



CITY OF IMPERIAL  
WASTEWATER TREATMENT PLANT DEMOLITION PROJECT  
BID NUMBER 2025-019

PRE-BID CONFERENCE MEMORANDUM

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Date: December 5<sup>th</sup>, 2025

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A Pre-Bid Conference was conducted for the City of Imperial Wastewater Treatment Plant Demolition Project on Tuesday, December 2<sup>nd</sup>, 2025 at 10:00 a.m. at Imperial City Hall located at 420 South Imperial Avenue, Imperial, California 92251. A Pre-Bid Conference attendance record was circulated to those attending the Pre-Bid Conference. The Pre-Bid Conference attendance record is an attachment to this memorandum. The Pre-Bid Conference agenda was circulated to those attending the Pre-Bid Conference. The Pre-Bid Conference agenda is attached to this memorandum. The following items were reviewed at the Pre-Bid Conference.

**1. Introduction**

An introduction of those present at the Pre-Bid Conference was conducted.

**2. Deadline for Bidding Related Questions, Bid Opening Date and Construction Duration**

2.1 Bid Opening Date: Thursday, December 18<sup>th</sup>, 2025 at 3:00 p.m. (The Bid Opening Date will be modified by Addendum Number 1).

2.2 Deadline for Bidding related questions: 12:00 noon on Thursday, December 11<sup>th</sup>, 2025. (The Deadline for Bidding related questions time and date will be included in Addendum Number 1).

2.3 Per Special Provision 6-7.1 , the time for (the project) completion shall be 110 working days from the Notice to Proceed issuance date.

### **3. Project Description**

The project description was reviewed. The project description is located on sheet 1 of the improvement plans and is Special Conditions Item Number 1. The project description includes the wastewater structures and ancillary items subject to demolition. The project description also includes the project non-demolition items.

### **4. Improvement Plans**

The City of Imperial Wastewater Treatment Plant Demolition Project Improvement Plans dated 10/24/2025 were reviewed. Civil plans 1 through 18 and plan sheets 29 and 30 were reviewed. Electrical plan sheets 19 through 28 were reviewed. It was decided that the Clarifier Number 1 bottom slab and exterior wall footings will remain. A revised Clarifier Number 1 plan and sections sheet (sheet 4) will be issued with Addendum Number 1 illustrating the exterior wall footings and bottom slab to remain.

### **5. Special Conditions**

The Special Conditions sections were reviewed as follows:

5.1 The Project Description section was previously reviewed per Item 3.

5.2 The Construction Water section was reviewed. Construction water will be made available to the contractor by the City of Imperial at no cost. The Contractor will be required to supply any connection fittings, reducers, flowmeters, backflow preventors and similar items as required by the City of Imperial.

5.3 The City of Imperial WWTP archived improvement plans illustrating a portion of the structures to be demolished were reviewed. The archived improvement plans have been included with the bid documents posted on the City of Imperial bidding website.

5.4 The Native Earth Borrow Material section was reviewed. Native earth to backfill the demolition structure excavations and complete final grading work shall be obtained at the City of Imperial Water Plant and transported to the City of Imperial Wastewater Plant. The route to transport the native borrow material from the Water Plant to the Wastewater Plant is included in the Special Conditions.

5.5 The Geotechnical Testing section was reviewed. The contractor shall provide the Geotechnical Testing required for this project.

5.6 The Imperial County Solid Waste Sites, Inert Debris and Recycling Centers and Scrap Metal Recycling Vendor section was reviewed. To assist the Contractor in identifying Solid Waste Sites, Inert Debris Recycling Centers and reuse or recycling vendors in Imperial County research of establishments was conducted during the project design with the assistance of the Local Enforcement Agency (LEA). The establishments are listed in the Special Conditions section. The establishments listed in the Special Conditions section are not intended to be all inclusive and the contractors are encouraged to identify any other establishments in Imperial County, or other Counties, as the Contractor deems appropriate, however; all establishments shall be approved by the LEA and confirmed to be approved by the LEA by the Construction Manager prior to the contractor delivering demolition debris to the establishments.

