately provide restitution and revisions to the certified payroll reports.
2. **Withhold Funds:** LCCSC shall recommend, if applicable, that **City of Imperial** and the Prime Contractor withhold sufficient funds from the subcontractor to provide restitution to under paid workers or to effectuate compliance and shall obtain full compliance from the subcontractor for any noncompliance issue.

E. Labor Compliance Files

1. LCCSC shall protect and maintain the labor compliance files in a locked secure cabinet for the duration of the project.

2. Upon completion of all construction activities and the labor compliance auditing requirements, LCCSC will provide to **City of Imperial** all original and additional copies of the Labor Standards Compliance documentation including but not limited to the certified payroll reports, fringe benefits statements, contracts, daily sign in sheets, contractor's license documentation, etc. **City of Imperial** shall keep and store for 5 years as required by law.
3. LCCSC shall make the labor standards compliance files available for inspection and review upon request by **City of Imperial** or to any State or Federal agency that has jurisdiction over this public works project and after construction activities have ceased. Upon request, LCCSC shall assist with any audit or review.

F. Reports

1. LCCSC shall prepare and submit all monthly, semi-annual and final reports, so that the **City of Imperial** has sufficient time for review prior to submitting them to the State of California Department of Housing and Community Development.

FEE SCHEDULE FOR SERVICES

Our 2020-2021 Fee Schedule for Labor Standards Compliance Services is included in this Proposal. Our Fee Schedule shall be updated each calendar year. The updated Hourly Rate Structure for Labor Standards Compliance Services shall be subject to review and approval by **City of Imperial** prior to implementation on this project.

VI. FEE SCHEDULE

I. SCHEDULE AND COMPENSATION

LCCSC shall provide Labor Compliance Services as outlined in within the contents of this proposal. In the event completion of the project extends beyond the seven (7) months, additional services will be billed at the hourly rate per the schedule attached.

II. PROPOSED ESTIMATED COSTS

Understanding that the estimated start of construction is approximately September 2020 and the construction is scheduled for ninety (90) calendar days. There are preliminary services before the start of construction and post completion services. LCCSC shall provide **City of Imperial** with the Labor Standards Compliance Services requirements with a not to exceed amount of **\$7,000.00**

LCCSC's services shall be invoiced in seven (7) monthly installments of \$1000.00 the end of each month beginning with the notice to proceed.

Additional fees may be required in that event that delays are caused by a contractor or subcontractor's noncompliance with labor standards and wage rate decisions. Incidental fees i.e.: Mileage, copies, postage, etc. shall be invoiced in addition to the hourly rate compensation.

Not to Exceed Costs: \$7,000.00

HOURLY RATE AND REIMBURSABLE EXPENSE SCHEDULE FOR ADDITIONAL SERVICES

Effective January 1, 2020 through December 31, 2020

Labor Standards Services

Senior Labor Compliance Officer

\$90.00/hour

Bilingual Interviewer

\$75.00/hour

Prepared by:



September 8, 2020

**Crystal A. Ransdell
Labor Compliance Consultants of Southern California
P.O. Box 2660
El Centro, CA 92244**

Crystal Ransdell

P.O. Box 2660
El Centro, CA 92244
cransdell@lccsc.net

Objective	Provide labor compliance consulting and contractor monitoring service to clients of LCCSC for various Public Works projects.
Skills	• Over six years of HUD/CDBG and Section 3 Implementation/monitoring experience • Over 6 years of prevailing wage monitoring experience in the Construction Industry • Knowledge of Davis Bacon and Related Acts and Wage Guidelines • Knowledge of Department of Industrial Relations prevailing wage requirements • Proficient in Microsoft Word and Excel • Excellent language and communication skills
Education & Training	• September 25, 2019 – Completion of Department of Industrial Relations Awarding Agencies and Contractor Compliance by the Center for Contract Compliance and DIR • August 15, 2019 – Completion of Prevailing Wage Seminar by the Department of Labor • June 11, 2019 – Completion of Davis Bacon and Related Acts certified payroll reporting training by the Department of Labor • May 1, 2019 - Completion of Labor Compliance for Public Works refresher course training by Cal Trans • February 8, 2018 - Completion of Prevailing Wage, Certified payroll & Labor Compliance Training by Associated Builders and Contractors, Inc. • February 9, 2018 - Completion of New Laws Affecting Contractors Changes for 2018 Training by Associated Builders and Contractors, Inc. • May 18, 2016 - Completion of Prevailing Wage, Certified payroll & Labor Compliance Training by Associated General Contractors of America San Diego Chapter, Inc. • September 18, 2015 - Completion of Prevailing Wage, Certified payroll & Labor Compliance Training by Associated General Contractors of America San Diego Chapter, Inc. • July 15, 2015 - Completion of course in New Public Works Contractor Registration Law [SB 854] • January 13, 2015 – Completion of Section 3 Training by the San Diego Housing Commission • August 15, 2012 – Completion of Course in Davis Bacon and Related Acts/Department of Industrial Relations Prevailing Wage Requirements for Public Works Project
Experience	Senior Labor Compliance Consultant, LCCSC September 1, 2014 to current date

Assistant Labor Compliance Consultant, LCCSC

March 1, 2009 to September 1, 2014 – Assisted Part Time as needed to Full time

Reviewing certified payroll reports

Researching Federal and State wage classification and determinations

Preparing request for corrections and communicating with contractors

Monitoring receipt of labor compliance documentation

Organization of labor compliance documentation for each project and contractor

Monitoring Section 3 Requirements for projects in San Diego county.

Personal Lines Insurance Agent, Tyler Insurance Agency

September 1982 to August 31, 2014

Quoted, issued and serviced insurance policies for clients.

Jennifer L. Dupont

2341 Christi Avenue
Imperial, CA 92251
619-388-147
jdupont@lccsc.net

Objective	Provide labor compliance consulting and contractor monitoring service to clients of LCCSC for various Public Works projects.
Skills	• Over five years of HUD/CDBG and Section 3 implementation/monitoring experience • Over five years of prevailing wage monitoring experience in the Construction Industry • Knowledge of Davis Bacon and Related Acts and Wage Guidelines • Knowledge of Department of Industrial Relations prevailing wage requirements • Proficient in Microsoft Word and Excel • Excellent language and communication skills
Education & Training	• September 25, 2019 – Completion of Department of Industrial Relations Awarding Agencies and Contractor Compliance by the Center for Contract Compliance and DIR • August 15, 2019 – Completion of Prevailing Wage Seminar by the Department of Labor • June 11, 2019 – Completion of Davis Bacon and Related Acts certified payroll reporting training by the Department of Labor • May 1, 2019 Completion of Labor Compliance for Public Works refresher course training by Cal Trans • February 8, 2018 - Completion of Prevailing Wage, Certified payroll & Labor Compliance Training by Associated Builders and Contractors, Inc. • February 9, 2018 Completion of New Laws Affecting Contractors Changes for 2018 Training by Associated Builders and Contractors, Inc. • May 18, 2016 - Completion of Prevailing Wage, Certified payroll & Labor Compliance Training by Associated General Contractors of America San Diego Chapter, Inc. • September 18, 2015 - Completion of Prevailing Wage, Certified payroll & Labor Compliance Training by Associated General Contractors of America San Diego Chapter, Inc. • July 15, 2015 - Completion of course in New Public Works Contractor Registration Law [SB 854] • January 13, 2015 – Completion of Section 3 Training by the San Diego Housing Commission
Experience	Senior Labor Compliance Consultant, LCCSC ▪ Provided Prevailing Wage Monitoring for seven large construction projects that totaled over \$90,000,000 in subcontract activity

- Prevailing Wage Monitor responsibilities included: reviewing certified payroll reports and ensuring proper payment of wages, tracking use of apprentices, ensuring payment of apprenticeship contributions, and Section 3 new hire compliance
- Created a monthly compliance report to assist Prime Contractor with payment of monthly draws to Subcontractors
- Assisted Awarding Bodies with annual HUD Reports for Federally funded projects
- Provided prevailing wage training to Prime Contractor and Subcontractors as needed

RELEVANT PROJECT EXPERIENCE

The partial list of public works projects below demonstrates LCCSC's experience as it pertains to the coordination and enforcement of labor compliance services for Public Works projects subject to the Department of Industrial Relations and/or Davis-Bacon regulations in the recent past.

Date	Project	Responsible Jurisdiction	Contract Amount	Status
2018	The Lofts at Normal Heights	Chelsea Investment Corp. (DIR, HUD & Section 3 Monitoring)	\$20,000,000	Completed
2018	San Ysidro Apartments	Emmerson Construction (HUD) Section 3 Monitoring Only	\$17,000,000	Working
2018	Winterhaven Water & Sewer Improvements	ICCED (CDBG)	500,000	Working
2018	Palo Verde Chlorination Improvements	ICCED (CDBG)	\$351,000	Working
2018	Poe Colonia Wastewater Treatment Plant Improvements	ICCED (CDBG)	\$330,000	Working
2018	El Centro Aquatic Center	City of El Centro	\$13,000,000	Completed
2018	La Brucherie Widening	City of El Centro	\$3,181,000	Completed
2018	Cesar Chavez Blvd Improvements	City of Calexico	\$6,022,218	Working
2018	Slurry Seal at Gateways of America	Imperial County Department of Public Works	\$399,000	Completed
2019	Desert Shores Townsite Roadway Improvements	Imperial County Department of Public Works	\$1,376,000	Completed
2019	Heber Townsite Roadway Improvement	Imperial County Department of Public Works	\$1,371,00	Completed
2019	Hawk Street Improvements	Imperial County Department of Public Works	\$325,000	Completed
2019	City of Holtville Citywide Street Improvements	City of Holtville	\$2,156,000	Completed
2019	Clark Road Improvements at Union Pacific Railroad Crossing	Imperial County Department of Public Works	\$403,000	Completed

2019	Calipatria Wastewater Treatment Plant Improvements	City of Calipatria	\$971,000	Working
2019	2018 El Centro Overlay and Parking Lots Resurfacing	City of El Centro	\$3,000,000	Completed
2020	14 th & Commercial Apartments	Chelsea Investment Corp. (DIR, HUD & Section 3 Monitoring)	\$160,000,000	Working
2020	Benson Place Apartments	Chelsea Investment Corp. (DIR, HUD & Section 3 Monitoring)	\$15,000,000	Working
2020	Salerno Apartments at Cypress	Chelsea Investment Corp. (DIR, HUD & Section 3 Monitoring)	\$30,000,000	Working

