

HEBER PUBLIC UTILITY DISTRICT

REPORT TO BOARD OF DIRECTORS

MEETING DATE: August 16, 2018

FROM: Laura Fischer, General Manager

SUBJECT: Authorize the General Manager to Solicit Proposals for the Purchase and Installation of a Prefabricated Building to be installed at the HPUD lot on the corner of Littlefield and Bloomfield.

ISSUE:

Shall the Board of Directors authorize the General Manager to solicit proposals for the purchase and installation of a Prefabricated Building to be installed at the HPUD lot on the corner of Littlefield and Bloomfield?

GENERAL MANAGER’S RECOMMENDATION:

It is recommended that the Board of Directors authorize the General Manager to solicit proposals for the purchase and installation of a Prefabricated Building to be installed at the HPUD lot on the corner of Littlefield and Bloomfield.

FISCAL IMPACT:

Funding Reserved for Project via Resolution 2018-06 Reserve Budget 2018-19: \$175,000
 Funding Agreement Executed in FY 2018 with IID Local Entity: \$75,000

Capital Improvement Project Description: Install a modular building on the corner of Littlefield and Bloomfield for Recreation Activities.

Total Funds Available for this Project: \$250,000.

PARKS DEPARTMENT			
Recreation Building at Littlefield Lot			
<i>Install a modular building on the corner of Littlefield and Bloomfield for Recreation Activities</i>		Project Schedule FY 18-19	Total Project Cost
			\$ 250,000
<i>Project Components</i>			
<i>Actual Cost</i>	THG Design / Bid / CM / Labor Compliance		39,000
	THG - Design Assistance & Review	20,000	
	THG - Bidding Assistance & Review	6,000	
	THG - Construction Management	13,000	
<i>Estimated Cost</i>	Purchase and delivery of Prefabricated Modular Building	181,000	181,000
<i>Estimated Cost</i>	Construct and Install modular building	30,000	30,000
	TOTAL	250,000	\$ 250,000

BACKGROUND:

This project is included in the FY 18-19 Capital Improvement Plan and is funded via Resolution 2018-06 Reserve Budget and through an executed Agreement with IID Local Entity.

The project consists of purchasing and installing a prefabricated recreation room that can be used by the HPUD parks and recreation department. The building will be used for multi-generational activities for the entire community. The building will be a very simple design with a large meeting room and two restrooms. The building will not have kitchen facilities.

I have attached a sample design along with the planning requirements for the project. The Holt Group has been engaged to begin design of the site plan. Once that has been completed and approved by the County building department, we will move forward with the award of the purchasing and construction contract.

After the RFP is prepared and submitted to eligible suppliers and contractors, staff will bring the bids back to the Board for consideration and to award the contract. At that time, a timeline for completion should be made available.

DISCUSSION:

The Holt Group has provided a quote to assist with the administration of this project including design review, bidding, building permit coordination with County, Construction Management, and labor compliance services. I have attached a copy of The Holt Group proposal. Additionally, HPUD has received a sample design and quote from a modular building company that are included for your review and consideration.

CONCLUSION:

As this project was included in the capital improvement budget for FY 2018-19, and we have an executed funding Agreement with the IID Local Entity, which includes a timeline for completion, staff recommends authorizing staff to submit a Request for Proposal for the purchase and installation of a prefabricated modular building at the corner of Littlefield and Bloomfield.

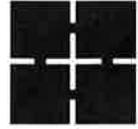
ALTERNATIVES:

- 1) Do not authorize the General Manager to solicit proposals for the purchase and installation of a prefabricated modular building at the corner of Littlefield and Bloomfield.
- 2) Provide alternate direction to staff to address the funding Agreement with IID Local Entity and the approved timeline for completion.

Respectfully Submitted,

Laura Fischer, General Manager

Attachments: Sample design of building



July 19, 2018

Ms. Laura Fischer
General Manager
Heber Public Utility District
1078 Dogwood Road, Suite 103
Heber, California
92249

Re: HPUD Recreation Center – Design, Bidding and Construction Management Assistance – THG
Proposal Number 2018-059

Dear Ms. Fischer,

Per previous correspondence and our meeting of July 18th, 2018 it is proposed the Holt Group assist the Heber Public Utility District with the installation of a prefabricated HPUD Recreation Center Building at the northeast corner of Littlefield Street and Bloomfield Avenue. Following is the scope of work associated with this project:

