



**CITY OF HOLTVILLE**

**Request for Proposals for  
Resident Engineering and Construction Management**

**for the  
West Ninth Street Pedestrian Improvements Project  
(Olive Avenue to Melon Road - 2025)**

**Issued: September 18, 2025  
*Proposals Due: October 14, 2025***

**Project Funding Provided by:  
The Sustainable Transportation Planning Grant (STPL) Program  
The Local Partnership Program (LPP)**

**Requested by:  
Nick Wells, City Manager  
City of Holtville  
121 W Fifth Street  
Holtville, California 92250**

## **I. PROCUREMENT STATEMENT**

### **CITY OF HOLTVILLE REQUEST FOR PROPOSALS**

**for**

### **Resident Engineering and Construction Management Services for the West Ninth Street Pedestrian Improvements Project Between Olive Avenue and Melon Road**

**FEDERAL AID PROJECT NUMBER 5174(034)**

NOTICE IS HEREBY GIVEN that the City of Holtville (hereinafter referred to as the "City"), acting by and through its City Council, is requesting PROPOSALS from qualified construction management and field inspection professionals to provide the following services for the above-listed project.

#### **Resident Engineering and Construction Management Services**

**SUBMISSION DEADLINE:** Receipt up to, but no later than 4:00 p.m., **Tuesday, October 14, 2025**

Funding for this project is provided by local sales tax and through the federally-funded Sustainable Transportation Planning Grant (STPL) and the Local Partnership Program (LPP) Program. Consultants shall follow the Caltrans Local Assistance Procedures Manual (LAPM) Guidelines and Procedures for Federal Highway Projects. Full time inspection services shall be provided for the duration of the construction work.

To be considered for negotiation and award of a contract, three (3) paper copies and one (1) electronic copy (CD or USB Flash Drive) of proposals must be received by the date and time specified above in a sealed package by the Project Administrator at the address listed below. Please provide at least one unbound copy of the proposal for filing purposes.

*The consultant's Costs & Fees must be provided in a separate sealed envelope marked "COST PROPOSAL" within the main RFP submittal package. The RFP package must be delivered to:*

Mr. Nicholas D. Wells  
City Manager/Project Administrator  
121 West Fifth Street  
Holtville, California 92250  
Phone: (760) 356-4574

Questions should be directed to the City of Holtville Project Administrator listed above. Copies of the Request for Proposals may be obtained on the **[www.Holtville.ca.gov](http://www.Holtville.ca.gov)** website or at the address listed above.

Proposals will be evaluated by a committee. It is the City's intention to select the Consultant whose fee, qualifications and understanding of the project are deemed most advantageous to the City in accordance with this Request for Proposals. The Selection Committee's recommendation will be forwarded to the Holtville City Council for final determination.

The City reserves the right to reject any or all Proposals, or to waive any irregularities or informalities in any proposals or in the proposal and selection process.

Affirmative action to ensure against discrimination in employment practices on the basis of race, color, national origin, ancestry, gender identification, or religion will also be required. Agreements shall not be entered into with a consultant without an adequate financial management and accounting system(s) as required by 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31.

The **Disadvantaged Business Enterprises (DBE) Goal** for Resident Engineering & Construction Management services is **12.00%** .

## II. SCHEDULE OF EVENTS

The Schedule of Events for the Resident Engineering & Construction Management Services Procurement phase is as follows:

Issue Request for Proposals	Thursday, September 18, 2025
Proposals Due	Tuesday, October 14, 2025
Bid Evaluation	Thursday, October 16, 2025
City Awards Contract	Monday, October 27, 2025

Proposals will be evaluated by a committee. It is the City's intention to select the Consultant whose qualifications and understanding of the project are deemed most advantageous to the City in accordance with this Request for Proposals. The Selection Committee's recommendation will be forwarded to the Holtville City Council for final determination.

The City reserves the right to reject any or all Proposals, or to waive any irregularities or informalities in any proposals or in the proposal and selection process.

Agreements shall not be entered into with a consultant without an adequate financial management and accounting system as required by 48 CFR Part 16.301-3, 49 CFR Part 18, and 48 CFR Part 31.