PROFESSIONAL REFERENCES

Mr. Mark Stein CPMC Realty 42-600 Caroline Court, Suite 102 Palm Desert, CA 92211 (760) 341-5100	City of El Centro Community Development Ms. Stacy Mendoza 1249 Main Street El Centro, CA 92243 (760) 335-3538
Javier Luna, ,Senior Engineer City of El Centro 1275 W. Main Street El Centro, CA 92243 (760) 337-9031	Imperial County Community & Economic Dev. Ms. Esperanza Warren Colio ICCED Manager 940 W. Main Street, Suite 203 El Centro, CA 92243 (760) 482-4986
City of Calipatria Mr. Romualdo Medina, City Manager 125 North Park Avenue Calipatria, CA 92233 (760) 348-4141	The Holt Group, Inc. Mr. Jack Holt, P.E. CFO 1601 N. Imperial Avenue El Centro, CA 92243 (760) 337-3883
Chelsea Investments Janice Patterson, Director of Construction 6339 Paseo Del Lago Carlsbad, CA 92011 (760) 456-6000	City of Imperial Mr. Jesus Villegas, Project Manager 420 South Imperial Avenue Imperial, CA 92251

DATE SUBMITTED 9/9/20
 SUBMITTED BY ACM
 DATE ACTION REQUIRED 9/16/20

COUNCIL ACTION (X)
 PUBLIC HEARING REQUIRED (X)
 RESOLUTION (X)
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS JS

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: PUBLIC HEARING/DISCUSSION/ACTION: COMMUNITY DEVELOPMENT
 BLOCK GRANT NOTICE OF FUNDING AVAILABILITY

1. APPROVAL OF RESOLUTION 2020-57, APPROVING AN APPLICATION SUBMITTAL FOR FUNDING FROM THE COMMUNITY DEVELOPMENT AND ECONOMIC DEVELOPMENT ALLOCATION OF THE STATE COMMUNITY DEVELOPMENT BLOCK GRANT -CORONAVIRUS PROGRAM FOR \$76,525.00 AND EXPEND SAID MONIES FOR ELIGIBLE ACTIVITIES INCLUDING PUBLIC SERVICES, PUBLIC FACILITY IMPROVEMENTS, PUBLIC FACILITY ACQUISITION, AND/OR ECONOMIC DEVELOPMENT.

DEPARTMENT INVOLVED: City Manager's Office

BACKGROUND/SUMMARY:

Notice is Hereby Given that the City of Imperial will conduct a virtual/in-person hearing on Wednesday, September 2, 2020 at 7:00PM in the City Council Chambers located at 220 W 9th Street, Imperial, Ca 92251 to discuss the submittal of an applications in response to the State of California CDBG-CV Program 2019-2020 NOFA. Eligible Activities include: Public Services, Public Facility Improvements, Public Facility Acquisition, and Economic Development.

FISCAL IMPACT: Pass Thru of \$76,525.00 in funding availability

ADMIN SERV
INITIALS

JS

STAFF RECOMMENDATION: It is staff's recommendation to approve the resolution and submit an application for CDBG-CV Funds to better assist the public and negative impacts of COVID-19

DEPT. INITIALS

AB

MANAGER'S RECOMMENDATION: Agrees with Staff's recommendation.

CITY
MANAGER'S
INITIALS

ACM

MOTION:

SECONDED:
 AYES:
 NAYES:
 ABSENT:

APPROVED ()
 DISAPPROVED ()

REJECTED ()
 DEFERRED ()

REFERRED TO:

RESOLUTION NO. 2020-57

A RESOLUTION OF THE CITY OF IMPERIAL CITY COUNCIL APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2020 COMMUNITY DEVELOPMENT GRANT PROGRAM – CORONAVIRUS RESPONSE ROUND 1 (CDBG-CV1)

WHEREAS the City of Imperial City Council has reviewed and hereby approves the submission to the State of California of one or more applications in the aggregate amount, not to exceed, of \$76,525.00 for the following CDBG-CV1 activities pursuant to the June 2020 CDBG-CV1 NOFA:

PUBLIC SERVICE ASSISTANCE

ECONOMIC DEVELOPMENT ASSISTANCE – MICROENTERPRISE; and

WHEREAS the City Council hereby approves the use of the Program Income in an amount not to exceed \$76,525.00 for the CDBG activities; and

WHEREAS the City Council acknowledges compliance with all state and federal public participation requirements in the development of its application(s); and

WHEREAS the City Council hereby authorizes and directs the City Manager, or his designee, to execute and deliver all applications and act on the City's behalf in all matters pertaining to all such applications; and

WHEREAS if an application is approved, the City Manager, or his designee, is authorized to enter into, execute and deliver the grant agreement and any and all subsequent amendments thereto with the State of California for the purposes of the grant; and

WHEREAS if an application is approved, the City Manager, or his designee, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

PASSED AND ADOPTED at a regular meeting of the City Council of the City of Imperial on September 16, 2020.

Darrell Pechtl, Mayor

ATTEST:

Debra Jackson, City Clerk

DATE SUBMITTED

09/09/20

SUBMITTED BY

PARKS

DATE ACTION REQUIRED

09/16/20

COUNCIL ACTION

(X)

PUBLIC HEARING REQUIRED

()

RESOLUTION

()

ORDINANCE 1ST READING

()

ORDINANCE 2ND READING

()

CITY CLERK'S INITIALS

28

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT:

DISCUSSION/ACTION: IMPERIAL COMMUNITY PARK PROJECT DESIGN & ENGINEERING AWARD

- I. AWARD OF IMPERIAL COMMUNITY PARK PROJECT DESIGN & ENGINEERING REQUEST FOR PROPOSAL TO HERMANN DESIGN GROUP IN THE AMOUNT OF 483,400.00

DEPARTMENT INVOLVED: PARKS

BACKGROUND/SUMMARY:

On August 17, 2020, staff released request for proposal (P01-2020R) seeking design and engineering services for Imperial community park project. As of the September 4th submittal deadline the city has received three proposals. Upon review and scoring of the proposals it is staff's recommendation to award the contract to Hermann Design Group in the amount of 483,400.00. Hermann Design Group scored a 91 out of possible 100, achieving the highest score of the proposals submitted. Attached for your review you'll find their proposal submitted and score sheet.

FISCAL IMPACT: 483,400.00

Park Impact Fees

FINANCE
INITIALS

VB

STAFF RECOMMENDATION: It is the department's recommendation for City Council to award the contract for the design and engineering to Hermann design group

DEPT. INITIALS

CJF

MANAGER'S RECOMMENDATION:

CITY
MANAGER'S
INITIALS

AB

MOTION:

SECONDED:

AYES:

NAYES:

ABSENT:

APPROVED ()

DISAPPROVED ()

REJECTED ()

DEFERRED ()

REFERRED TO:



Community Development Department

Proposals for Imperial Community Park Project Design & Engineering Services	
Project Title:	Imperial Community Park Project Design & Engineering Services
RFP No.:	P01-2020R
Date:	September 9, 2020

Company	Total	Proposal Cost
Hermann Design Group	91	\$483,400
KTUA	72	\$96,626.97
RJM Design Group	83	\$115,250 - 152,000



CITY OF IMPERIAL

**RFP: PROFESSIONAL DESIGN SERVICES FOR THE
IMPERIAL COMMUNITY PARK PROJECT – P01-2020R**



**HERMANN
DESIGN
GROUP**



PALM DESERT OFFICE

77899 Wolf Road, Suite 102
Palm Desert, CA 92211
760-777-9131 Phone
760-777-9132 Fax

RIVERSIDE OFFICE

6864 Indiana Avenue, Suite 104E
Riverside CA 92506-4285
951-782-9335 Phone

SAN DIEGO OFFICE

7780 Hillandale Drive
San Diego, CA 92120
619-415-0095 Phone

FEES & HOURLY RATE SCHEDULE

CITY OF IMPERIAL FEE ESTIMATE



HERMANN DESIGN GROUP

MASTER PLANNING

LUMP SUM

Landscape Architect.....	\$ 25,000.00
Civil Engineer/Survey.....	24,500.00
Soils Engineer	7,500.00
Electrical Engineer.....	7,500.00
Traffic Engineer	4,800.00
SUBTOTAL	\$ 69,300.00

DESIGN DEVELOPMENT

LUMP SUM

Landscape Architect.....	\$ 25,000.00
Civil Engineer.....	69,000.00
Soils Engineer	9,500.00
Traffic Engineer	12,150.00
Structural Engineer	2,500.00
SUBTOTAL	\$118,150.00

CONSTRUCTION DOCUMENTS

LUMP SUM

Landscape Architect.....	\$130,000.00
Civil Engineer.....	69,000.00
Electrical Engineer.....	18,500.00
Traffic Engineer	13,000.00
Structural Engineer	5,000.00
SUBTOTAL	\$235,500.00

AGENCY APPROVAL \$ 8,000.00

GENERAL SERVICES

HOURLY

Landscape Architect.....	\$ 8,500.00
Civil Engineer.....	6,000.00
Electrical Engineer.....	1,500.00
Traffic Engineer	2,200.00
Structural Engineer	750.00
Sub Total	\$ 18,950.00

BIDDING \$ 5,000.00

CONSTRUCTION SERVICES

HOURLY

Landscape Architect.....	\$ 15,000.00
Civil Engineer.....	10,000.00
Electrical Engineer.....	1,500.00
Traffic Engineer	1,500.00
Structural Engineer	500.00
SUBTOTAL	\$ 28,500.00

GRAND TOTAL - INCLUDING HOURLY ALLOWANCES **\$483,400.00**

HOURLY RATE SCHEDULE



HERMANN DESIGN GROUP

HERMANN DESIGN GROUP, INC.

Principal Landscape Architect/Principal Planner	175.00 per hour
Project Manager	130.00 per hour
Irrigation Designer	130.00 per hour
Landscape Architect	125.00 per hour
Associate/Senior Designer/Graphic Designer	105.00 per hour
Specification Writer	95.00 per hour
Designer	90.00 per hour
Professional Staff	75.00 per hour

RTM

Electrical Engineering Consultants

Principal	260.00 per hour
Associate	215.00 per hour
Engineer	160.00 per hour
Designer	130.00 per hour
CAD/Revit Technician	100.00 per hour
Clerical	75.00 per hour

LINSCOTT, LAW & GREENSPAN, ENGINEERS

Traffic Engineering Consultant

Principal Engineer	268.00 per hour
Assoc. Principal Engineer	240.00 per hour
TE/TP Manager	224.00 per hour
Senior TE	198.00 per hour
TE III	175.00 per hour
TE II	148.00 per hour
Aide I	61.00 per hour

MCAULIFFE & CO. ARCHITECTS

Architect

Principal	175.00 per hour
Project Manager/Designer	110.00 per hour
Architectural Associate	90.00 per hour
Clerical Staff	60.00 per hour



Sladden Engineering

2020 SCHEDULE OF FEES

GENERAL SCOPE OF SERVICES

Sladden Engineering provides professional services in the field of soil mechanics, geology, foundation design and earthwork engineering in accordance with generally accepted practices at the time of service. No warranty, either expressed or implied, is granted as a part of the performance of our work. Sladden Engineering does not provide services related to construction safety and shall be held harmless from any liability related to safety issues.

In the event that the client requests termination of work prior to completion, we reserve the right to complete (at the client's expense) any analysis or testing considered necessary to complete our records and protect our professional reputation.