5.7 The *Diversion Guideline Non-Compliance Demolition Tonnage Deduction* section was reviewed. The Contractor shall be fined \$500/ton for each ton of demolition material which is not in compliance with the diversion requirements.

5.8 The *Lead and Asbestos Survey* section was reviewed. A lead and asbestos survey was completed by Nicklaus Engineering, Inc. for Clarifier Number 1, Clarifier Number 2 and the Operations Building in October 2025. The Lead and Asbestos Survey is included in the Special Condition section. The Contractor shall remove and dispose of asbestos and lead items in accordance with the recommendations contained in the Nicklaus Engineering, Inc. October 2025 Report.

5.9 The *Imperial County Air Pollution Control District (ICAPCD) Construction/Demolition Notification Form* section was reviewed. An Imperial County Air Pollution Control District Construction/Demolition Notification Form is to be completed and forwarded to ICAPCD prior to the commencement of the physical demolition work at the City of Imperial Wastewater Treatment Facility. The construction manager will assist the contractor in preparing and submitting the form to the ICAPCD. The Contractor shall be reimbursed for any fee associated with the Construction/Demolition Notification Form with a positive change order.

5.10 The *United States Environmental Protection Agency Notification of Demolition and Renovation Form* section was reviewed. The United States Environmental Protection Agency (EPA) requires owners and operators conducting regulated demolition and renovation activities to provide written notification with the submittal of a United States Environmental Protection Agency Notification of Demolition and Renovation Form. The contractor shall be responsible for providing the written notification with the submitted form. *The Construction Manager will assist the Contractor in preparing and submitting the form to the EPA.* The contractor shall be responsible for paying any fee associated with the United States Environmental Protection Agency Notification of Demolition and Renovation Form. The contractor shall be reimbursed for any fee associated with the

United States Environmental Protection Agency Notification of Demolition and Renovation Form with a positive change order.

5.11 The City of Imperial Building Permit Application Form section was reviewed. The contractor shall prepare and submit a Building Permit Application Form to the City of Imperial for the new lighting improvements at the Operations Building and Sludge Pump Station Building and for the construction of a new Modular Building. The contractor shall be responsible for paying any fee associated with the Building Permit. The contractor shall be reimbursed for any fee associated with the Building Permit Application Form with a positive change order.

5.12 The City of Imperial Asbestos Demolition Declaration section was reviewed. The contractor shall prepare and submit an Asbestos Demolition Declaration to the City of Imperial prior to commencing work at the project site. The contractor shall be responsible for paying any fee associated with the Asbestos Demolition Declaration. The contractor shall be reimbursed for any fee associated with the Asbestos Demolition Declaration with a positive change order.

5.13 The City of Imperial Demolition Permit section was reviewed. The Contractor shall obtain a City of Imperial Demolition Permit from the City of Imperial prior to the start of construction activities. The Construction Manager shall assist the contractor in preparing the Demolition Permit Application. The contractor shall be responsible for paying any fee associated with the Demolition Permit Application. The contractor shall be reimbursed for any fee associated with obtaining the Demolition Permit.

5.14 The Table A – Waste Management Report Identification of Construction and Demolition Debris (WMRIC&D) Chart section was reviewed. During the preparation of the project design documents a Waste Management Report Identification of Construction and Demolition Debris (WMRIC&D) Chart was prepared. THE WMRIC&D Chart lists the known items comprising the different structures to undergo demolition. Separate

WMRIC&D Charts were prepared for each structure to undergo demolition. The Table A charts may not contain all the demolition items comprising a particular structure. It is the responsibility of the Contractor to determine the demolition items comprising a particular structure during the project bidding phase. Refer to the notes at the bottom of Table A regarding the weights of Table A items.

5.15 The Table B – Daily Recycling Log of Construction & Demolition (C & D) Material Chart section was reviewed. The weight of each demolition material item leaving the project site shall be recorded on Table B, the Daily Recycling Log of Construction & Demolition (C & D) Material Chart by the Contractor. *Table B Charts have been prepared for each demolition structure.* Table B Charts shall be made current each day, except for logging the weight of each item the day after the item is removed from the project site.