The construction phase of this project is estimated to be approximately 60 calendar days, tentatively scheduled for: Monday, November 17, 2025 through Friday, January 16, 2026

**PLEASE NOTE: Onsite work is projected to take 45 calendar days, with 15 additional days built into the schedule for Non-Field / Office work. Please construct bid accordingly.**

## III. PROJECT DESCRIPTION

The City of Holtville plans to improve the northern half of Ninth Street between Olive Avenue and Melon Road. Recently, the Imperial Irrigation District (IID) undergrounded the Pear Canal, which runs parallel to the north side of Ninth Street, to enable construction of roadway improvements over the canal. The proposed project includes widening the roadway to accommodate a new bicycle lane and constructing a sidewalk with curb and gutter along this 1,130-foot road segment. This effort represents the fifth phase of improvements along Ninth Street funded through STBG/CMAQ programs and will complete the last remaining segment needed to achieve a full-width roadway consistent with City standards. Upon completion, the existing 19-foot-wide roadway will be expanded to a total width of 45 feet.

**The cost of construction to be completed by the Contractor has been estimated to be \$596,000.00 .**

## IV. SCOPE OF WORK

The Scope of Work is to provide the necessary full time Resident Engineer, Construction Management, and Inspection services to the City of Holtville in accordance with all provisions within this Request for Proposals (RFP). Consultant shall provide a dedicated full-time person or persons to provide these services for this specific project, which is funded with local and Federal funds. These services will be required from the date of award of the RE/CM contract, through the end of construction, through completion of all punch list items and submission of all documentation after the Notice of Completion. Consultant is also expected to prepare for and physically attend any financial or process audits during the construction phase and/or after filing of the Notice of Completion. Project related duties include, but are not limited to: construction contract document review; monthly quantity estimate reviews for contractor completed work; contractor payment request reviews and recommendations regarding approval of payment requests; preconstruction meeting and project closure documentation; Caltrans/Federal Highway Administration (FHWA) audits and similar items.

The RE/CM shall be a California licensed Civil Engineer. The RE/CM will monitor and ensure that all required improvements are completed in accordance with the project improvement plans, specifications, City of Holtville Quality Assurance Program and the funding-related requirements of the FHWA via Caltrans. All such work shall also be conducted in accordance with all applicable local, state and federal standards and guidelines, as well as the most current edition of the Caltrans Standard Plans and Specifications and the City of Holtville Standard Details and Specifications.

The Consultant shall provide the services of a **Labor Standards Compliance Officer** with a minimum of five (5) years' experience in Labor Standards Compliance Monitoring. Certified payrolls shall be submitted by the Contractor, reviewed by the Labor Standards Compliance Officer and forwarded to the Caltrans Grant Administrator on a weekly basis. Caltrans Construction CEM 2504 shall be utilized for employee interviews and originals shall go to:

**Holtville City Clerk  
121 W Fifth Street - Holtville, CA 92250**

The RE/CM will complete or will acquire the services of a **Geotechnical Consultant** to complete the project Quality Assurance (QA) Services per Independent Assurance Program (IAP) in accordance with the City of Holtville Quality Assurance Program (QAP), dated September 14, 2023. The Geotechnical Consultant shall provide a certified person or persons as needed to provide testing services for this specific project. The tester(s) and laboratory shall have appropriate Caltrans certifications. The RE/CM is to coordinate and monitor the QA/QC testing during the construction process. The Quality Assurance (QA) services to be completed shall be for the acceptance testing (AT) to be completed by another geotechnical engineering firm to be hired by the Contractor. Details of testing required by the QC, which will need to be assured/witnessed by the QA, is included in the attached **Appendix B**.

The RE/CM shall check the native subbase grades, subgrade elevations and finish grade elevations prior to the installation of subgrade and finish grade materials to ensure the proper depth of materials are installed and the materials quantity placed at the project site is properly controlled. The RE/CM shall check the subbase grades within the elevation tolerances listed in the specifications. The RE/CM shall maintain level notes and records confirming the materials were placed to the proper grades and within the required tolerances. Quantity exceedance shall be immediately reported to the City Contract Administrator and noted in the RE's Daily Reports and Daily Material Spreadsheets.

The project consists of less than 1 acre of soil disturbance area, therefore there are no requirements from the State Water Resources Control Board.

The RE/CM will be the designated contact for communications and coordination between the City, the Contractor, Geotechnical Consultants, the Labor Standards Compliance Officer, affected utility companies, Imperial Irrigation District representatives (with regard to Encroachment Permit requirements for Traffic Control), the Caltrans/FHWA representative(s) and other parties involved with the construction. The RE/CM will coordinate, schedule, notice and conduct a pre-construction meeting that includes the aforementioned entities and individuals. The RE/CM will prepare an agenda to be reviewed and approved by the City Project Administrator. The meeting will address job site safety, labor compliance, permit requirements and critical items of work. The RE/CM will conduct the meeting and prepare detailed meeting minutes, which will be provided to the City Project Administrator and the Contractor within 48 hours of the meeting. All pertinent parties shall be notified of the meeting via email at least five (5) calendar days in advance of the meeting date.