PROFESSIONAL SERVICES

Principal Engineer/Geologist	\$200.00 per hour
Principal Engineer/Geologist (Expert Witness)	\$300.00 per hour
Project Engineer/Geologist	\$150.00 per hour
Staff Engineer/Geologist	\$120.00 per hour

TESTING AND INSPECTION SERVICES

Soil Technician	\$91.00 per hour
Senior Soil Technician	\$100.00 per hour
Soil Technician – Prevailing Wage	\$110.00 per hour
Deputy Grading Inspector	\$97.00 per hour
Special Inspection	\$91.00 per hour
Special Inspection – Prevailing Wage	\$115.00 per hour
Administration/Secretarial	\$75.00 per hour
Report Preparation	\$91.00 per hour
Travel Time	\$91.00 per hour

TESTING AND INSPECTION SERVICES (NIGHTS* AND WEEKENDS)

Soil Technician	\$136.50 per hour
Soil Technician – Prevailing Wage	\$165.00 per hour
Special Inspection	\$136.50 per hour
Special Inspection – Prevailing Wage	\$172.50 per hour
Deputy Grading Inspector	\$145.50 per hour
Travel Time	\$136.50 per hour

*5:00PM – 7:00AM

** Sunday and Holidays Double Time

Minimum Charges: A minimum of two hours will be charged for field testing and show up time even if no testing is performed. Reimbursable expenses incurred will be billed at cost plus 15%.

Cancellation Charges: A minimum of four hours at the applicable billing rate will be charged for cancellations received within 12 hours of scheduled testing/inspection.

HOURLY RATE SCHEDULE



HERMANN DESIGN GROUP

OUTSIDE CONSULTANTS

Services of outside consultants not listed in this proposal, at our direct cost, plus 15% of the actual cost of their services for coordination.

REIMBURSABLES

Reimbursable items, such as the cost of reprographics, soil samples, and travel required outside the Coachella Valley will be charged at our cost plus 15% within the allowances provided in the fee breakdowns.

OVERTIME REQUESTS

It is the Landscape Architect's responsibility to schedule the project's completion under normal conditions without the use of the staff on an overtime basis. If the Client adjusts the deadline or requests that work be completed earlier than originally scheduled and thus requires overtime, the fees shall be adjusted to cover the increased costs incurred by the Landscape Architect. The hourly rates for overtime will be one and one half (1 1/2) times the hourly rates above.

TIMES AND CONDITIONS OF PAYMENT

We will bill on a monthly basis in proportion to the percentage completed on the project to date. All billing statements are due upon receipt. Interest will be charged at the rate of 1 1/2% per month on the past due balance ninety days and over. Due to increases in wages/benefits, fees and hourly rates are subject to an annual increase of 6%.



TABLE OF CONTENTS

Cover Letter

COMPANY + EXECUTIVE SUMMARY

Statement of Qualifications	01
Executive Summary	02
Quality Control	04

PROJECT SCOPING

Scope of Services.....	05
Project Schedule.....	16

REFERENCES

References	17
------------------	----

STAFFING

Qualified Staff	18
Resumes	19
Organization Chart	21

SUB-CONSULTANTS

Qualifications	22
----------------------	----

PROJECT EXAMPLES

Project Examples	34
Municipal Connections	44

REQUEST FOR AGREEMENT MODIFICATIONS AND ADDENDA ACKNOWLEDGMENT

Modifications to Agreement.....	47
Addenda 1 and 2 Incorporated Herein	

ATTACHED ENVELOPE

Fees & Hourly Rate Schedule	Attached
-----------------------------------	----------



COVER LETTER



SEPTEMBER 4, 2020

Re: RFP - Professional Design Services for the Imperial Community Park Project

ATTN: Debra Jackson, City Clerk

CITY OF IMPERIAL
420 S IMPERIAL AVENUE
IMPERIAL, CA 92251

HERMANN DESIGN GROUP

Dear Ms. Jackson,

Hermann Design Group (HDG) is pleased to present this proposal to provide design services to the City of Imperial for the community park project. Our team possesses the necessary experience to complete a superior project design as demonstrated by our previous projects included in the Qualifications portion of this proposal. We consider ourselves to be a local firm to Imperial with offices in San Diego and Palm Desert.

Hermann Design Group is pleased to have an opportunity to work with the City of Imperial on the exciting development of the new City of Imperial Community Park. After reviewing the Request for Proposal, we understand the City's needs and will provide the services required in the RFP (P01-2020R). We recognize the new changes the City has made from the previous RFP (such as location acreage, removal of botanical gardens and mountain bike trails, etc.) and have updated our figures to reflect these appropriately. Our team specializes in city park design as demonstrated in the qualifications portion of this proposal. We are currently involved in various stages of park development with the Cities of Indio, La Quinta, Desert Hot Springs, Rancho Mirage, and Imperial Beach. We are pleased at the prospect of working directly with your team to design effective solutions for the park's uses.

We have recently designed, bid, and provided construction administration services for several parks with lighted sports fields, premanufactured buildings for restrooms, concessions and storage, parking, grandstands, amphitheaters, and other park amenities. We believe with our experience and creative design abilities a project can be delivered within the budgetary framework established by the City. We have included recommendations which may benefit this project in the "Project Approach" section of this document.

Hermann Design Group is recognized as a leading design firm with offices in Palm Desert, San Diego, and Riverside to serve the Southern California area. HDG principals have over 39 years of experience in designing parks and leading teams of consultants to provide the highest level of service to our clients. Hermann Design Group is uniquely qualified to complete the design of the park described in the RFP.

COVER LETTER



HERMANN DESIGN GROUP

The following consultants are included as part of our design team:

Altum Group Civil Engineering, Surveying, Environmental Services
RTM Engineering Consultants Electrical Engineering
Linscott, Law & Greenspan Traffic Engineer
Sladden Geotechnical Engineering
McAuliffe & Company Architect

Thank you for the opportunity to submit this proposal. If selected for the project design we are confident we can deliver a project meeting the City of Imperial expectations.

Should you have any questions or concerns, I can be reached at 760-777-9131 (Extension 101), on my cell phone at 760-774-5070, or via email at chris@hdg-inc.com.

Best regards,

E. CHRIS HERMANN, ASLA
CLARB CERTIFIED LANDSCAPE ARCHITECT
PRESIDENT/CEO

77899 WOLF ROAD, PALM DESERT CA 92211
(760) 777-9131 PHONE / (760) 777-9132 FAX

COMPANY + EXECUTIVE SUMMARY

STATEMENT OF QUALIFICATIONS



HERMANN DESIGN GROUP

HERMANN DESIGN GROUP

INCORPORATED: 2009 (California S-Corporation)
OFFICES: Palm Desert, San Diego & Riverside
STAFF: Six Full-Time/Two Part-Time Employees
COMPANY: Formerly Hermann & Associates
(Sole Proprietorship 1995-2009)
PRESIDENT/CEO: Chris Hermann

Hermann Design Group, Inc. was founded in 1995 in Palm Desert, California as Hermann & Associates. Our founding philosophy was to create a firm by which we are able to work on unique projects and allow for Mr. Hermann to lead the design process and build relationships with clients that will last for a lifetime. We evaluate the distinct needs and desires of our clients through creative thinking, and we provide the right solutions for individual projects. Our design solutions always consider the sustainability of our valuable environment.

We have extensive experience designing projects that are LEED certified and include sustainable practices. Our team has worked on projects for a number of public agencies including CVAG, CVEP, the Counties of Riverside, San Diego, San Bernardino, and most of the Cities in the Coachella Valley. Our firm has extensive experience designing parks, sport fields, trails, and amphitheaters with the Cities of La Quinta and Rancho Mirage, but an even more extensive list of parks across the Southern California region.

Hermann Design Group provides a wide range of landscape architecture and planning services to assist public agencies and private developers in the design of public spaces and facilities, including:

- Playgrounds
- Sports Facilities
- Golf Courses
- Natural and Historic Sites
- Hospitals
- Commercial/Retail/Industrial
- Hotels
- Interpretative Landscape Design
- Parks - Regional, Neighborhood, Community, Memorial Trails & Interpretative Sites
- Master-Planned Communities
- Creative Signage & Way Finding
- Placemaking Experiences

Hermann Design Group is a healthy firm financially with no issues that would affect our ability to complete our obligations to our clients. We are profitable and strategic about our growth so that we will remain a successful enterprise.

Additionally, Hermann Design Group certifies that the firm and its principals are in good standing with all licensing boards and is eligible to contract with any federal, state or local public agency. HDG is certified as a Small Business through the State of California - No.1788893.



EXECUTIVE SUMMARY

PROJECT CONSIDERATIONS



HERMANN DESIGN GROUP

BASKETBALL COURTS - The basketball courts will be designed to league design standards and include all necessary amenities. Lighting design will include fixtures that reduce glare and light spillage on to adjacent residential property. Security lighting, drainage, landscape and irrigation will be part of the design process.

BLEACHER AREA - The bleachers will be engineered and designed to accommodate the needs of the City. Access that meets ADA guidelines will be part of the design process and final location.

LANDSCAPE/IRRIGATION - Grading, drainage, perimeter security, lighting, irrigation and landscape design of the existing area will be included as part of the design process.

AMPHITHEATER - This park has the opportunity to become a treasured community asset and cultural attraction. The amphitheater will be a versatile facility well suited for showcasing a variety of performance types readily supporting their particular performance and infrastructure needs. These needs will be discussed early on in the design process to ensure the facility matches the City's input and is scaled appropriately.

PARKING AREAS - We will prepare a conceptual layout plan for the parking lot with PCC driveway entrance, sidewalk, curb, gutter, and improvement recommendations. This will include review of existing infrastructure for ADA compliance. Plans will illustrate the parking and isle striping plan to accommodate traffic circulation and ADA requirements. Parking lot lighting is included with perimeter parking lot landscape improvements.

PROJECT MANAGEMENT

Our quality control measures are a critical part of project management. We plan for resource allocation early and customize each team to pair with the skill-sets each project requires. Throughout each project, hours are monitored regularly to ensure each budget is effectively managed and the results fall within our strict QC program. As unforeseen challenges arise, the client will be alerted to any changes or potential resource allocation.

BUDGET / SCHEDULE

This project has a \$2.8 million design and construction budget. HDG has a proven track record of meeting proposed budgets and delivering projects on time. Our success has been based on the practice and discipline of open communication that is timely. Cost control procedures begin from project kick-off by clearly defining expectations and programming for each project. Our pro-active management practices establish clear scopes of service and regularly monitor time and expenses to ensure success.

HDG maintains an ongoing database of construction bids for public and private projects. Additional contractor resources will be tapped when needed for current costs of construction when bidding public works projects. We will provide realistic options for phase one construction during the master-planning phase.

PROJECT SCOPING

SCOPE OF SERVICES



I. MASTER PLANNING

PROJECT KICK-OFF MEETING – We will coordinate and attend a Project Kick-off Meeting within one (1) week of receiving the Notice-to-Proceed from the City. The purpose of the meeting will be to establish clear lines of communications, review and refine the proposed project scope and schedule budget, regulatory items, approval processes, various procedures, and establish general design guidelines. We will review information provided by the City Staff and any other special interest groups. A written summary will be provided to staff.