5.16 The Table C – Waste Management Summary Report section was reviewed. A Waste Management Summary Report – Table C Chart shall be prepared each Monday for the previous week's demolition work. The Table C Chart will transfer weight related column information for the previous week from Table B to Table C. The Table C *accumulative* inert and non-inert diversion percentages will be calculated each week. If diversion percentages are not in conformance with the diversion goals the contractor shall determine on how recycling, reuse or salvage methods will be modified to bring the diversion percentages within the diversion percentage goals.

5.17 The Table D- Design Engineers Opinion of Probable Quantity (EEOPQ) section was reviewed. Quantity and weight estimates for several of the largest demolition item contributors were completed. The quantity estimates were completed to determine the rough, approximate weight of these materials and gain insight as to the magnitude of the demolition work to be completed. Many of the estimates are relying on as-built plans, which may not be completely accurate. The quantity and weight estimates are to be considered rough and accurate within 40 percent of the calculated weight of a particular item designation.

The contractor is responsible for completing his/her own quantity and weight estimates during the bidding phase and shall be responsible for determining the quantity and weight of each demolition item. The contractor shall rely on his/her quantity and weight estimates to prepare the bid proposal and shall not be allowed additional compensation by claiming the quantity and weight estimates prepared by the contractor during the bidding period was less than the actual quantity and weight of items removed from the project site during the construction period. Furthermore, the contractor will be submitting a “lump sum” bid for this project and will not be compensated for the demolition work to be performed on a unit price basis.

## **6. Technical Specifications**

The Technical Specification sections were reviewed as follows:

6.1 The Demolition Requirements section was reviewed. During the project design, it was attempted to identify and place each type of demolition item on the WMRIC&D – Chart A as contained in the Special Conditions; however, there will likely be unknown below grade items or items which are not visible by observation which will be discovered and required to undergo demolition during the construction period. It is the responsibility of the contractor to review the as-built drawings, as referenced by the improvement plans, and conduct a field review during the bidding period to observe the demolition items on the WMRIC&D – Chart A and identify any additional items which may require demolition during project construction.

Diversion requirements as listed in Technical Specification Item 4 require that 100 percent of inert material by weight and a minimum of 65 percent of Construction and Demolition debris (non-inert material) by weight be recycled, reused or salvaged. The weight of the materials on the WMRIC&D – Chart A is therefore important and monitoring the weight of the different demolition materials removed from the project site during project construction is very important. The WMRIC&D – Chart A prepared during the design period listed the

approximate calculated weight of a few of the demolition material items; however the weight of most of the items, such as the clarifier steel bridges, center wells or raker arms, were not possible to calculate and are not included on the WMRIC&D – Chart A. *The contractor will not be required to estimate the weight of the WMRIC&D – Chart items during the bidding and initial construction phases, however; the contractor will be required to weigh each item load removed from the project site during project construction.* The weight of each demolition material item leaving the project site shall be recorded on the Daily Recycling Log of Construction & Demolition (C & D) Material Chart – Table B. Table B Charts are contained in the Special Conditions. A Daily Recycling Log of Construction & Demolition (C & D) Chart – Table B Chart has been prepared for each project demolition structure. The Daily Recycling Log of Construction & Demolition (C & D) Chart – Table B shall be made current each day; except that copies of the weight slips and vendor receipts will be allowed to be delivered to the Construction Manager the day after the demolition material is delivered to the vendor. There will undoubtedly be existing unknown buried materials or other unknown materials which will be discovered during the project demolition. All previously unknown materials shall be included on the Daily Recycling Log of Construction & Demolition (C & D) Chart – Table B.

A Waste Management Summary Report – Table C Chart shall be prepared each Monday for the previous week's demolition work. The Waste Management Summary Report – Table C Chart is contained in the Special Conditions of the specifications. The Waste Management Summary Report – Table C Chart will transfer weight related column information for the previous week from Table B to Table C. The Table C *accumulative* inert and non-inert diversion percentages will be calculated each week. If diversion percentages are not in conformance with the diversion goals then the contractor shall determine on how recycling, reuse or salvage methods will be modified to bring the diversion percentages within the diversion percentage goals.