RE/CM shall prepare a daily activity log for each construction work day. The daily activity log shall include the date, weather condition, workers present at the site, the times the workers were present at the site, equipment used at the site, the times the Geotechnical Consultants were at the project site, the times City of Holtville representatives were at the site, summary of construction activities, materials delivered, listing of material delivery slips, daily photos, other special events and concerns in accordance with the City of Holtville daily activity log format. Additionally, other Caltrans required construction-related forms and environmental certification forms shall be prepared in Caltrans format and attached to each daily activity log. The Daily Activity Log will be e-mailed to all pertinent parties at the conclusion of each work day.

Weekly meetings shall be scheduled by the RE/CM with the Contractor, City Project Administrator, and all other pertinent parties. The RE/CM will also provide a weekly written summary for the City, which includes project progress, key project photographs, weekly plan, and pending issues. The daily and weekly reports shall be forwarded to the City Project Administrator, Contractor, and all other pertinent parties. The reports shall be emailed in electronic PDF format. All original hard copy project records shall be provided to the City Project Administrator upon request for review, oversight and record keeping.

The RE/CM shall promptly respond to Contractor's questions per Request for Information forms (RFIs). The RFIs shall be distributed to the City Contract Administrator and Caltrans District Local Assistance Engineer, if required. The RE/CM shall maintain all RFIs in a project notebook and in an electronic file folder.

The RE/CM shall prepare a spreadsheet listing all of the Contractor's proposal items, units, unit costs, bid set quantities and bid set costs. The spreadsheet shall be updated at the conclusion of each work day and include the actual quantities placed at the project site, actual total cost of the item and difference between the total bid set cost and total actual cost. The spreadsheet shall be forwarded to the City Contract Administrator at the conclusion of each day along with the Daily Activity Log. The RE/CM shall keep and maintain copies of the material delivery slips. A material delivery slip chart listing the material delivery slip date, quantity of material, slip number and total materials delivered for each work day shall be prepared by the RE/CM.

The RE/CM shall assist with the completion of the Contractor's Monthly Payment Request prior to submitting it to the City Project Administrator. The RE/CM shall review Monthly Pay Requests for both the Contractor and geotechnical consultant in detail to determine whether each invoice is accurate and justified. The RE/CM shall be the primary contact with the Contractor, material testers and any other parties related to the project. The RE/CM shall forward Payment Requests to the City Contract Administrator for review and payment. The RE/CM shall keep an accurate record of all expenses and change orders.

The RE/CM shall also assist with the review of change orders submitted by the Contractor and Geotechnical Consultant (as required) and meet with the City Contract Administrator prior to issuing a response to a change order request. If a change order is approved, the RE/CM will assist in processing the change order and insuring that it is reflected in the payment request. All change orders will be reviewed by the Caltrans DLAE (District Local Assistant Engineer) prior to approval. The RE/CM will coordinate with the Caltrans DLAE and provide any additional supporting documentation as required.

The RE/CM shall be responsible for processing, monitoring, coordinating and completing the submittal review process with the Contractor. The RE/CM shall require the Contractor to provide a submittal review schedule within five days of the Notice to Proceed. The RE/CM shall immediately inform the Contractor and the City Contract Administrator verbally and in writing if the submittals are not processed according to the schedule.

The RE/CM shall be responsible for scheduling, coordinating and attending meetings and preparing meeting minutes for all Caltrans-related meetings and trainings required for the project.

The RE/CM shall be responsible for completing all Caltrans Construction Forms required by the Caltrans Local Assistance/FHWA, including but not limited to CEM 2701 – Weekly Statement of Working Days, CEM 4801 – Quantity Calculations and other forms as required.

The RE/CM will be required to note as-built conditions and prepare as-built plans for all improvements that may have deviated from the project improvement plans. Said as-built plans shall be forwarded to the City of Holtville and Caltrans Local Assistance with all final project documentation. The RE/CM shall prepare all required LAPM project close-out documents.

Upon project completion, all records are to be compiled in a three (3) ring binder(s), prominently labeled on the face and spine with the title:

**"PROJECT NAME: West Ninth Street Pedestrian Improvements Project - Olive Avenue to Melon Road"**  
**FEDERAL AID PROJECT NUMBER 5174(034)**

This shall serve as a record of the project. Photographs of the work site prior to commencement of work, during construction, and after completion of construction are to be included in the record of the project. Additionally, a copy of the record of the project is to be provided in Portable Document Format (PDF) on one (1) USB thumb drive.

