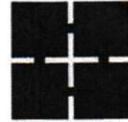


DATE SUBMITTED 12/3/25
 SUBMITTED BY PUBLIC SERVICES
 DATE ACTION REQUIRED 12/17/25

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: Accept Proposal for On-Call Civil Engineering Services from The Holt Group, Inc. for Additional Design Services and to provide Resident Engineering and Construction Management Services for the WWTP Demo Project.	
BACKGROUND/SUMMARY: See attached documentation	
FISCAL IMPACT: \$156,340.00 Account: 54-849-5210 (CIP)	FINANCE INITIALS <u>JMS</u>
STAFF RECOMMENDATION: Staff recommends accepting the proposal from The Holt Group for Additional Design Services and to Provide Resident Engineer and Construction Management services for the WWTP Demo Project.	DEPT. INITIALS <u>JMG</u>
MANAGER'S RECOMMENDATION: <u>approve</u>	CITY MANAGER'S INITIALS <u>DJA</u>
MOTION: SECONDED: APPROVED () REJECTED () AYES: DISAPPROVED () DEFERRED () NAYES: ABSENT: REFERRED TO:	



November 18, 2025

Mr. David Dale, PE, PLS
Public Services Director
City of Imperial
420 South Imperial Avenue
Imperial, CA 92251

**RE: City of Imperial – Wastewater Treatment Plant Demolition Project
Amendment Request for Additional Design Services and Resident Engineering and
Construction Management Services**

Dear Mr. Dale,

This contract amendment is being forwarded to request increased compensation for additions to the Task Order Agreement between the City of Imperial and Holt Group, Inc. for the City of Imperial - Wastewater Treatment Plant Demolition Project. This Contract Amendment also includes requested construction management services during the Wastewater Treatment Plant Demolition Project construction phase for your review and approval.

The attached Task Order Agreement dated December 3, 2024 between the City of Imperial and Holt Group, Inc. listed the structures to be included in the project demolition work. The following items were added to the original project scope of work during the project design period:

1. Demolition work inside the upper and lower sludge pump station building levels was added to the project scope of work. The demolition of several electrical panels was required on the first floor level. The removal of sludge pumps, scum pumps, pcc pump pedestals, ductile iron piping, valves, pipe fittings, and other mechanical equipment was required on the lower floor level. The emergency light fixtures in the lower level were required to be refurbished. The existing fluorescent light fixtures in the upper and lower levels were required to be replaced with LED lights. The modular scrubber and chlorine facility on the sludge pump station building south slab area was required to be removed.

In addition, the aluminum handrail at the top of the scum pit adjacent to the south sludge pump station slab was required to be removed. The existing mechanical equipment in the scum pit was required to be removed. It was required that the scum pit be filled with compacted native material and that a concrete slab be placed at the top of the scum pit. A large portion of the project demolition work is attributable to the removal of the lower level ductile iron piping, fittings, valves and pumps. Quantity estimates for the weight of these materials was calculated and included in the Special Conditions section of the specifications. The sludge pump station building comprises a significant portion of the project demolition work. A total of 5 civil engineering related plan sheets and 4 ½ electrical engineering plan sheets out of the 30 plan sheets for this project are required for the sludge pump station building demolition items.

2. Remediation work to the existing Ultraviolet Disinfection Facility was added to the project scope of work. A concrete channel in the abandoned Chlorine Contact Basin was used to install the existing Ultraviolet Disinfection Facility for effluent wastewater disinfection prior to effluent discharge. There is a concrete cold joint in the concrete channel which leaks effluent wastewater. The remediation work involves bypassing the effluent wastewater flow and installing a high performance joint sealing system to stop the effluent from leaking through the pcc channel wall.

Additional design work included preparing two (2) additional plans sheets for remediating the effluent leakage. The sequence of events for bypassing effluent wastewater flow, and notes calling out the high performance joint sealing system and its installation were included on the improvement plans.

3. At the commencement of the project demolition design it was required that the entire Operations Building undergo demolition. The Operations Building is a masonry building and is structurally in good condition. The demolition of the Operations Building was required to provide an area within the wastewater treatment plant for the installation of

a new headworks structure and wastewater pump station. The demolition improvement plans, including the Civil and Electrical improvement plans, had been prepared for the complete demolition and removal of the Operations Building. The planning and initial design of the new headworks structure and wastewater pump station was being completed as a separate project by the City of Imperial. During the planning and initial design of the new headworks structure and wastewater pump station it was determined that the new headworks and wastewater pump station could be located in a different location within the demolition project area. Since the Operations Building is in a structurally sound condition, it was decided to keep the Operations Building as a part of the wastewater treatment plant overall facilities. It was requested the Operations Building demolition plans be revised to require a limited amount of Operations Building demolition work to support Operations Building improvements to be completed by the City of Imperial. The Civil and Electrical Operations Building demolition plans were revised accordingly.