A. SCOPE OF WORK

I. Design Assistance

1. Prepare an existing site plan. Illustrate the project property lines, sidewalks, curb and gutter, storm water catch basins, light poles, signs and similar infrastructure within the street right of way. Illustrate objects within the project boundaries including site fence, trees, water meters, sewer laterals, A.C. pavement, fences, and similar items. Illustrate existing spot elevations across the project site. Complete necessary survey work to illustrate the required horizontal and vertical information on the site plan. Establish a benchmark at the project site.
2. Prepare a preliminary new site plan illustrating the existing site plan background information. Illustrate modifications to the project pcc driveway entrance, pedestrian sidewalk, parking spaces, prefabricated mobile home, side yard and rear yard set back distances and similar information necessary to allow an initial review of the site plan by the Heber Public Utility District and County of Imperial Planning and Development Services Department.
3. Participate in a meeting with the County of Imperial Planning and Development Services Department, HPUD and the Holt Group Engineering and Planning Staff to review the initial site plan.
4. After the meeting with the County of Imperial Planning and Development Services Department and HPUD prepare the civil improvement plans. The length and width exterior dimensions of the manufactured building are to be determined prior to the preparation of the plans. Prepare the

project site grading plan, and utility sheet illustrating the sanitary sewer service and water service to the manufactured building. Submit the plans to the County of Imperial Public Works Department for initial review. The following plans will be required:

1. Title Sheet
2. Existing Site Plan
3. Grading and Utility Plan
4. Driveway Blowup Plan
5. Sections and Details
6. Sections and Details

5. Complete iterative plan modifications per Imperial County Public Works Department Plan reviews until the site grading and utility plans are approved by the County of Imperial Public Works Department.

6. Prepare the specifications for the Grading Plan Improvements including the Bid Advertisement, Instruction for Bidders, Proposal Forms, Bid Documents, Labor Compliance Requirements to include Wage Rate Determinations, General Conditions, Special Conditions and Technical Conditions.

7. Complete a Grading Plan Engineers Opinion of Probable Quantity and Cost

II. Bidding Assistance

A. Manufactured Building

1. Assist HPUD in preparing the bid documents for the Manufactured Building.
2. Contact manufactured building companies during the bidding process.
3. Answer manufactured building company questions and issue RFI responses or addendum(a) as required.
4. Assist HPUD with the bid opening and evaluation of Manufactured Building proposals.

B. Grading Plans

1. Assist HPUD with contacting contractors interesting in bidding the project.
2. Answer Contractor questions during the bidding phase and issue RFI responses or addendum(a) as required.
3. Coordinate with Contractors in regard to Labor Compliance Requirements.
4. Assist with the bid opening and evaluation of proposals.
5. Coordinate and process Notice of Award and Agreement Documents.

III. Construction Management

1. Conduct a pre-construction conference. Prepare and distribute a Pre-Construction Conference Memorandum.
2. Assist HPUD with coordination of the manufactured building supplier and the contractor to complete grading work.
3. Complete site inspections during the completion of the site utility and grading improvement work.
4. Assist contractor with coordinating and responding to County of Imperial Building Department requirements during the project construction.
5. Assist the contractor in coordinating the installation of the sewer service, water service and electrical service for the project.
6. Conduct Labor Compliance Monitoring Services.
7. Assist HPUD with submittal document review.
8. Coordinate with Contractor and HPUD to approve and process payment requests.

B. ASSUMPTIONS, EXCEPTIONS AND EXCLUSIONS

The following Assumptions, Exceptions and Exclusions apply to this project. If the following listed Assumptions, Exceptions and Exclusions prove to be incorrect an adjustment in compensation will be required.

1. The preparation of landscaping and irrigation plans is excluded from the scope of work.
2. The preparation of retaining wall structural calculations is excluded from the scope of work.
3. If a geotechnical report or focused geotechnical report are required, it shall be obtained by others.
4. Building permit fees, County of Imperial Public Works Department grading plan check fees and Imperial Irrigation District Electrical Customer Service Request and Connection Fees are excluded from the scope of work.
5. It is assumed the manufactured building supplier will prepare the foundation support plans stamped by a California licensed Civil or Structural Engineer for review and approval by the County of Imperial Planning and Development Services Department.
6. It is assumed the manufactured building supplier will provide accurate water, sewer and electrical points of connection during the manufactured building submittal review period.
7. It is assumed the Grading Contractor will subcontract the necessary electrical work for the installation

of the electrical service for the manufactured building. It is assumed the Grading Contractor will complete the necessary coordination with IID forces regarding the electrical service installation. It is assumed that Grading Contractor or Grading Contractor Electrical Subcontractor will submit the Imperial Irrigation District Power Division Customer Service Proposal (CSP) to the Imperial Irrigation District. It is assumed HPUD will pay the IID Customer Service Proposal Fee. It is assumed HPUD will pay for the IID Electrical Connection Fee.