SITE VISIT – We will conduct a site visit with City staff. We will complete field reconnaissance necessary to verify existing improvements and site conditions and locate and identify undocumented surface improvements.

DATA COLLECTION – We will perform necessary data collection that will include research, gathering and reviewing existing City and County records appropriate for the project. This information will include but not be limited to:

- Previous planning drawings and documents
- Previous site improvement plans
- Existing utility record drawings
- City record drawings
- Water and sewer maps

SURVEYING – Our survey consultant will conduct field surveys necessary to ascertain topographic information for the project area. The project area will be flown and digital topographic and orthophoto maps prepared. This effort will produce topography with 1.0-foot contour intervals for the project site

Property boundaries and easements will be researched and plotted based on available record information (it is assumed the client will provide a current title report for the site) and mapped concurrent with the topographic survey. This effort will produce 40-scale base maps for the project area.

Vertical datum used for the survey will be coincident with vertical datum used for other City projects to assure integration with existing and future projects.

Using the digital and field verified information, we will prepare a base map for the project area in AutoCAD Civil3D format. The base map will include all record right-of-way, easement and property line information; existing utilities (underground and above ground) and structures; and topographic data. The base map will form the basis for the preparation of all plan sheets at a scale of 1" = 40'.

BASE MAP – We will prepare base map showing topographic survey along with record boundary information and existing utilities. It will be the responsibility of the client for all fees to local utility purveyors. The client will provide a preliminary title report for this site.

UTILITY RESEARCH – We will perform an initial field reconnaissance site visit in order to verify the existing improvements within the project limits. Existing surface and underground facilities (including meter boxes, existing survey monuments, manholes, valve covers, power poles, etc.), which may

SCOPE OF SERVICES



CONCEPTUAL DESIGN AND EXHIBIT PREPARATION

HDG will prepare a conceptual site plan design based on established programmatic requirements, due diligence research, visioning concepts and reference materials. We will prepare a conceptual design drawing package including preliminary floor plans, elevations, site improvements and other exhibits necessary to convey the design intent. The preliminary design package will include all applicable utility plans, applicable environmental mitigation measures, and site drainage considerations. The conceptual plan shall determine the relationship of proposed new facilities with existing facilities and the surrounding community.

Per City review, the consultant shall provide a maximum of two (2) revisions to the conceptual design incorporating any changes required to better meet the project requirements.

TRAFFIC ENGINEERING

Our traffic engineer will prepare the traffic analysis consistent with the City's traffic analysis requirements and General Plan Circulation Element, where applicable. For purposes of this scope, it is assumed that new AM and PM peak hour intersection counts and new daily roadway segment counts will be collected.

OPINION OF PROBABLE CONSTRUCTION COST

We will prepare an opinion of probable construction cost of the conceptual plan for use by the City encompassing all cost projections provided by subconsultants.

MEETINGS

Meetings will be conducted with City staff, government officials and stakeholders to review the project design and receive input.

DELIVERABLES:

- a. The schedule will be refined and shall include the time frames for the completion of the project and list of submittal documents.
- b. Aerial and Topo Survey
- c. Written Meeting Minutes will be delivered within two business days of the meeting.
- d. Lighting scheme and design approach.
- e. Soils Report
- f. Conceptual Park Plan for approval to move into Design Development.
- g. Opinion of Probable Cost

II. DESIGN DEVELOPMENT SERVICES

After approval and acceptance of the conceptual design and master plan, we will prepare detailed plans as outlined below:

DESIGN SURVEY AND IMPROVEMENT SITE PLANS

Prepare site plan for the proposed site improvements including sports fields, restroom/concession buildings, parking lots, play areas, shade areas, and trails. Tree planting layout, planting area locations, and plant palette will be included.

SCOPE OF SERVICES



SEWER AND WATER POINTS OF CONNECTION

Utility improvements are limited to providing detail of connection (service lateral, detector check assembly, perimeter fire hydrants, etc.) for the structure fire protection system. The water improvement plans will include on-site system to within 5' of the building connection as determined by others. Fire flow demand requirements will be provided to assist with sizing the connection with the public main. Note: the engineer assumes the existing public water main system has adequate capacity to serve the project and no off-site utility improvements are included in our scope. Any fire hydrant testing required will be paid for directly by the client. Sewer laterals from the proposed building will connect to the existing sewer main. Coordination with utility providers and other consulting engineers for site lighting.

HYDROLOGY REPORT

The engineer will prepare a hydrology and hydraulics report for the proposed project. The report will be prepared based upon and utilizing appropriate methods from local hydrology information. The report will analyse on-site stormwater and be used to establish pre- and post-project hydrologic conditions, verify existing off-site system capacity and ability to handle primary flows generating from the site, establish, locate, and assist with design of on-site drainage systems and structures (catch basins, SD pipe, etc) and to establish a baseline for stormwater treatment BMP sizing to be provided with the project Water Quality Management Plan outlined below. The analysis will include the 10 year and 100-year flow rates.

STORM DRAIN AND DRAINAGE IMPROVEMENT PLANS

These plans will include local area drain and conveyance systems with areas around buildings and landscaping to ensure proper drainage. Erosion control and other BMP measures identified in the schematic design will also be included.

STORM WATER POLLUTION PREVENTION PLAN (SWPPP) AND DUST CONTROL PLAN

The engineer will prepare the Permit Registration Documents (PRDs) necessary for acquisition of an NPDES permit for the project under the requirements of the Federal EPA General Permit for Storm Water Discharge Associated with Construction and Land Disturbance Activities.

The PRD documents will be prepared include: Notice of Intent (NOI); Risk Assessment; Site Map; Site Specific SWPPP; and Certification Statement. Note: We assume that the annual permit fee will be paid directly by the City.

DUST CONTROL PLAN

The project area is subject to the rules and regulations of the South Coast Air Quality Management District (AQMD) for fugitive dust control.

The engineer will prepare a fugitive dust control plan compliant with AQMD Rule 403.2 and will include the following:

COVER LETTER – Including a statement of purpose and responsible party(ies) for the site. The cover letter will be signed by the engineer as the preparing and the individual(s) responsible for onsite control and ownership.

PROJECT DESCRIPTION – Including a general and specific site location map, type of features, equipment list and construction activities

ACTION LIST – Including mandatory and elective dust control measures

SCOPE OF SERVICES



ELECTRICAL ENGINEERING

- Provide electrical engineering final construction documents:
- Electrical service, power distribution scheme with load calculations.
- Panel board, feeder sizing, and schedules.
- Electrical site power and lighting plan.
- Sports field, parking lot and pathway lighting plan.
- Photometric analysis study.
- Lighting circuiting and control scheme.
- Structural engineering calculations and details for pole bases.
- Review all building department comments as required in order to obtain approval.
- Utility company prepared engineering drawings will be included in the set.
- The construction documents shall include all general and specific notes and specifications.

CONSTRUCTION SPECIFICATIONS AND BID DOCUMENTS

Detailed project description, preparation of bid schedules, bid item descriptions, payment methods, special provisions, and technical specifications for the items covered under this scope of work will be provided.

OPINION OF PROBABLE CONSTRUCTION COST

We will prepare a final opinion of probable construction cost for use in bidding documents and determination of alternate bid item(s), if necessary, for the items covered under this scope of work.

DELIVERABLES:

- a. The schedule will be refined and shall include the time frames for the completion of the project and list of submittal documents.
- b. Written Meeting Minutes will be delivered within business days of the meeting.
- c. Six copies of plans for submittal to the City and Agencies that require approval.
- d. Written Specifications and Bid Schedule

IV. AGENCY APPROVAL

We will submit to City, Health Department, CAL Fire, DHS Police Department, Water District, State of California and South Coast Air Quality Management all plans, specifications, estimates, and/or other necessary documents required to obtain approval. The following plan check submittals are included:

1ST REVIEW – Design Development Plan Review

2ND REVIEW – 60% Check Plans and Specifications

3RD REVIEW – 90% Check Plans, Specifications

4TH REVIEW – 100% Final Plans

We will make revisions as required by the City and resubmit plans for approval.

SCOPE OF SERVICES



RESPOND TO QUESTIONS

Review and respond to Requests for Information (RFI) about the contract documents submitted in the specified written form. Responses to such requests shall be in writing. As appropriate, responses shall be accompanied by supplemental drawings and/or specifications in response to Requests for Information.

CONSTRUCTION MEETINGS

Coordinate and attend monthly construction meetings during the course of project construction.

PROJECT CLOSEOUT

When the work is found to be substantially complete, we will prepare a punch list identifying work yet to be completed, work that is not in conformance with contract documents or needs to be corrected, repaired or replaced. The punch list will be issued to the contractor and to the City.

VIII. OPTIONAL SERVICES

The following, optional services could be provided by our team should you decide to include them in your scope for the project.

WORKSHOP MEETINGS – We will conduct workshop sessions with multiple groups to receive valued input and establish a clear, detailed program identifying project goals and concepts, and performance capabilities, as well as addressing experiential, operational and technical considerations for the park and amphitheater. These workshops will serve in shaping the design development for the project and are a critical tool for alignment of programmatic goals/requirements with budgetary and other project constraints.

We will conduct up to four meetings with City Council and designated commissions.

These workshop meetings will focus on developing the park and amphitheater as a feature venue and regional attraction. This process will specifically address:

- General architectural character and integration with the existing park.
- General experiential qualities and features envisioned for this venue.
- Entertainment programming types (annual holiday programming, major community programs, festivals, community organizations/schools, professional performance groups, rental, etc.)
- Appropriate stage capacity (number and types of performs plus supporting requirements).
- Pre-event, event production and post-event considerations.
- Frequency of use.
- Equipment (City owned, privately owned, rented, or provided by performance group) and supporting permanent infrastructure.
- Anticipated audience size for various event types.
- Neighborhood influences, concerns, and mitigation concerns (noise, light, etc.).
- Environmental considerations (available space, surrounding improvements, heat, winds, shade orientation, topography view, access, etc.).

SCOPE OF SERVICES



model of the space to evaluate how sound will behave in the venue and disperse into the adjacent community and issue corresponding reports with design recommendations. Recommendations will include acoustical design ramifications of the venue form and configuration, shaping and construction recommendations for the amphitheater stage and shell as well as acoustical barrier and mitigation requirements, as necessary to address acoustical design goals.

THEATRICAL LIGHTING & RIGGING SYSTEMS – Theatrical systems development will include design and specification of stage lighting, fixture selection, rigging, power, controls, cabling and related theatrical systems and equipment. The theatrical consultant will review and make recommendations addressing venue design, stage engineering, seating considerations, production support and overall amphitheater functionality.

FIRE SUPPRESSION & ALARM – The consultant will develop fire suppression and alarm systems as appropriate to monitor and protect the various building elements of the project. Design will include system sizing, layout, controls, sensors and related components of a fire suppression system.