4. It was decided to add a new Modular Building to the project scope of work to allow for additional office and administrative facilities at the wastewater treatment plant. The modular building location was added to the plans. Domestic water, sanitary sewer and electrical services to the Modular Building were illustrated on the plans. An electrical one-line diagram for the power service to the Modular Building was added to the electrical plans. Modular Building requirements were added to the Technical Specifications.

Requested compensation for the additional Wastewater Treatment Plant Demolition Project Scope of Services is as follows:

1. Holt Group Principal Engineer – 52 hours x \$180/hour	\$9,360
2. Holt Group Assistant Project Engineer – 97 hours x \$140/hour	\$13,580
3. Additional Electrical Subconsultant Work by JOL Enterprises	\$1,400
TOTAL ADDITIONAL DESIGN-RELATED COMPENSATION	\$24,340

The Holt Group proposes to provide Construction Management and Observation services for the City of Imperial Wastewater Treatment Plant Demolition Project. The time of completion for this project as contained in the Special Provisions is 110 working days which equates to approximately 154 calendar days or 5 ½ months. The Project *Construction Cost Estimate* is \$1,200,000. The project specifications were prepared in conformance with the California Code of Regulations including the California Green Building Standards Code which will require the construction manager devote a greater time commitment to this demolition project than more traditional construction projects. The Construction Manager is to insure that the Daily Recycling Log of Construction and Demolition Chart requirements; noting each load of material and weight of that material removed from the project site each day are complied with. The Construction Manager is to *sign off (initial and date)* the demolition load information and material weight each day. The Construction Manager is to enforce that the Waste Management Summary Chart, summarizing all demolition material removed from the site, is completed by the contractor the Monday following the previous week. The Waste Management Summary Chart will indicate whether the demolition diversion requirements stipulated by the California Green Code are being complied with. Demolition modifications can be made in an attempt to comply with the demolition diversion requirements based upon the waste management summary chart information. The monitoring of the demolition material segregation, removal, weighing and documentation will require a significant amount of the construction managers time during the demolition project.

In addition, the Construction Manager is required by the specifications to assist the contractor in completing or overseeing the submission of numerous notification and permit forms including the Imperial County Air Pollution Control District Construction/Notification Form; United States Environmental Protection Agency Notification of Demolition and Renovation Form; City of Imperial Building Permit Application; City of Imperial Asbestos Demolition Declaration and City of Imperial Demolition Permit Application. The Construction Manager will also be required to observe and enforce that all lead and asbestos related requirements, as included in the Asbestos and Lead Based Paint Survey Report completed for this project and contained in the Special Conditions, are complied with by the Contractor. Standard Construction Management items will

also be provided, in addition to the Construction Management services peculiar to a demolition project complying with the California Green Code. Following is a listing of the Construction Management Services to be provided for this project:

1. Monitor each load of demolition material removed from the site on a daily basis. Ensure the demolition material is weighed and that weight slips are provided to the Construction Manager. The Construction Manager shall sign and date verify that each demolition load removed from the site is logged on the eighteen column *Daily Recycling Log of Construction and Demolition Material* on a daily basis.
2. Enforce that the *Waste Management Summary Report* logging the demolition material removed from the site at the commencement of the project and each week is completed the Monday after the previous week. The 13 column Waste Management Summary Report is to be completed for each demolition load leaving the project site. The Waste Management Summary Report shall document whether the contractor is complying, or not complying, with the California Green Code diversion requirements on a weekly basis. Weekly monitoring of the total demolition diversion requirements allow for adjustments to the subsequent week's demolition diversion rate to assist in complying with California Green Code requirements.
3. Maintain contact with the County of Imperial Local Enforcement Agency Director throughout the demolition project. The County of Imperial Local Enforcement Agency (LEA) is the state-certified entity under the California Department of Resources and Recycling and Recovery (CalRecycle). LEA's mandate is to enforce federal, state, and local laws related to Solid Waste Management within Imperial County.
4. Assist the Contractor with completing and forwarding or enforcing that numerous required notifications and permits to the EPA, Imperial County Air Pollution Control District and City of Imperial are submitted as required in the specifications.
5. Observe and enforce the Asbestos and Lead demolition requirements in conformance with the Asbestos and Lead Based Paint Survey Report completed for this project.