In addition to the comprehensive record of the project detailed above, the Consultant is to also provide a detailed summary of the project. The project summary shall include a brief detailing of the dates of bid release, bid opening, dates of issue of Notice to Proceed to Contractor and RE, number of working days and a brief detailing of the project. This project summary is also to be provided in a three (3) ring binder labeled with the same information as the comprehensive record detailed above, as well as in Portable Document Format (PDF) on a USB thumb drive.

The Consultant shall document the results of the work to the satisfaction of the City and for federally funded projects, the State and FHWA as appropriate. Consultant's records shall be maintained for inspection by the City, State, and FHWA for a minimum of three (3) years after final payment to the Consultant.

All tracings, plans, specifications, and maps prepared or obtained under the terms of the Agreement with the City shall be delivered to, and become the property of, the City. Basic survey notes, sketches, charts, computations and other data, prepared or obtained under such Agreement, if not required to be provided, shall be made available upon request to the City without restriction or limitation on their use.

This project is funded by local and Federal funds. Work tasks will require adherence to all Federal Aid provisions and requirements.

The City of Holtville Disadvantaged Business Enterprise (DBE) Program affirms the utilization and participation of qualified disadvantaged business firms in its contracting and procurement activities. The City encourages general and prime contractors to afford competitive subcontracting opportunities to disadvantaged firms, where possible, in their contracting and procurement activities with the City of Holtville. Services that are partially funded with Federal funds are subject to Part 26, Title 49, Code of Federal Regulations entitled "Participation by Disadvantaged Business Enterprises (DBE) in the Department of Transportation Financial Assistance program." Firms submitting a proposal shall be fully informed of the requirements of the regulations and the City's DBE program developed pursuant to the regulations.

**The City's DBE goal for the Resident Engineering and Construction Management services contract for this project is 12.00% .**

The construction period for this project is scheduled to be 60 (sixty) calendar days. Full time onsite inspection services are required during each and every day of construction work, however, for the purposes of preparing this proposal, consultant should assume that onsite work is projected to take 45 calendar days, with 15 additional days built into the schedule for Non-Field / Office work. This will include time to complete administrative work prior to and subsequent to the actual construction, as well as the for required attendance to any potential project audits. Please construct bid accordingly.

## **V. CALTRANS LAPM REQUIREMENTS**

Consultant shall be responsible for complying with all current Caltrans Local Assistance Procedures Manual (LAPM) requirements. ***It is understood that Caltrans has made recent annual LAPM changes at the time of the release of this RFP.***

The RE/CM shall conduct all work and perform all work and documentation to comply and be in compliance with the provisions of Chapter 15, "Advertise and Award Project", Chapter 16, "Administer Construction Contracts", and Chapter 17, "Project Completion", of Caltrans' latest LAPM; latest edition of Caltrans' Construction Manual; and latest edition of Caltrans' Standard Plans and Specifications. The RE/CM shall also administer the project in accordance with the special provisions/conditions of the project.

The Caltrans Local Assistance Procedures Manual (LAPM) forms can be found in digital format at:

<https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-assistance-procedures-manual-lapm>

## **VI. RESPONSIBILITIES OF THE CITY**

1. The City will provide a designated City Project Administrator to review project specific items throughout the duration of the project.
2. The City will pay an agreed upon amount normally within 30 days after receipt of invoice(s). Invoice(s) shall be submitted with a detailed accounting of staff hours attributed to specific tasks. Separate invoices shall be submitted for specific project billings. City will retain five percent (5%) of each invoice for the resident engineering and construction inspection services until 10 days after the filing of the Notice of Completion contingent upon all Resident Engineering and Construction Management services being complete.
3. The City will not provide dedicated workplace facilities.
4. The City reserves the right to perform any portion of the Scope of Work by City personnel or other consultants should the City determine it would be in the best interest of the City to do so.

## VII. PROPOSAL CONTENT AND INFORMATION

Proposal should be typed, organized and concise, yet comprehensive.