8. It is assumed that the water services and sanitary sewer lateral services at the project site are satisfactory and that the grading contractor shall be responsible for the extension of the water service from the existing water meter enclosure to the manufactured building and from the sanitary sewer lateral stub-out location at the project site to the manufactured building. If new water services are required, alterations to the existing water service are required (such as a new meter) or modifications to the sewer lateral within the existing right of way are required it is assumed that the Heber Public Utility District will complete the necessary work to modify or construct new services.

C. COMPENSATION AND REIMBURSEMENT

The Holt Group proposes to complete the scope of work items as previously described.

A. Design Assistance	\$20,000
B. Bidding Assistance	\$6,000
C. Construction Management Assistance	<u>\$13,000</u>
TOTAL ENGINEERING FEE	\$39,000

Thank you for the opportunity to serve the Heber Public Utility District and its residents. We look forward to assisting the Heber Public Utility District with this project. If questions arise relative to the contents of this proposal please contact me.

Sincerely,

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

Public agencies are subject to the Public Contract Code (PCC) as it relates to all work associated with public projects including the erection, improvement, painting, or repair of public buildings (PCC §20161). A community/recreation center does not necessarily need to be built from the ground up but purchase of a prefabricated/modular building falls under the Public Contracts Code. Section 20192 requires that plans, specifications, and working details be adopted and advertised for bids for the construction of any building exceeding \$2,000. Only *after* this process is considered unsuccessful, may a public entity direct purchase.

Here is a general procedural guideline that should be followed:

STEP	MINIMUM REQUIREMENTS	RECOMMENDED
<p style="text-align: center;">A</p> <p style="text-align: center;">RESEARCH & DEVELOPMENT STANDARDS FOR PRE-FAB BUILDING</p>	<ol style="list-style-type: none"> 1. Pre-Fabricated Structural Preferences. Prepare written specifications of minimum building size, partitions, restroom requirements (must have baby changing station), lighting, flooring, conduit, sprinklers, heating & ventilation. 2. Cost Awareness. Obtain informal quotes from vendors to obtain a general idea of costs associated with the above minimum specifications. 3. Vendor List. Prepare a list of all vendors who assisted with estimates and should be sent a copy of the invitation for bids. 	<p>Provide as much detail as possible</p> <p>Prefabricated building manufacturers will usually provide plans that can be submitted for a building permit.</p>
<p style="text-align: center;">B</p> <p style="text-align: center;">IMPROVEMENT PLANS & SPECIFICATIONS INCLUDING PURCHASE AND INSTALLATION</p>	<ol style="list-style-type: none"> 1. Improvement Plans shall include Site Plan/Layout, Utility Plan, Civil Improvements (drainage & off-sites necessary), sidewalks, ramps and corresponding detail drawings. 2. Building Permit Procedure- Specifications need to call out who will be responsible for obtaining the building permit. 3. Prefabricated Structure. Same as A-1 above and any recommendations by Civil accepted by HPUD. The specifications shall not be so narrowly written as to prevent other vendors from submitting a bid. 4. Bid Packet. The bid packet shall be prepared consistent with HPUD's adopted policies. The entire project, including installation, extension of utilities, etc. shall be procured as one bid packet, as PCC §20163 prohibits piecemealing a project. 	<p>Prefabricated building plans will not include utilities beyond the building point of connection and must be addressed fully in plans.</p> <p>Require bidder to be responsible for building plans and building permit. HPUD will pay for permit to avoid additional mark up.</p> <p>If there is a preferred unit, then identify the vendor and indicate "or equivalent" and indicate time period for when the bidder can request the substitution. (PCC §3400)</p> <p>Avoid lumps sum and use quantity and price.</p> <p>Deductive Alternates may be used for items that might need to be removed later.</p> <p>Insert a cap on mobilization that is tied to a percentage of construction costs.</p> <p>Request the cost of crane service in the bid documents (typically not included).</p>
<p style="text-align: center;">C</p> <p style="text-align: center;">BIDDING</p>	<ol style="list-style-type: none"> 1. Advertisement- Notice shall be published at least twice, not less than five days apart, in a newspaper of general circulation. 2. Bid Timeframe- requires publication in the local newspaper at least 10 days before the date of opening the bids. 3. Prevailing Wage-Update wage rate requirements within 10 days of Bid Opening via an addendum. 	<p>Allow a minimum 30 day bid period to increase participation.</p> <p>Conduct a pre-bid conference.</p> <p>Do not disclose EOOPC.</p>