6.2 The Abbreviations section was reviewed.

6.3 The Definitions section was reviewed.

6.4 The Diversions Requirements were reviewed. *One hundred percent (100%) of inert material for this project shall be recycled, reused or salvaged.* CALGreen Code Section 5.408.1 (for nonresidential projects) and Section 4.408.1 (for residential projects) mandate that *at least 65% of nonhazardous construction and demolition (C&D) debris (non-inert material) be recycled and salvaged for reuse, measured by weight. A total of up to 35% by weight of the total nonhazardous C&D debris (non-inert material) may be disposed of at a Class III landfill. These diversion guidelines apply to this project.*

6.5 The Source Separation section was reviewed. Mixed Demolition Material for inert material and non-inert material to be recycled, reused or salvaged shall not be allowed to be removed from the project site. The contractor shall implement on-site Source Separation of all these demolition materials into distinct segregated categories, including but not limited to: concrete, metals, wood, piping, electrical components, pipe fittings, pipe valves, hazardous materials (if applicable) and other distinct items. Each distinct material shall be placed in separate containers or staging areas. Each distinct material shall be hauled separately from the project site to an appropriate recycling, reuse or salvage facility. The contractor shall confirm that each facility will provide documentation of the material accepted for reuse, recycling or salvage, and provide weight slips for the accepted material.

6.6 The Demolition Debris to be disposed at construction and demolition material facility with a solids waste permit and SWIS number section was reviewed. A total of up to 35% by weight of the total nonhazardous C&D debris (non-inert material) may be disposed at a LEA approved C&D material facility with a solids waste permit and SWIS number. The contractor shall confirm the facility will provide documentation of the material accepted for disposal and landfill and provide weight slips for the accepted material.

6.7 The California Certified Public Scale demolition material weighing requirements section was reviewed. If facilities accepting demolition material do not have weight scales then the contractor shall weigh the material at an independent weight scale in accordance with this technical specification section.

6.8 The Modular Building Technical Specifications were reviewed. The Contractor shall supply and install one modular office trailer, 12 feet wide by 60 foot long. The unit shall include two (2) small offices, two (2) bathrooms, one (1) Main Office/Meeting room and hallways as required. See plan sheet 30 for the modular office building schematic floor plan. The modular unit shall be designed and constructed in accordance with Title 24, California Building Standards Code (CBC), Parts 2-6 and 11, and Title 25 CCR, Division 1, Chapter 3. Installation shall comply with accessibility requirements per CBC Chapter 11B. Exterior ADA approved entrances shall be provided and installed for the modular building. There shall be two (2) ADA approved entrances provided, one for each modular building doorway. The proposed exterior ADA approved entrances shall be designed by a Registered California Civil Engineer or Architect and stamped and signed by the California Registered Civil Engineer or Architect. The proposed exterior ADA entrance drawings shall be forwarded to the Construction Manager as submittal documents for review and approval. Communications infrastructure shall be provided with the modular building including CAT6 Ethernet cabling, duplex data outlets, Wi-Fi access points, and provisions for alarm and security systems. The communication system infrastructure shall be illustrated on the electrical floor plan submittal drawing. Other portions of the Technical Specifications section include requirements for the Modular Building Material and Composition; Foundation, Base and Tie Downs; Modular Building HVAC and Mechanical Systems; Modular Building Electrical and Lighting Systems; Modular Building Communications and Alarm Systems; Modular Building Plumbing Systems; Modular Building Signage; Modular Building Toilet Compartment and Domestic Water Systems and similar requirements.

## **7. Bid Proposal Forms**

The Bid Proposal Forms were reviewed.

## **8. Project Site Review**

A review of the project demolition area and structures at the City of Imperial Wastewater Treatment Plant was conducted after the Pre-Bid Conference at Imperial City Hall was concluded.

### **Attachments:**

1. Pre-Bid Conference Agenda
2. Pre-Bid Conference Attendance Sheet