### 1. General Requirements

- a. Project Cover Sheet.
- b. Table of Contents.
- c. Provide a cover letter.
- d. State the interpretation of the Resident Engineering and Construction Management services to be performed. The Consultant is to demonstrate an understanding of the Scope of Work and Agency requirements regarding this project. Provide a statement that the offer is valid for at least a ninety (90) day period.
- e. Provide the name(s) of the primary and/or alternate individuals authorized to respond to this RFP. Include titles, addresses, license numbers, e-mail if available, and phone number.
- f. The Consultant is representing itself as a qualified professional in providing resident engineering and construction management services. The Consultant is to offer recommendations and comments with respect to services to be performed. It is expected that the Consultant will have some applicable experience in similar projects that will be delineated in the respondent proposals.
- g. List any sub-consultants participating in the project. Describe the services to be performed by the sub-consultants. Identify the qualifications and resumes of all sub consultants that will be utilized. Indicate the DBE or UDBE status of the sub-consultant as applicable.

### 2. Summary of Qualifications and Experience

- a. State whether the firm is local, regional, national or international.
- b. Identify the owner(s) of the firm and legal status (sole proprietor, corporation, etc.)
- c. Give the location of the office from which work is anticipated to be done and the number of employees of the company.
- d. Identify the qualifications and resumes of all individuals who will be associated with this service. Include professional registrations and affiliations.
- e. Summarize specific experience and qualification for similar and related projects, both federally funded and locally funded. List at least five (5) similar projects and describe the services previously performed for these projects. Least at least three (3) references with telephone numbers and email addresses.

### 3. Cost & Fees

#### ***TO BE PROVIDED IN A SEPARATE SEALED ENVELOPE***

- a. Provide a clear breakdown of costs by task including designated staff, hourly rate and hours. The costs and fees spreadsheet is to be submitted in a separate sealed envelope. Costs should be organized for full time hourly rates. Such hourly rates should be fully burdened or loaded, including full compensation for all employee taxes, overhead and profit. Billing rates shall include provision for normal office costs, including but not limited to office rental, utilities, and insurance. Telephone, copies, reproduction and transportation are regarded as additional expenses. The consultant shall list a lump sum value for these additional expenses on the fee schedule spreadsheet. A not to exceed fee breakdown by task of the project based on billable hours is required. Also detail what hourly rates for overtime will be used as needed.
- b. Submit itemized hourly fee schedule for additional services beyond the scope of work.
- c. ***The consultant's Costs & Fees must be provided in a separate sealed envelope marked "COST PROPOSAL" within the main RFP submittal package.***

**It is requested that responders submit a Cost Proposal (Caltrans LAPM Exhibit 10-H Example 1) based on hours necessary to perform the services set forth in the scope of work in a separate sealed envelope. Provide a clear breakdown of the costs by phase including staff or by item, by hour. No subcontractors shall be utilized without prior authorization by City.**

## **VIII. APPLICABLE DOCUMENTS**

1. Plans & Specifications: available upon request from Contract Administrator or on the City's Website.
2. Contract Documents (Invitation for Proposals, Instruction for Bidders, Proposal Forms, Contract and Bond forms, Caltrans LAPM Forms, General Conditions, Special Conditions, Technical Conditions, etc.)
3. Caltrans Local Assistance Procedures Manual

The Caltrans Local Assistance Procedures Manual (LAPM) forms can be found in digital format at:  
<https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-assistance-procedures-manual-lapm>

4. Caltrans Latest Edition of
  - a. Standard Plans and Standard Specifications
  - b. Construction Manual
  - c. California Manual on Uniform Traffic Control Devices (CAMUTCD)
5. City of Holtville Quality Assurance Program (QAP)
6. City of Holtville Standard Details and Specifications dated June 13, 2005.

## **IX. EVALUATION OF PROPOSALS**

A Committee will review and evaluate the proposals. It is the City's intention to select the Consultant whose qualifications and understanding of the project are deemed most advantageous to the City in accordance with this Request for Proposals. The Selection Committee's recommendation will be forwarded to the Holtville City Council for final determination.

The City reserves the right to reject any and all proposals or to waive any irregularities or informalities submitted in any proposals or in the proposal and selection process. The City also reserves the right to request additional information for clarification. The City Council reserves the right to select any consultant the City deems qualified regardless of the Evaluation Committee's recommendation.

Clarification desired by a proposer shall be requested in writing or by emailing a minimum of 72 hours prior to the RFP submission date. Oral explanation or instructions shall not be considered binding on behalf of the City. Forward questions to the City of Holtville Contract Administrator at the following address:

Mr. Nicholas D. Wells  
City Manager/ Project Administrator  
121 West Fifth Street  
Holtville, CA 92250  
Email: [NWells@Holtville.ca.gov](mailto:NWells@Holtville.ca.gov)

Any modifications to this solicitation will be issued by the City Project Administrator as a written addendum.