<p style="text-align: center;">D</p> <p style="text-align: center;">BID REVIEW & ACCEPTANCE OR REJECTION</p>	<ol style="list-style-type: none"> 1. Bid Opening- Document bid participants and tally bids received. Compare Line items and most specifically prefabricated building costs amongst bidders and original base figure. 2. Bid Review. Review to ensure that bids received contain all the required documentation. <p>THEN</p> <ol style="list-style-type: none"> 3. Accept Bid and Award Contract. If all bid documents are in order and the lowest bid amount is consistent with budget amount, the Board may accept the bid and award the contract. Proceed to Step F, Construction Phase (Skip Step E). <p>OR</p> <ol style="list-style-type: none"> 4. Consider Rejection-The Board may determine that the bids are too high, reject the bid and pass a resolution by four-fifths vote that the “project can be performed more economically by day labor, or the materials or supplies furnished at a lower price in the open market.” (PCC §20167). Proceed to Step E, Modification of Specifications for Direct Purchase & Re-Bid. 	
<p style="text-align: center;">E</p> <p style="text-align: center;">MODIFY SPECIFICATIONS & SPECIFY DIRECT PURCHASE BY HPUD</p>	<ol style="list-style-type: none"> 1. Modify Specifications- to indicate that HPUD will supply pre-fabricated building and the contractor is to prepare site and coordinate installation of pre-fabricated building. 2. Specify Delivery Timeline- Specification shall note building delivery clearly to ensure that building pad is ready prior to installation. 3. Rebid- Proceed with Step C again. 	<p>HPUD should get a clear understanding of the extent of the installation by vendor to adjust contractor scope.</p> <p>Continue to request the cost of crane service in the bid documents (typically not included).</p>
<p style="text-align: center;">F</p> <p style="text-align: center;">CONSTRUCTION PHASE</p>	<ol style="list-style-type: none"> 1. Contract Documents-Allow 10 days after bid has been awarded for contract documents to be finalized and Issue Notice to Proceed for construction schedule to begin. 2. Submittals -Submittal review shall be forwarded to construction manager within ten days to avoid delays. 3. Equipment Orders- Allow 90 days for manufacturers to deliver the building to the site, though there may be some prefabricated building that can be shipped immediately. APPLIES WHETHER DIRECT PURCHASE OR CONTRACTOR PURCHASE <p>General Construction Timeframe: 120 days.</p>	<p>The building pad and utilities can be prepared concurrently with the manufacturing of the building but we recommend allowing an additional 30 days.</p>
<p style="text-align: center;">G</p> <p style="text-align: center;">PROJECT CLOSEOUT</p>	<ol style="list-style-type: none"> 1. Project Close-Out: Once construction is completed, the following items are needed: <ul style="list-style-type: none"> • Perform Project Walkthrough • Notice of Completion • Application for final payment • Lien Release, if any • Certificate of Occupancy • As-built drawings • Warranty documents 	