HERMANN DESIGN GROUP

DATE SUBMITTED 09/08/2020
 SUBMITTED BY Public Services
 DATE ACTION REQUIRED 09/16/2020

COUNCIL ACTION
 PUBLIC HEARING REQUIRED ☒
 RESOLUTION ☐
 ORDINANCE 1ST READING ☐
 ORDINANCE 2ND READING ☐
 CITY CLERK'S INITIALS [Signature]

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: Accept proposal for Reservoir Inspections

DISCUSSION/ACTION:
 1. Discuss, Approve/Disapprove proposal for Reservoir Inspection Services.

DEPARTMENT INVOLVED: Public Services – Water Treatment

BACKGROUND/SUMMARY:

Public Services advertised an RFP for Inspection Services in July, which received no proposals. Four vendors were then contacted for quotes for these services. Only one vendor responded to the City's request, Harper & Associates Engineering Inc:

Total Pricings for Quote from Harper & Associates Engineering Inc:

Inspection for 3 Tanks: \$9,695
 Sediment (based on findings up to 0.5" for each tank): \$3,875
 Additional Sediment per 1/4": \$350 per tank
 Minor Coating Repairs: \$125 per 20 sq. ft.

FISCAL IMPACT: \$13,570 + additional sediment cleaning & repairs based off inspection

FINANCE
INITIALS

[Signature]

STAFF RECOMMENDATION: Approve

DEPT. INITIALS

[Signature]

MANAGER'S RECOMMENDATION:

Approve

CITY
MANAGER'S
INITIALS

OTM

MOTION:

SECONDED:
 AYES:
 NAYES:
 ABSENT:

APPROVED ☐
 DISAPPROVED ☐

REJECTED ☐
 DEFERRED ☐

REFERRED TO:

PRESENTED TO:

***CITY OF
IMPERIAL***

**PROPOSAL:
WATER RESERVOIR
CLEANING, INSPECTION, AND
REPAIR SERVICES FOR
MISCELLANEOUS RESERVOIRS**



**HARPER & ASSOCIATES
ENGINEERING, INC.**

PREPARED BY:

KRISTA HARPER, VICE PRESIDENT

1240 E. ONTARIO AVE., SUITE 102, CORONA, CA 92881

TABLE OF CONTENTS

I. INTRODUCTION

<i>Cover letter</i>	2
<i>Executive Summary</i>	3
<i>Qualifications & Background</i>	4

II. SCOPE OF WORK

<i>Scope of Work</i>	5
----------------------	----------

III. PROJECT TEAM

<i>Organization Chart</i>	9
<i>Project Team</i>	10
<i>HAE Resumes</i>	15

IV. REFERENCES

<i>References</i>	11
-------------------	-----------

IV. APPENDICES

<i>Project Schedule</i>	17
<i>Request for Quotations</i>	18
<i>Dive Logs</i>	19



COVER LETTER

Thank you for the opportunity to submit the following comprehensive Proposal to provide engineering services for the Water Reservoir Cleaning, Inspection, and Repair Services for Miscellaneous Reservoirs. The Proposal was prepared based on receipt and review of the Request for Quotations. We are confident our firm offers the City an exceptional opportunity to take advantage of our engineering services with an outstanding array of technical talent and expertise.

The cost estimate, terms, and conditions of this Proposal are valid for ninety (90) days from receipt of Proposal. HAE will provide and maintain in full force and effect, while operating under an agreement with the City, a Comprehensive Liability insurance policy which shall include bodily injury and property damage coverage of \$2,000,000 combined single limit, Automobile Liability insurance with limits of \$2,000,000, Worker's Compensation insurance with limits of coverage as prescribed by law, and an Errors and Omissions Professional Liability policy with a minimum limit of coverage of \$2,000,000. The insurance certificates will state "City of Imperial is an additional insured."

Please contact me at our office at 1240 E. Ontario Avenue, Suite 102, Corona, CA 92881 or (951) 372-9196, via FAX at (951) 372-9198, or e-mail at Krista@HarperEng.com regarding contract negotiations, binding the contract, any questions, or if additional information is required.

Respectfully submitted,
HARPER & ASSOCIATES ENGINEERING, INC.

A handwritten signature in blue ink that reads 'Krista Harper'. The signature is fluid and cursive, with the first name 'Krista' and last name 'Harper' clearly distinguishable.

Krista Harper, P.E.
Vice President



EXECUTIVE SUMMARY

Harper & Associates Engineering, Inc. (HAE) is pleased to submit this Proposal for the Water Reservoir Cleaning, Inspection, and Repair Services for Miscellaneous Reservoirs. HAE has been operating since 1979, and specializing in this field and the needs within the water and wastewater industry has given our company immense knowledge surrounding what is needed for long lasting success. Our desire is to always provide our clients with exceptional knowledge, high quality workmanship, and personalized service in all projects. HAE has a unique history providing evaluation and cleaning of reservoirs in the water industry since 1996. A unique feature of the HAE Dive Team that you will have trouble finding with a competitor is that we have engineers as a part of our team. Our three-man team is standard and has open communication and real-time video of the diver in the water at all times during evaluations and cleaning of reservoirs. This team has accomplished well over 1000 dives and is Cal/OSHA, AWWA, and EPA compliant.

HAE's vast experience with assessing over a thousand structures in the water and wastewater industry enables us to provide the City with thorough condition assessments of their structures, which will include detailed reports. The detailed reports include itemized recommendations for coating, painting, corrosion-related structural repairs, and safety and health modifications. The detailed reports will also include accurate cost estimates for all recommended items, which are based on our numerous current and previous projects of similar scope.

A detailed background for the team is included in the Project Team section of this Proposal. Samples of our Dive Logs and detailed Resumes are provided in Appendix A. Please feel free to contact our references listed below as we are confident regarding an history of customer satisfaction. Thank you for the opportunity to submit this comprehensive Proposal.

QUALIFICATIONS & BACKGROUND

40 years of specialty experience

HAE is a corrosion and reservoir structural consulting engineering firm specializing in water reservoirs and related facilities, operating since 1979. HAE would be considered a small business in comparison to many larger firms, but the decision was made early on to be a small firm that specializes in this unique field of engineering. By specializing, HAE has developed a comprehensive understanding of this field and the needs within the water industry. The desire is to provide our clients with exceptional knowledge, high quality workmanship, and personalized service on all projects. The fact that HAE has successfully specialized in this unique field for over 40 years speaks well of the firm's reputation in the industry, integrity, financial stability, and resources to successfully accomplish projects.

HAE can accomplish evaluations by drained, dive, and float methods. These evaluations have helped our team develop expertise regarding coatings in reservoirs, their modes of failure, and the corrosion-related structural damage caused by coating failures. Our team has also developed a thorough knowledge of the Cal/OSHA regulations, seismic regulations, and AWWA standards needed to bring a reservoir into compliance with current codes. By having our own diving crew led by an engineer, we can guarantee our evaluations are thorough and all aspects of reservoir rehabilitation are carefully considered. This team is also the most efficient and thorough dive team in Southern California when cleaning your reservoirs. As a firm that specializes in services for water storage reservoirs, we can provide turnkey projects for our clients. We provide the initial evaluation and cleaning, then a detailed report. Next, we can prepare comprehensive technical specifications and plans, bid documents, and customized bidding services. After the preparation of these documents we can begin construction assistance and finish the project with quality control inspection. This start to finish process distinguishes HAE from other engineering firms.

As can be seen in the references provided, many clients have used our engineering services exclusively for their reservoir projects for many decades. We believe our long-standing service to a variety of public agencies throughout California, many on a continuous basis throughout our 42 years in business, is a testimonial to the quality of services we provide. We encourage the City to confer with any of the references included in this Proposal. The primary assurance is the fact that all work will be done by highly qualified and experienced engineers with an outstanding array of technical talent and expertise and who are uniquely familiar with water reservoir projects.



SCOPE OF WORK

TASK NO. 1 - FIELD EVALUATION

The objective of this item is to determine the condition of the reservoirs as relates to corrosion factors, including coatings and paint, and take field measurements for safety modifications to recommend corrective and preventive measures, including filing a written report. To accomplish this objective, HAE recommends the following approach.

1. Telephone conference with the City to verify approach to project.
2. Accomplish field investigation of complete interior surfaces and exterior of the reservoirs to evaluate the present condition of the reservoirs from the following standpoints:
 - a. Corrosion-related structural soundness of the reservoirs, foundations, and anchor bolts
 - b. Condition of protective coatings and paint: how they are protecting the steel from corrosion, their aesthetic qualities, the percent failures, their ability to be recoated, and DFT mil thickness tests
 - c. Test adhesion of exterior paint per ASTM D3359
 - d. Environmental and operating conditions which affect the use of the reservoirs, maintenance of the reservoirs, the aggressiveness of the atmosphere and water, and extent of abrasion damage
 - e. Condition of appurtenances: float, overflow, inlet, ladders, etc.
 - f. Observe and note structural, safety, and health code violations per DOHS, Cal/OSHA, and AWWA requirements.
 - g. Condition of cathodic protection system, if present.
 - h. Collect two (2) paint samples in each area of interior coating and exterior paint. Test coating and paint for metals analysis.
3. Field evaluation of the water storage reservoirs utilizing Certified Divers/Engineers to visually inspect, photograph, and video visible deficiencies below the waterline would entail one site visit per reservoir, unless corrosion damage is sufficient to warrant further evaluation.



- a. Evaluation of the vapor zone in the reservoirs would be accomplished via inflatable raft with the water level 3 to 4 feet below the roof line.
 - b. The roof hatch must be a minimum of 24" to permit entrance of the diver into the reservoir.
 - c. A narrated video will be taken of the surfaces during the inspection. The video will be recorded on thumb-drive with 1080p resolution and submitted with the report.
4. Surfaces shall be photographed with a minimum resolution of 10 megapixels showing all the problem areas and appurtenances of the interior and exterior of each reservoir and the photos will be entered into Photographic Surveys.
5. Prepare an Engineer's Report for each reservoir containing observations, recommendations to repair or mitigate deficiencies in the reservoir, life expectancy, safety and operational deficiencies, potential structural deficiencies, and cost estimates. The report will also include a diagram of the reservoir depicting the location from where the photographs were taken.
6. Submit three (3) hard copies and a pdf file of the written report. A thumb-drive of all the reports, inspection photographs, and a narrated video of the interior and exterior inspections and underwater cleaning video will be submitted to the City.
7. Telephone conference with the City's staff to discuss the report
8. The following sanitary measures will be fully complied with in accordance with AWWA C652, Section 5 during the diving of the reservoirs.
- a. HAE has a set of diver's equipment dedicated for use only in potable water and a second set of diver's equipment dedicated for use in reclaimed water reservoirs only.
 - b. No body parts shall come in contact with potable water.
 - i. Diver's suit shall be prophylactic in design. Only non-permeable dry suits shall be used which incorporate an integrated hard helmet, neck and wrist dams, and boots.
 - ii. Wetsuits, hoods, and open or removable masks and face plates are not acceptable for use in potable water.
 - c. All equipment shall be thoroughly disinfected by a 100% wash-down with, or immersion in, a 200 ppm solution of chlorine and water.
 - d. All personnel on the dive team shall be free of communicable diseases and shall not have been under a physician's care within the seven-day period prior to entering the reservoir. All personnel will be in good health prior to entering the reservoir.