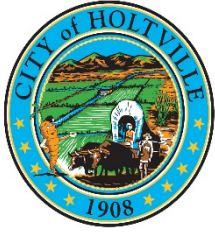
Any sub-consultant participating in this project is to be listed within the contents of this consultant's response to this proposal. Sub-consultants shall not be allowed to be engaged by the Resident Engineer / Construction Manager after the proposals are submitted to the City of Holtville.

***This RFP does not commit the City of Holtville to award a contract or pay any costs associated with the preparation of a Proposal. The City reserves the right to cancel, in part or in its entirety, this solicitation should this be in the best interest of the City to do so.***



# *Appendix "A"*

## *West Ninth Street Pedestrian Improvements Project Proposed Schedule*



## City of Holtville

### Ninth Street Pedestrian and Bicycle Improvements Between Melon Road and Olive Avenue

STPL 5174 (034)

#### Schedule of Events

<u>ITEM NO.</u>	<u>ITEM</u>	<u>SCHEDULE</u>
1.	City of Holtville to send out the legal advertisement to the Holtville Tribune for the Request for Proposals (RFPs) for the Resident Engineering and Construction Management Services, Quality Assurance/Witness Geotechnical Testing services, and Labor Compliance.	Tue 09/16/25
2.	Advertise the RFP for the Resident Engineering and Construction Management Services in the Holtville Tribune.	Thu 09/18/25
3.	Prepare Cover Letter transmitting Legal Advertisement to the Holtville Tribune for construction. The Holtville Tribune requires the Legal Advertisement 48 hours or 2 business days prior to the Advertising of the Project.	Tue 09/16/25
4.	Complete printing of bid set plans, specifications and contract documents.	Wed 09/17/25
5.	Contact local contractors, subcontractors and material suppliers regarding the project.	Wed 09/17/25
6.	Advertise Project for Bidding in the Holtville Tribune.	Thu 09/18/25 & Thu 09/25/25
7.	Conduct <b>Non-Mandatory</b> Pre-Bid Conference at <b>10:00 a.m.</b> at Holtville City Hall, 121 W Fifth Street, Holtville, CA 92250	Fri 10/03/25
8.	Proposals due from consulting firms for the Resident Engineering and Construction Management Services, Quality Assurance/Witness Geotechnical Testing services, and Labor Compliance.	Tue 10/14/25
9.	Conduct <b>Bid Opening</b> at <b>2:00 p.m.</b> at Holtville City Hall, 121 W Fifth Street, Holtville, CA 92250	Tue 10/21/25
10.	Award Contract for Project Construction and Resident Engineering at the Holtville City Council Meeting.	Mon 10/27/25

- |     |   |   |
|-----|---|---|
| 11. | Process Contract Documents. Receive Insurance Certificates, Performance Bond and Payment Bond from Contractor. Review of Insurance and Bond Documents by City Attorney. Execution of Agreement and Notice to Proceed after approval of Insurance and Bond Documents by City Attorney. | Tue 10/28/25<br>through<br>Fri 11/07/25 |
| 12. | Review Project Submittal Documents by the Resident Engineer/Construction Manager  | Fri 11/07/25<br>through<br>Fri 11/07/25 |
| 13. | Conduct Pre-Construction Conference at Holtville City Hall at <b>10:00 a.m.</b>   | Fri 11/07/25                            |
| 14. | Issue Notice to Proceed to Contractor.  | Fri 11/07/25                            |
| 15. | Construction Start Day  | Mon 11/17/25                            |
| 16. | Project Construction – 60 Calendar Days. (45 Calendar Days for Field Work and 15 Calendar Days for Non-Field Work/Office Time).   | Mon 11/17/25<br>through<br>Thu 01/15/26 |
| 17. | Conduct Final Project Inspection with Contractor and City of Holtville Staff.   | Fri 01/09/26                            |
| 18. | Contractor to complete “Punch List” items and finish project construction.  | Thu 01/15/26                            |
| 19. | File Notice of Completion at County of Imperial Recorder’s Office.  | Fri 01/16/26                            |

# *Appendix "B"*

## *West Ninth Street Pedestrian Improvements Project Geotechnical Testing Requirements*

## **STREET GEOTECHNICAL TESTING REQUIREMENTS**

All geotechnical testing and inspections required for this project shall be completed by the Caltrans certified geotechnical engineers and laboratory(ies) in accordance with the Caltrans "CT" Method unless otherwise specified on the plans. All geotechnical testing shall be completed by two (2) independent geotechnical engineering firms. One geotechnical firm shall provide Acceptance Testing (AT) for Quality Control and the other shall provide Independent Assurance Program (IAP) services for Quality Assurance in accordance with the City of Holtville Quality Assurance Program (QAP). The Contractor shall provide and pay for Acceptance Testing (AT) services for Quality Control and the City of Holtville shall provide Independent Assurance Program (IAP) services for Quality Assurance.