6. Coordinate with the City of Imperial regarding the Building Permit Requirements for the Modular Building and new lighting within the Operations Building and Sludge Pump Station Building.
7. Provide full-time Resident Engineering and Construction Management Services while the Contractor is completing on-site construction activities.
8. Prepare and distribute the Daily Construction Activity Reports to all pertinent parties.
9. Assist the City of Imperial Public Services Department with the review of project submittals.
10. Coordinate and chair Bi-Weekly Progress Meetings. Prepare and distribute Progress Meeting Agendas and Memorandums to all pertinent parties.
11. Collect and review all material slips delivered to the project site. Monitor and track all material quantities.
12. Review project Progress Payment Applications and Change Order Requests as submitted by the Contractor. Coordinate with the City of Imperial Public Services Department regarding the final approval of all Payment Applications and Change Order Requests.
13. Review and prepare responses to Requests for Information (RFI's) as submitted by the Contractor. Coordinate with the City of Imperial Public Services Department prior to issuance of RFI responses.
14. Participate in the final project walkthrough with the City of Imperial Public Services Department and Contractor. Prepare and distribute the punch list of items to be completed prior to project completion. Ensure punch list items are satisfactorily completed.
15. Assist the City of Imperial Public Services Department with the completion of project close out activities and documentation.
16. Prepare and provide the As-Built Plans to the City of Imperial Public Services Department.

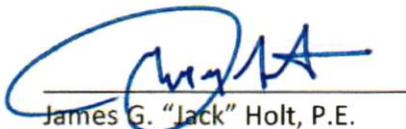
The Holt Group proposes to provide Resident Engineering and Construction Management Services for a lump sum not to exceed amount of \$132,000.00. The Holt Group's proposed Resident Engineering and Construction Management Services fee includes additional Assistant Resident Engineer work efforts during the most intense demolition construction activity period to verify and confirm demolition material quantities and monitor the completion of the Daily Recycling Log of Construction and Demolition Material Chart on a daily basis. Also, the Waste Management Summary Report must be monitored on a weekly basis. The Assistant Resident Engineer will be assigned the task order of monitoring the demolition material removal and monitoring the report preparation.

The amount requested per this amendment is as follows:

Additional Design Services Related Compensation	\$24,340.00
Resident Engineering and Construction Management Services Compensation	\$132,000.00
Total Contract Amendment Requested Amount	\$156,340.00

Please feel free to contact me regarding this amendment request. Thank you for your assistance regarding this matter.

Respectfully,



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

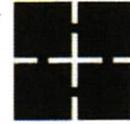
Cc: Jenell Guererro, MPA, Public Services Manager, City of Imperial

Attachments: Task Order Agreement between the City of Imperial and The Holt Group, Inc. dated 12/03/2024.

Hourly Rate Sheet per the On-Call Agreement between the City of Imperial and The Holt Group, Inc.

The Holt Group

Engineering Department



Municipal Design ■ Infrastructure Engineering ■ Construction Management ■ Land Surveying

December 3rd, 2024

Mr. David Dale, P.E.
Public Services Director
City of Imperial
420 South Imperial Avenue
Imperial, California
92251

Re: Task Order Proposal - Demolition of Clarifiers 1 and 2, Associated Piping, Septic Dump Structure, and Operations Building at the Wastewater Treatment Plant – THG Proposal Number 2024-058

Dear Mr. Dale,

The Holt Group proposes to complete the City of Imperial wastewater treatment plant demolition work scope of services as follows:

I. SCOPE OF WORK – Survey Services

1. Attend a predesign meeting with City Staff.
2. Complete an onsite assessment of the structures to remain and to be demolished.
3. Prepare a topographic plot plan of the immediate surrounding area, including the utilities to remain and to be demolished and properly disposed of. Include dirt areas, existing utilities (buried and above ground), concrete sidewalks, landscaping, and structures.
4. Complete a lead and asbestos survey for all structures to be demolished by a certified professional in California.
5. Identify a construction staging area.

II. SCOPE OF WORK – Civil Services

Prepare plans and specifications to demolish the following structures:

Structures to be demolished and removed (as shown on sheet Y-1, Black and Veach As-Built Drawings):

1. Clarifier No. 1 – Remove all steel components and demolish the concrete structure above grade to 3 feet below grade. Bury and backfill with acceptable material and compact. Show the cross-section of clarifiers.
2. Clarifier No. 2 – Remove all steel components and demolish the concrete structures above grade to 3 feet below grade. Bury and backfill with acceptable material and compact. Show the cross-section of the clarifiers. Groundwater is entering Clarifier No. 2.
3. Operations Building – Removal all electrical and air conditioning equipment. Demolish reinforced masonry walls, roof, trusses, electrical system, underground piping, concrete foundation, concrete sidewalk, irrigation system, and all other items associated with the building. The building may contain lead and asbestos. Legally dispose of the demolished material. The area beneath the operations building is the location of the future WWTP headworks station. Import the approved material to bring the foundation to grade.
4. Septic Dump Structure – Remove the steel grate and other steel components, demolish the concrete 3 feet below grade, backfill with acceptable material, and compact.
5. All work shall be done according to all OSHA, Cal/OSHA, federal, state, and local rules and ordinances.
6. A permit for the demolition will be necessary from the Imperial County Air Pollution Control District.