9. Harper & Associates Engineering, Inc. fully complies with all the safety procedures in accordance with Cal/OSHA Title 8, General Industry Safety Orders, Group 26, Article 152, 153, 6050-6056.

- a. The diver shall carry an auxiliary breathing system consisting of a pony bottle and regulator.
- b. Dive crew shall have three-way hard wired communication at all times. The diver attendant shall be a fully equipped certified diver and shall be equipped to perform an extraction of the diver in the water. The standby person on the ground shall be monitoring the dive by live video feed. The standby person shall also have a phone for calling in case of an emergency.
- c. All members of the dive team shall possess a current certificate of qualification and training in CPR/First Aid.

TASK NO. 2 - CLEANING

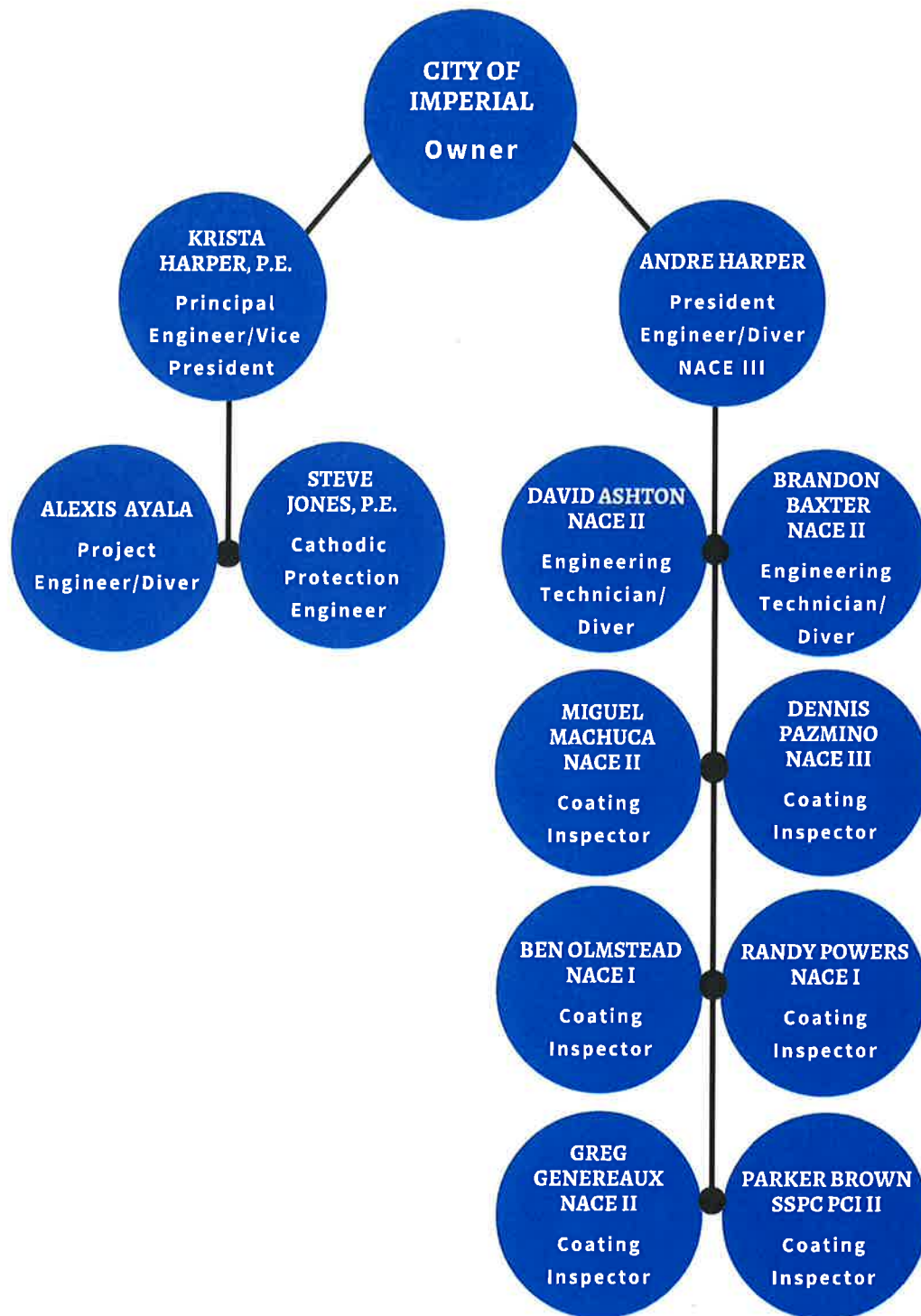
The objective of this item is to remove dirt, debris, and sediment from the horizontal surfaces in the reservoirs.

1. Interior vacuuming of reservoirs utilizing Certified Divers/Engineers shall include floor surfaces, column bases, and appurtenances and shall exclude the vertical surfaces such as walls, columns, steep slopes, and the water column (particles suspended in the water).
 - a. If piles of sand, debris, failed coating, rust scale, or rocks are discovered in the reservoir, it may not be possible to use HAE's standard vacuuming procedures. This will be considered a changed condition and the City will be contacted before HAE proceeds with cleaning.
2. HAE will furnish the City with real time videos illustrating the cleaning of each reservoir and a detailed narration of what was seen by the diver regarding the condition of the interior and exterior surfaces. All video transmission shall be recorded on DVD with 1080p resolution along with live voice narration.
3. In accordance with RFP, bottom sediment shall be disposed of on-site. HAE will de-chlorinate all water discharged from the site with sodium-meta-bisulphate or approved equal.
4. Sanitary and safety measures will be fully complied with as noted in 9. and 10. above.
5. HAE will take measurements of bottom sediment depths in at least eight (8) different locations.
6. HAE will collect a sediment sample for analysis by the City.

TASK NO. 3 - MINOR COATING REPAIRS

1. HAE does not typically recommend accomplishing underwater coating repairs, as these types of repairs are only temporary. The degree of surface preparation that can be accomplished underwater and the method of application does not provide a long-term fix for the coating system. If there is significant corrosion within the reservoir, random repairs are not useful and, if there are only random corrosion spots, installation of a cathodic protection system is a better option, as a cathodic protection system will provide long-term protection for current and future coating defects.

- a. However, if the City chooses to accomplish coating repairs, HAE will make the minor repairs, including surface preparation by Hand Tool Cleaning (SSPC-SP2) to remove corrosion, and abrading the surface, and applying AquataPox to the prepared surfaces.



ORGANIZATION CHART

The following personnel will be the team for the City's project. Detailed qualifications are referenced in the Resumes.

PROJECT TEAM

Krista Harper, P.E., Principal Engineer

Ms. Harper, as Principal Engineer, will be responsible for QA/QC and will be the Project Manager. Ms. Harper is a Registered Civil Engineer in the State of California (C71280). For the past 25 years, Ms. Harper has been Senior Project Manager for HAE, working extensively in both corrosion and structural engineering projects, primarily related to steel and concrete tank evaluations and rehabilitation.

Andre Harper, President and Lead Diver

Mr. Harper will accomplish the field evaluation of the reservoirs and prepare reports. Mr. Harper holds a degree in engineering from California State Polytechnic University, Pomona, and is NACE Level III certified (55395). Mr. Harper has worked with HAE for the past 25 years, performing the diving inspections of hundreds of tanks for the evaluation of coating, painting, and seismic/structural projects. Mr. Harper is a Project Engineer for HAE and supervises all field operations for the firm.

Alexis Ayala, Project Engineer and Diver

Mr. Ayala will be the Project Engineer who will assist with the field inspection, preparing the reports, technical specifications, and AutoCAD plans. Mr. Ayala holds a degree in engineering from California State University, Fullerton, and has worked with HAE for three years. Mr. Ayala is bilingual in Spanish and English, both written and oral.

David Ashton, Engineering Technician and Diver

Mr. Ashton is an Engineering Technician who will assist with field inspections and preparing reports for condition evaluations of the reservoirs. Mr. Ashton is a certified diver and has performed dive inspections of nearly 200 tanks. In addition, Mr. Ashton is a NACE Level II Certified Coating Inspector (47738). Mr. Ashton has worked for HAE for eight years.

Brandon Baxter, Engineering Technician and Diver

Mr. Baxter is an Engineering Technician who will assist with conducting field inspections and preparing reports for condition evaluations of the reservoirs. Mr. Baxter is a certified diver and has performed dive inspections of nearly 200 tanks. In addition, Mr. Baxter is a NACE Level II Certified Coating Inspector (55401). Mr. Baxter has worked for HAE for six years.

References

**COACHELLA VALLEY
WATER DISTRICT
64 TANKS
CLIENT SINCE: 1999**

**MR. BRIAN FOGG
75-515 HOVLEY LANE EAST
PALM DESERT, CA 92211
(760) 398-2651**



HAE has been accomplishing reservoir projects for the District since 1999. These projects have included performing dive and float evaluations of all 64 reservoirs for corrosion, structural, and safety compliance and preparation of a maintenance Prioritization Report for all 64 reservoirs. HAE prepared the plans and specifications and provided quality control inspection and construction management for the rehabilitation of 20 reservoirs, including coating, painting, and structural safety upgrades. In addition, HAE has designed eight new reservoirs and provided the construction management and quality control inspection of four of the new reservoirs.

**CITY OF RIVERSIDE
5 RESERVOIRS
CLIENT SINCE: 2017**

**MR. FERNANDO ROMERO
3900 MAIN STREET
RIVERSIDE, CA 92522
(951) 826-5443**



HAE has been accomplishing reservoir projects for the City since 2017. In 2019, HAE completed a project which included performing dive and float evaluations of five reservoirs for corrosion, structural, and safety compliance. HAE also cleaned all five reservoirs for the City.

ROWLAND WATER DISTRICT 14 RESERVOIRS

MR. ERIC HALL
3021 S. FULLERTON ROAD
ROWLAND HEIGHTS, CA 91748
(562) 697-1726



Projects included underwater investigation and cleaning of the interior of the reservoirs, as well as preparation of reports for each reservoir investigated. The reports included photo surveys, observations, conclusions, recommendations, and cost estimates. The District also required a narrated video for each reservoir. Once all reservoirs were evaluated, a detailed ten-year maintenance schedule was established for the District to assist in long-term planning for maintenance of their reservoirs. HAE prepared the specifications and plans for the rehabilitation of five reservoirs and provided the quality control inspection.

CUCAMONGA VALLEY WATER DISTRICT 35 RESERVOIRS

MR. MIKE MAESTAS
10440 ASHFORD STREET
RANCHO CUCAMONGA, CA 91730
(909) 987-2591



In 2018, HAE provided Cucamonga Valley Water District with reservoir evaluations, cleaning, and a Prioritization Report for all 35 reservoirs. In our comprehensive Prioritization Report, HAE recommended the order in which the reservoirs need to be rehabilitated. The factors used to recommend the order was the condition of the reservoirs, the safety standards currently present, and the ability of each reservoir to be taken out of service. HAE completed all work in an efficient and timely manner.