A copy of all tests shall be forwarded to the Construction Manager within four (4) days after the testing is complete.

The Geotechnical testing shall include but not be limited to compaction tests on Class 2 Base and granular sand material. Compaction and extraction, gradation testing for the A.C./ARHM pavement shall be required during the project. The Construction Manager shall determine the location of the tests. Gradation, durability, R-value and sand equivalent tests for Granular Sand and Class 2 Base shall be required during the Submittal process. Compaction testing for the Class 2 Base shall be required. Mix designs for the A.C./ARHM pavement shall also be required during the Submittal process.

- A. A compaction test for the subgrade (top of Class 2 Base grade) shall be required for every 2,500 square feet of subgrade beneath asphalt pavement structure section.
- B. A compaction test for the Class 2 Base shall be required for each driveway entrance.
- C. A compaction test for the Class 2 Base shall be required for every 100 lineal feet of P.C.C. curb and gutter installed.
- D. A compaction test for the Class 2 Base shall be required for every 100 lineal feet of sidewalk installed.
- E. An extraction/gradation test shall be completed from an A.C./ARHM pavement sample obtained by the geotechnical consultant representative each morning pavement operations occur.
- F. A compaction test for the A.C./ARHM pavement shall be required for every 2,500 square feet of A.C./ARHM. street surface area.
- G. A.C./ARHM pavement density testing shall be conducted by the geotechnical representative during the placement of A.C./ARHM pavement.
- H. One (1) set of cylinders and one (1) slump test shall be required for every 50 cubic yards of concrete except that a minimum of one (1) set of cylinders and slump test shall be required each day twenty (20) or more yards of concrete are placed at a project site. The maximum allowable slump shall be 4 inches. A set of cylinders shall be composed of three (3) cylinders. The first cylinder of a set shall be tested after seven (7) days curing. The second cylinder of a set shall be tested after 28 days curing. The third cylinder shall be held in reserve and tested if directed by the engineer. The test results will be forwarded to the engineer for review. The engineer shall receive a concrete vendor slip for each truck load of concrete delivered to the project site. A Certificate of Compliance for concrete mix shall be provided for each day concrete is delivered to the project site.
- I. One (1) compaction test for the native earth shoulders shall be obtained for each 300 lineal feet of 5-foot wide shoulder installed. A minimum of five (5) compaction tests along Ninth Street shall be required.
- J. An A.C./ARHM mix design and concrete mix design shall be submitted for the review and approval of the engineer during the submittal process.
- K. Geotechnical testing for the Class 2 Base during the submittal process.
- L. Geotechnical engineers shall provide the Engineer with Monthly Summary Reports and Final Project Summary Reports per the Caltrans Local Assistance Procedure Manual (LAPM) and shall provide all other documentations required by Caltrans.

# *Appendix "C"*

## *West Ninth Street Pedestrian Improvements Project LAPM Form 10-I*

**Exhibit 10-I: Notice to Proposers DBE Information**  
**(federally funded projects only)**

The Local Public Agency (LPA) has established a DBE goal for this Contract of 12 %

**1. TERMS AS USED IN THIS DOCUMENT**

- The term “Disadvantaged Business Enterprise” or “DBE” means a for-profit small business concern owned and controlled by a socially and economically disadvantaged person(s) as defined in Title 49, Code of Federal Regulations (CFR), Part 26.5.
- The term “Agreement” also means “Contract.”
- LPA also means the local entity entering into this contract with the Contractor or Consultant.
- The term “Small Business” or “SB” is as defined in 49 CFR 26.65.

**2. AUTHORITY AND RESPONSIBILITY**

- A. DBEs and other small businesses are strongly encouraged to participate in the performance of Contracts financed in whole or in part with federal funds (see 49 CFR 26: Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs). The Consultant must ensure that DBEs and other small businesses have the opportunity to participate in the performance of the work that is the subject of this solicitation and should take all necessary and reasonable steps for this assurance. The proposer must not discriminate on the basis of race, color, national origin, or sex in the award and performance of subcontracts.
- B. Proposers are encouraged to use services offered by financial institutions owned and controlled by DBEs.