Structures to remain:

1. Sludge Pumping Station.
2. UV Channel and piping
3. Aeration Basin #2.
4. Biolac Aeration Basin.
5. Sludge Drying Beds.
6. All other structures and piping not specifically called out to be demolished.
7. The existing wastewater treatment plant must not be disrupted.

III. PROPOSED SERVICES

1. Personnel – The Holt Group proposes to assign the following personnel to this project:

- 1.1 James G. "Jack" Holt, P.E. – Principal Engineer
- 1.2 Fumi Hamanaka Galvan, P.E. – Project Engineer
- 1.2 Fortunato Bojorquez – Assistant Project Engineer
- 1.3 Christopher Garcia – Assistant Project Engineer

2. Subconsultants – The Holt Group proposes to engage the following subconsultants for this project.

- 2.1 JOL Enterprises – Electrical Engineering Subconsultant
- 2.2 Aurora Industrial Hygiene – Lead and Asbestos Subconsultant

3. Schedule – See attached project design schedule

4. Engineering Fee – The Holt Group, Inc. proposes to complete the work for this project as follows:

4.1 Scope of Work – Survey Services	\$24,500
4.2 Prepare Demolition Plans and Specifications	\$47,500
Total Project Engineering Fee	\$72,000

The Holt Group appreciates the opportunity to submit this proposal. If questions arise please contact me.

Sincerely,



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

cc: Jenell Guerrero, City of Imperial, Public Services Manager

Attachment: Design Schedule

THE HOLT GROUP, INC.
Hourly Rate Schedule
Effective January 1, 2024

PLANNING	
Senior Planner (AICP)/Senior Project Manager	\$160.00/Hour
Associate Planner	\$130.00/Hour
Assistant Planner	\$100.00/Hour
Planning Clerk	\$80.00/Hour
Senior Labor Standards Compliance Monitor	\$94.00/Hour
Assistant Labor Standards Compliance Monitor	\$100.00/Hour
Planning Assistant	\$90.00/Hour
Grant Manager	\$160.00/Hour
Planning Designer/AutoCAD Technician	\$85.00/Hour
ENGINEERING	
Principal Engineer P.E./L.S.	\$180.00/Hour
Project Engineer P.E./L.S.	\$160.00/Hour
Associate Project Engineer	\$150.00/Hour
Assistant Project Engineer	\$140.00/Hour
Project Manager	\$160.00/Hour
Civil Designer III	\$115.00/Hour
Civil Designer II	\$110.00/Hour
Civil Designer I	\$100.00/Hour
Senior Plan Checker P.E./L.S.	\$160.00/Hour
Plan Checker	\$130.00/Hour
Resident Engineer	\$150.00/Hour
Assistant Resident Engineer	\$130.00/Hour
Designer III	\$100.00/Hour
Designer II	\$90.00/Hour
Designer I	\$85.00/Hour
SURVEYING STAFF	
Survey Project Manager	\$160.00/Hour
2 Man Survey Crew with GPS (Overtime)	\$425.00/Hour
2 Man Survey Crew with GPS	\$350.00/Hour
1 Man Survey Crew with GPS	\$240.00/Hour
Survey Travel Time	Crew Rate x 50%
NOTES:	
1. The minimum time charged for survey project is 1/2 day (4 hours at the crew rates plus travel time).	
2. Crew charges include standard surveying equipment. Rental of any special equipment will be charged at cost plus 15%.	
ADMINISTRATIVE SUPPORT SERVICES	
Senior Administrator	\$100.00/Hour
Word Processor	\$75.00/Hour
Office Technician/Courier	\$70.00/Hour
REIMBURSABLE EXPENSES	
Photocopies (each)	\$0.35
Plots (per square foot in color)	\$2.00
Plots (per square foot in black & white)	\$1.25
Computer Plotter	\$25.00/Hour
Postage	Cost + 15%
Vehicle Mileage	\$0.67
Reproduction, Special Photography, Printing, etc. performed by Subcontractor, Aerial Photogrammetry, Delivery Service,	Cost + 15%
Hotel/Motel Per Diem Expenses	Cost + 15%