CRESCENTA VALLEY WATER DISTRICT 14 RESERVOIRS

MR. DAVID GOULD
2700 FOOTHILL BOULEVARD
LA CRESCENTA, CA 91214
(818) 248-3925



Projects have included dive investigation of all reservoirs, including cleaning and dive inspection of the interiors for seismic/structural and corrosion protection; testing for lead and heavy metals; preparation of reports with recommendations and cost estimates; preparation of a priority list, technical specifications, and bid packages; and project management of the rehabilitation projects. Cathodic protection systems were designed and installed in ten of the reservoirs to protect them until rehabilitation could be accomplished. A separate project for the District for three concrete reservoirs was also accomplished, including field investigation of interiors by method of diving and exteriors for seismic/structural and corrosion protection.

CITY EFFORTS

In support of HAE's efforts in this project, the City agrees to provide the following items, personnel, and/or services to be utilized in connection with this work.

1. The City shall make available to the Consultant reasonable and timely staff input for purposes of conference discussion, reviewing submittals from the Consultant, and providing factual information and/or suggestions relating to the work in a manner such that the Consultant may meet the project completion schedule.
2. The City shall provide designated water operations person for access to reservoir sites, upon request by the Consultant, at time and in the manner mutually agreed upon as required to accommodate work of Consultant.
3. The City will provide payment on monthly progress estimates to the Consultant based upon work accomplished during the previous month or portion thereof.
4. The City will provide copies of existing drawings and records for the reservoirs to assist in the evaluations.



**ANDRE
HARPER**
PRESIDENT



OVERVIEW

Mr. Harper, President of Harper & Associates Engineering, Inc., has been working for the past 25 years extensively in corrosion and tank structural engineering projects, primarily related to steel and concrete tank evaluations and rehabilitation. Mr. Harper is a Project Engineer for HAE responsible for overseeing all field operations and is the lead diver for diving inspections for the evaluation of coating, painting, and seismic/structural projects. Mr. Harper has performed over a thousand inspections on steel and concrete water tanks, wastewater treatment plants, elevated tanks, pressure vessels, and pipelines.

EDUCATION

BSCE, Construction Engineering
California State Polytechnic
University, Pomona

Cal/OSHA Confined Space Certified
Dive Certified
CPR Certified

32 YEARS
EXPERIENCE

CERTIFIED
#55395
NACE LEVEL
III

MEMBERSHIPS

American Water Works Association

National Association of Corrosion
Engineers

Inland County Water Association

Southern California Water Utility
Association

PROJECT EXPERIENCE

2019 - Rubidoux Community Services District - Dive and Seismic Evaluation of Four Tanks

2012-2020 - Laguna Beach County Water District - Dive and Drained Evaluation of 13 Concrete and Steel Reservoirs

2016 - Glendale Water and Power - Dive Evaluation of Three Reservoirs and Six Hydropneumatic Tanks

2007 - Evaluation and Prioritization of 36 Tanks for Long Beach Water Department



**KRISTA
HARPER, P.E.**

VICE PRESIDENT



OVERVIEW

Ms. Harper, Vice President and Principal Engineer of Harper & Associates Engineering, Inc., has been working for the past 25 years extensively in corrosion and tank structural engineering projects, primarily related to steel and concrete tank evaluations and rehabilitation. Ms. Harper is responsible for quality assurance/quality control for all aspects of the firm including analysis of corrosion problems, preparation of specifications and plans, construction management, maintenance programs, inspection, and coordination with clients.

EDUCATION

BSCE, Construction Engineering
California State Polytechnic
University, Pomona

2019 Inductee into the
School of Engineering
Hall of Fame

30

**YEARS
EXPERIENCE**

**C
71280**

**REGISTERED
CIVIL
ENGINEER**

MEMBERSHIPS

American Water Works Association
Past Chairman of the Tanks,
Reservoirs, Structures,
Maintenance Committee and Past
Chairman Corrosion Control
Committee

National Association of Corrosion
Engineers

Inland County Water Association

Southern California Water Utility
Association

PROJECT EXPERIENCE

2020 - Coachella Valley Water District - Update 64 Reservoirs Prioritization Report
originally prepared in 2016

2020 - City of Vernon - Evaluation, Cleaning, and Prioritization of Six Reservoirs

2019 - Cucamonga Valley Water District - Evaluation, Cleaning, and Prioritization of
35 Reservoirs

2019 - East Valley Water District - Evaluat and Prioritization of 23 Reservoirs

APPENDICES

City of Imperial
Water Reservoir Cleaning, Inspection, and Repair Services for Miscellaneous Reservoirs

	Activity Name	Duration (Days)	Start Date	Finish Date	Oct 20							Nov 20			
					27	4	11	18	25	1	8	15	22	29	
1	Notice to Proceed	1.00	9/28/20	9/28/20											
2	Submittals	3.00	9/29/20	10/1/20											
3	Insp/Clean Aten	1.00	10/5/20	10/5/20											
4	Insp/Clean Water	1.00	10/6/20	10/6/20											
5	Insp/Clean Shop	1.00	10/7/20	10/7/20											
6	Prepare Reports/Videos	35.00	10/8/20	11/25/20											
					27	4	11	18	25	1	8	15	22	29	

APPENDIX #2

CITY OF IMPERIAL REQUEST FOR QUOTATIONS

PROJECT: WATER RESERVOIR CLEANING, INSPECTION, AND REPAIR

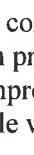
SERVICES FOR MISCELLANEOUS RESERVOIRS

QUOTATION						
ITEM	DESCRIPTION	QTY	DEPTH OF SEDIMENT	U/M	UNIT PRICE	TOTAL PRICE
RESERVOIR SHOP						
1	Inspection/Evaluation of Interior, Equipment, and Foundation, including dive inspection and video/photo survey of reservoir interior	1	-	EA	\$3,365	\$3,365
2	Clean Reservoir Bottom (Floor) of 1/4 to 1/2 inch of sediment	1	0.5	Inch	\$1,125	\$1,125
3	Clean Reservoir Bottom of Additional Sediment per 1/4" of Depth	1	0.25	Inch	\$350.	\$350
4	Make Minor Coating Repairs (1 square foot patch area)	20	-	SF	\$-125	\$-125

ATEN RESERVOIR						
5	Inspection/Evaluation of Interior, Exterior, Equipment, and Foundation, including dive inspection and video/photo survey of reservoir interior	1	-	EA	\$3,165	\$3,165
6	Clean Reservoir Bottom (Floor) of 1/4 to 1/2 inch of sediment	1	0.5	Inch	\$1,250	\$1,250
7	Clean Reservoir Bottom of Additional Sediment per 1/4" of Depth	1	0.25	Inch	\$350	\$350
8	Make Minor Coating Repairs (1 square foot patch area)	20	-	SF	\$-125	\$-125

WATER PLANT						
9	Inspection/Evaluation of Interior, Exterior, Equipment, and Foundation, including dive inspection and video/photo survey of reservoir interior	1	-	EA	\$3,165	\$3,165
10	Clean Reservoir Bottom (Floor) of 1/4 to 1/2 inch of sediment	1	0.5	Inch	\$1,500	\$1,500
11	Clean Reservoir Bottom of Additional Sediment per 1/4" of Depth	1	0.25	Inch	\$350	\$350
12	Make Minor Coating Repairs (1 square foot patch area)	20	-	SF	\$-125	\$-125

DATE SUBMITTED	<u>9/9/2020</u>
SUBMITTED BY	<u>ACM</u>
DATE ACTION REQUIRED	<u>9/16/2020</u>

SUBJECT: DISCUSSION/ACTION: IMPERIAL COUNTY AIR POLLUTION CONTROL DISTRICT RULE 310 GRANT APPLICATION					
1. APPROVAL OF RESOLUTION NO. 2020-___ APPROVING THE APPLICATION FOR IMPERIAL COUNTY AIR QUALITY CONTROL DISTRICT RULE 310 GRANT FUNDS IN THE AMOUNT OF \$100,000 FOR THE PASEO DEL SOL SUSTAINABLE WALKING TRAILS PROJECT					
DEPARTMENT INVOLVED: City Manager's Office/Parks Department					
BACKGROUND/SUMMARY: Where the City of Imperial is requesting the city council to review and consider the attached resolution approving the City's application to the Imperial County Air Quality Control District Rule 310 Project Proposal for the Paseo Del Sol Walking Trails Project. IC AQCD Rule 310 provides a mechanism for the Air District to collect fees to mitigate air quality impacts associated with new commercial and residential land development. We then use these funds for proposed emissions reduction projects that will benefit our communities. It is the City's intent to apply for these funds as a way to improve the air quality and mitigate dust control in the retention park with the establishment of sustainable walking/biking trails throughout.					
FISCAL IMPACT: If awarded, \$100,000.00 in pass through cost. This project is contingent on grant funds.	ADMIN SERV INITIALS				
STAFF RECOMMENDATION: It is staff's recommendation for the City Council to review and adopt the attached resolution in efforts to rehabilitate Paseo del Sol Retention Park.	DEPT. INITIALS				
MANAGER'S RECOMMENDATION: 	CITY MANAGER'S INITIALS				
MOTION: 					
<table style="width: 100%;"> <tr> <td style="width: 33%;"> SECONDED: AYES: NAYES: ABSENT: </td> <td style="width: 33%; text-align: center;"> APPROVED () DISAPPROVED () REFERRED TO: </td> <td style="width: 33%; text-align: center;"> REJECTED () DEFERRED () </td> </tr> </table>			SECONDED: AYES: NAYES: ABSENT:	APPROVED () DISAPPROVED () REFERRED TO:	REJECTED () DEFERRED ()
SECONDED: AYES: NAYES: ABSENT:	APPROVED () DISAPPROVED () REFERRED TO:	REJECTED () DEFERRED ()			

RESOLUTION NO. 2020-58

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IMPERIAL APPROVING
THE APPLICATION FOR IMPERIAL COUNTY AIR POLLUTION CONTROL
DISTRICT RULE 310 PROJECT GRANT FUNDS**

WHEREAS, the City of Imperial City Council has reviewed and hereby approves the submission to the Imperial County Air Pollution Control District of one or more applications in the amount, not to exceed, of \$100,000 to the Rule 310 Project Application; and

WHEREAS, the City recognizes that Rule 310 provides a mechanism for the Air District to collect fees to mitigate air quality impacts associated with new commercial and residential land development; and

WHEREAS, successful Applicants will enter into an agreement with Imperial County Air Pollution Control District to complete the Grant Scope Project.

NOW, THEREFORE, BE IT RESOLVED that the City of Imperial hereby approves the filing of an application for the Paseo del Sol Sustainable Walking Trail Project; and

1. Certifies that said Applicant has or will have available, prior to commencement of any work on the project included in this application, the sufficient funds to complete the project;
2. Certifies that if the project is awarded, the applicant has or will have sufficient funds to operate and maintain the project, and
3. Certifies that the applicant has reviewed, understands and agrees to the General Provisions contained in the contract shown in the Project Application Guide; and
4. Delegates the authority to the City Manager, or his designee, to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the Grant Scope; and
5. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

PASSED, APPROVED, AND ADOPTED at the regular meeting of the City Council this 16th day of September 2020.