**3. SUBMISSION OF DBE INFORMATION**

If there is a DBE goal on the contract, Exhibit 10-O1: Consultant Proposal DBE Commitment must be included in the Proposal. In order for a proposer to be considered responsible and responsive, the proposer must make good faith efforts to meet the goal established for the contract. If the goal is not met, the proposer must document adequate good faith efforts. All DBE participation will be counted towards meeting the contract goal; therefore, all DBE participation must be collected and reported.

Exhibit 10-O2: Consultant Contract DBE Information must be included in best qualified consultant's executed consultant contract. Even if no DBE participation will be reported, the successful proposer must execute and return the form.

**4. DBE PARTICIPATION GENERAL INFORMATION**

It is the proposer's responsibility to be fully informed regarding the requirements of 49 CFR 26, and the Department's DBE program developed pursuant to the regulations. Particular attention is directed to the following:

- A. A DBE must be a small business firm defined pursuant to 13 CFR 121 and be certified through the California Unified Certification Program (CUCP).
- B. A certified DBE may participate as a prime consultant, subconsultant, joint venture partner, as a vendor of material or supplies, or as a trucking company.
- C. A DBE proposer not proposing as a joint venture with a non-DBE, will be required to document one or a combination of the following:
  - 1. The proposer is a DBE and will meet the goal by performing work with its own forces.

2. The proposer will meet the goal through work performed by DBE subconsultants, suppliers or trucking companies.
  3. The proposer, prior to proposing, made adequate good faith efforts to meet the goal.
- D. A DBE joint venture partner must be responsible for specific contract items of work or clearly defined portions thereof. Responsibility means actually performing, managing, and supervising the work with its own forces. The DBE joint venture partner must share in the capital contribution, control, management, risks and profits of the joint venture commensurate with its ownership interest.
  - E. A DBE must perform a commercially useful function pursuant to 49 CFR 26.55, that is, a DBE firm must be responsible for the execution of a distinct element of the work and must carry out its responsibility by actually performing, managing and supervising the work.
  - F. The proposer must list only one subconsultant for each portion of work as defined in their proposal and all DBE subconsultants should be listed in the bid/cost proposal list of subconsultants.
  - G. A prime consultant who is a certified DBE is eligible to claim all of the work in the Contract toward the DBE participation except that portion of the work to be performed by non-DBE subconsultants.

## 5. COUNTING DBE PARTICIPATION

Materials or supplies purchased from DBEs count towards the DBE goal under the following conditions:

- A. If the materials or supplies are obtained from a DBE manufacturer, count 100 percent of the cost of the materials or supplies. A DBE manufacturer is a firm that operates or maintains a factory, or establishment that produces on the premises the materials, supplies, articles, or equipment required under the Contract and of the general character described by the specifications.
- B. If the materials or supplies purchased from a DBE regular dealer, count 60 percent of the cost of the materials or supplies. A DBE regular dealer is a firm that owns, operates or maintains a store, warehouse, or other establishment in which the materials, supplies, articles or equipment of the general character described by the specifications and required under the Contract are bought, kept in stock, and regularly sold or leased to the public in the usual course of business. To be a DBE regular dealer, the firm must be an established, regular business that engages, as its principal business and under its own name, in the purchase and sale or lease of the products in question. A person may be a DBE regular dealer in such bulk items as petroleum products, steel, cement, gravel, stone or asphalt without owning, operating or maintaining a place of business provided in this section.
- C. If the person both owns and operates distribution equipment for the products, any supplementing of regular dealers' own distribution equipment must be, by a long-term lease agreement and not an ad hoc or Agreement-by-Agreement basis. Packagers, brokers, manufacturers' representatives, or other persons who arrange or expedite transactions are not DBE regular dealers within the meaning of this section.
- D. Materials or supplies purchased from a DBE, which is neither a manufacturer nor a regular dealer, will be limited to the entire amount of fees or commissions charged for assistance in the procurement of the materials and supplies, or fees or transportation charges for the delivery of materials or supplies required on the job site, provided the fees are reasonable and not excessive as compared with fees charged for similar services

## 6. RESOURCES

- A. The CUCP database includes the certified DBEs from all certifying agencies participating in the CUCP. If you believe a firm is certified that cannot be located on the database, please [email DBE.Certification@dot.ca.gov](mailto:DBE.Certification@dot.ca.gov) for assistance.
- B. Access the CUCP database from the Department of Transportation, Office of Civil Rights [website](#). For guidance on how to search for certified firms using the CUCP database, please visit: [DBE Goal Setting | Caltrans](#)