Darrell Pechtl, Mayor

ATTEST:

Debra Jackson, City Clerk

COUNCIL ACTION	(X)
PUBLIC HEARING REQUIRED	()
RESOLUTION	()
ORDINANCE 1 ST READING	()
ORDINANCE 2 ND READING	()
CITY CLERK'S INITIALS	()

28

SUBJECT: DISCUSSION/ACTION: PLAYGROUND SURFACING IMPROVEMENT PROJECT BID 2020-06R	
1. AWARD CONTRACT TO ROBERTSON INDUSTRIES, INC IN THE AMOUNT OF 244,715.00 2 APPROVE 15% CONTINGENCY	
DEPARTMENT INVOLVED: PARKS	
BACKGROUND/SUMMARY: On August 5, 2020 City Council authorized the Rebid of the Playground surfacing improvement project Bid 2020-06R. Staff released a RFB seeking new bids for this project. 3 bids were received. After review of all bids submitted it was determined that Robertson Industries, Inc. would be the most advantageous to the city. Please see attached Bid opening results	
FISCAL IMPACT: 244,715.00 Community Facilities District Funds and Landscape District Funds	FINANCE INITIALS 
STAFF RECOMMENDATION: It is the department's recommendation for City Council to award contract to Robertson Industries, Inc. and approve 15% contingency	DEPT. INITIALS 
MANAGER'S RECOMMENDATION:	CITY MANAGER's INITIALS 
MOTION: SECONDED: AYES: NAYES: ABSENT: APPROVED () DISAPPROVED () REFERRED TO: REJECTED () DEFERRED ()	



Bid Opening Act

BID No 2020-06R

PLAYGROUND SURFACING IMPROVEMENT PROJECT

Bids received by: City Clerk

Were opened at 10:03 on Sep 4, 2020

By: Debra Jackson, City Clerk

Witnessed by:

Signature

Jaime Lacuesta

Anthonyj Lopez

Jaime Lacuesta
[Signature]

COMPANY

BID AMOUNT

BID BOND

Robertson Industries

244,715.⁰⁰

✓

Spectra turf

253,871.¹⁰

✓

Gotham

262,887.²⁰

✓

BIDS WERE GIVEN TO Anthony Lopez FOR STUDY AND
RECOMMENDATION TO CITY COUNCIL.

[Signature]
DEBRA JACKSON, CITY CLERK

DATE 9/4/2020

G-5

(X)

()

REQUIRED

()

()

(4)

IMPERIAL CITY COUNCIL AGENDA ITEM

SUBJECT: **DISCUSSION/ACTION:**

RESOLUTION DECLARING AN EMERGENCY, AUTHORIZING THE CITY MANAGER TO TAKE SUCH ACTION AS MAY BE NECESSARY IN RESPONSE THERETO AND RATIFYING ACTION TAKEN TO DATE.

1. AUTHORIZING THE CITY MANAGER TO TAKE SUCH ACTION AS MAY BE NECESSARY IN RESPONSE THERETO AND RATIFYING ACTION TAKEN TO DATE..

DEPARTMENT INVOLVED: COMMUNITY DEVELOPMENT DEPARTMENT

BACKGROUND/SUMMARY:

A cluster of Eucalyptus trees located at the north side of Neckel Road and Rodeo Drive intersection are dead or dying and the continued deterioration in the condition of the trees is resulting in tree debris falling onto Neckel Road and if such deterioration is allowed to continue unabated, the amount, size and frequency of the debris falling on Neckel Road could increase. Said falling tree debris would potentially expose persons and property to injury and damage. See Attachments 1 and 2 for details.

The above described conditions constitute an emergency under applicable law and such emergency would not reasonably permit delays associated with a competitive solicitation for bids and the actions authorized herein are necessary to respond to the emergency. In order to safeguard the public health and safety and to protect property, it is necessary to take immediate action to remove the offending trees.

FISCAL IMPACT:

ADMIN
SERVICES
SIGN INITIALS

STAFF RECOMMENDATION:

Staff recommends authorizing to take action as described.

DEPT. INITIALS

OM

MANAGER'S RECOMMENDATION:

approve

CITY
MANAGER'S
INITIALS

Other

MOTION:

SECONDED:

APPROVED ()

REJECTED ()

AYES:

DISAPPROVED ()

DEFERRED ()

NAYES:

REFERRED TO:

ABSENT:

RESOLUTION NO. 2020-59

**RESOLUTION DECLARING AN EMERGENCY,
AUTHORIZING THE CITY MANAGER TO TAKE SUCH
ACTION AS MAY BE NECESSARY IN RESPONSE
THERE TO AND RATIFYING ACTION TAKEN TO DATE**

WHEREAS, the City operates and maintains a system of streets ("System"); and

WHEREAS, the System includes a street commonly known as Neckel Road; and

WHEREAS, Neckel Road in between Old SR-86 and Canon Drive is bordered on the north by several eucalyptus trees all of which are in excess of 100 feet in height; and

WHEREAS, the eucalyptus trees are dead or dying and the continued deterioration in the condition of the trees is resulting in tree debris falling onto Neckel Road and if such deterioration is allowed to continue unabated, the amount, size and frequency of the debris falling on Neckel Road could increase; and

WHEREAS, falling tree debris would potentially expose persons and property to injury and damage; and

WHEREAS, the above described conditions constitute an emergency under applicable law and such emergency would not reasonably permit delays associated with a competitive solicitation for bids and the actions authorized herein are necessary to respond to the emergency; and

WHEREAS, in order to safeguard the public health and safety and to protect property, it is necessary to take immediate action to remove the offending trees; and

WHEREAS, the City Council wishes to delegate authority to the City Manager to take such action as may be necessary to abate the tree issue, ratify action already taken and otherwise address the emergency as described herein.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The above-referenced recitals are true and correct and are incorporated herein.

2. The City Council declares that the public interest and necessity demand the immediate expenditure of public money to safeguard life, health or property, and hereby delegates to the City Manager the authority to take such immediate action as may be necessary to safeguard life, health or property in connection with abatement of trees in accordance with Public Contracts Code Sections 20168 and 22050 and without otherwise complying with bid requirements required by law.

3. The City Council authorizes action set forth herein and further ratifies action authorized by the City Manager taken to date to address the aforementioned tree issue on the basis that the emergency described herein will not permit a delay resulting from a competitive solicitation of bids and the action is necessary to respond to the emergency.

APPROVED, PASSED AND ADOPTED, at the regular meeting of the City Council this 16th day of September, 2020.

Darrell Pechtl, Mayor

ATTEST:

City Clerk

**DEAD OR DYING
EUCALYPTUS TREES**

Neckel Road

Old SR-86

Rodeo Drive

Canon Drive

Exhibit 1

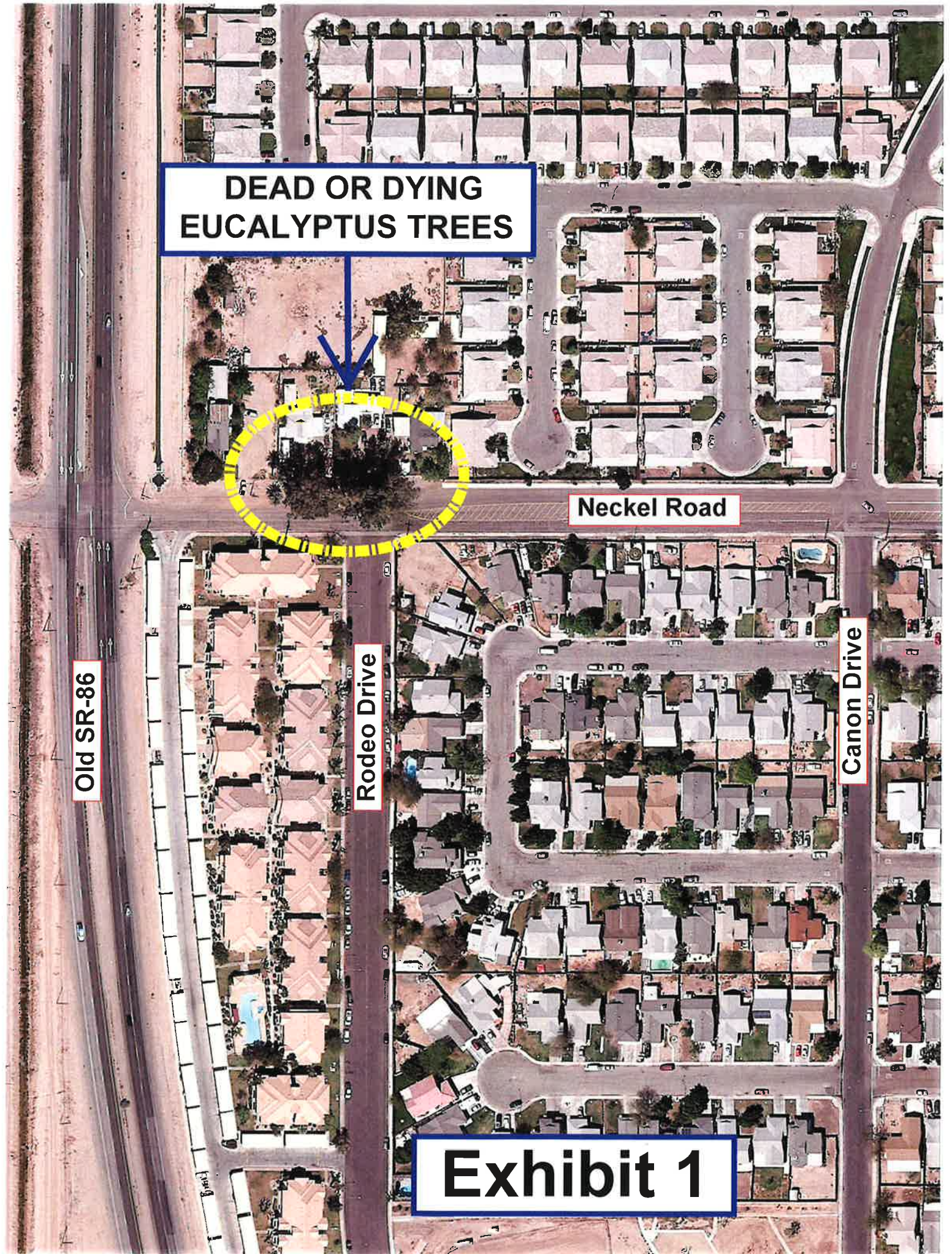


EXHIBIT 2
PHOTO REPORT: EMERGENCY RESO - NECKEL RD EUCALYPTUS TREES



EXHIBIT 2
PHOTO REPORT: EMERGENCY RESO - NECKEL RD EUCALYPTUS TREES



EXHIBIT 2
PHOTO REPORT: EMERGENCY RESO - NECKEL RD EUCALYPTUS TREES



EXHIBIT 2
PHOTO REPORT: EMERGENCY RESO - NECKEL RD EUCALYPTUS TREES