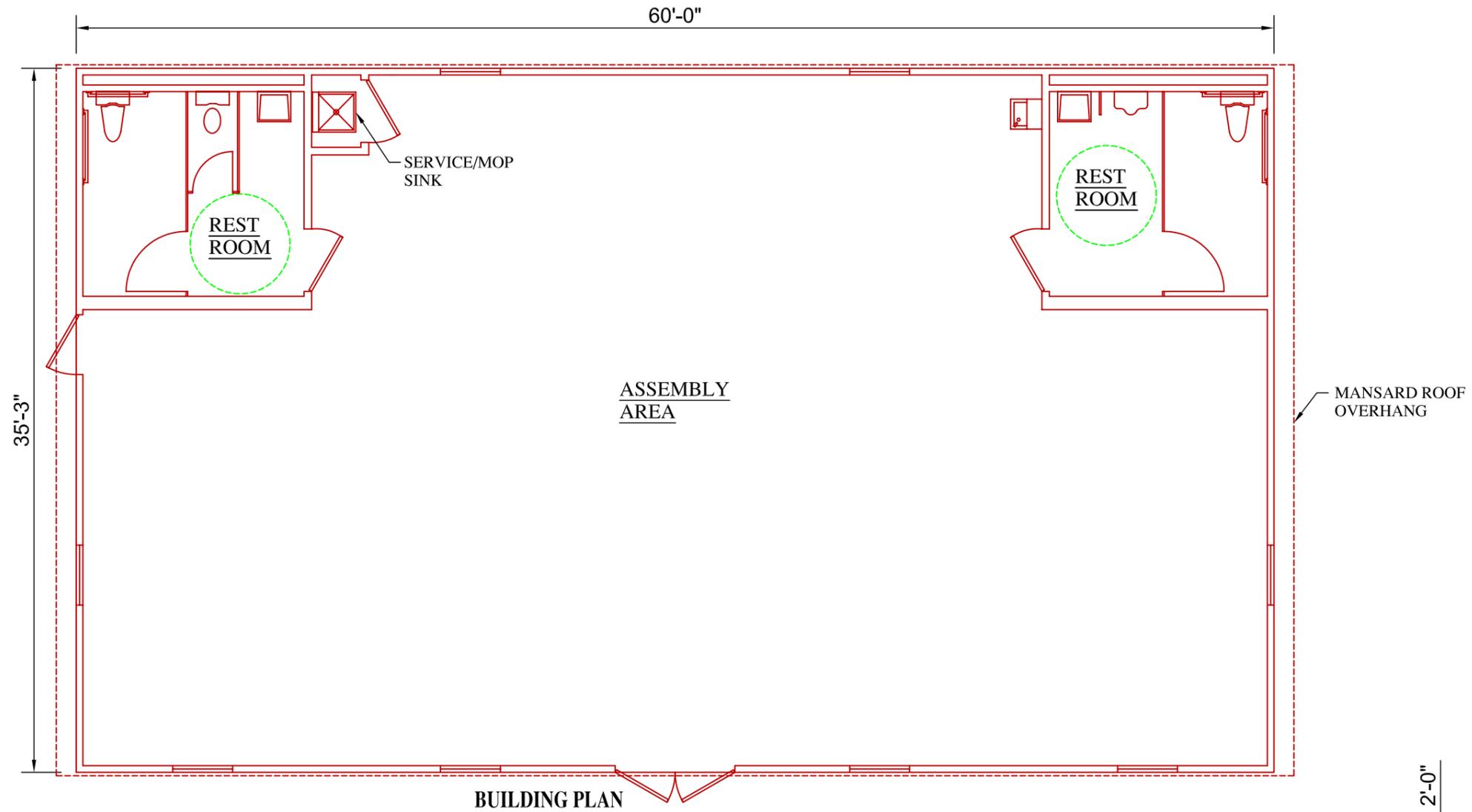
GENERAL BUILDING INFORMATION:

DRAWING NUMBER: A3
 NOMINAL BUILDING SIZE: 36'x60'
 SQUARE FOOTAGE: 2160
 BUILDING USE: ASSEMBLY (B)

www.modulargenius.com
 (888)420-1113

GENERAL CODE INFORMATION:

- THE MINIMUM AND MAXIMUM NUMBER OF WINDOWS AND DOORS CODE SHALL BE LIMITED. CONSIDERATION MAY BE TAKEN TO THE CODE REQUIREMENTS FOR EGRESS AND ENERGY CONSERVATION.
- REQUIRED PLUMBING FIXTURES ARE SUBJECT TO THE ADOPTED PLUMBING CODE. CONSIDERATION MAY BE TAKEN FOR EXISTING RESTROOMS ON SITE.
- THE BUILDING SQUARE FOOTAGE SHALL BE LIMITED TO THE REQUIREMENTS OF THE ADOPTED BUILDING CODE.
- THE BUILDING SHALL BE SET WITH A PERMANENT OR TEMPORARY FOUNDATION SYSTEM AND APPROVED BY THE LOCAL OFFICIAL HAVING JURISDICTION.
- THE FINAL LAYOUT IS SUBJECT TO REVIEW FOR COMPLIANCE WITH THE BUILDING CODE ENFORCED IN THE AREA THE BUILDING WILL BE LOCATED.

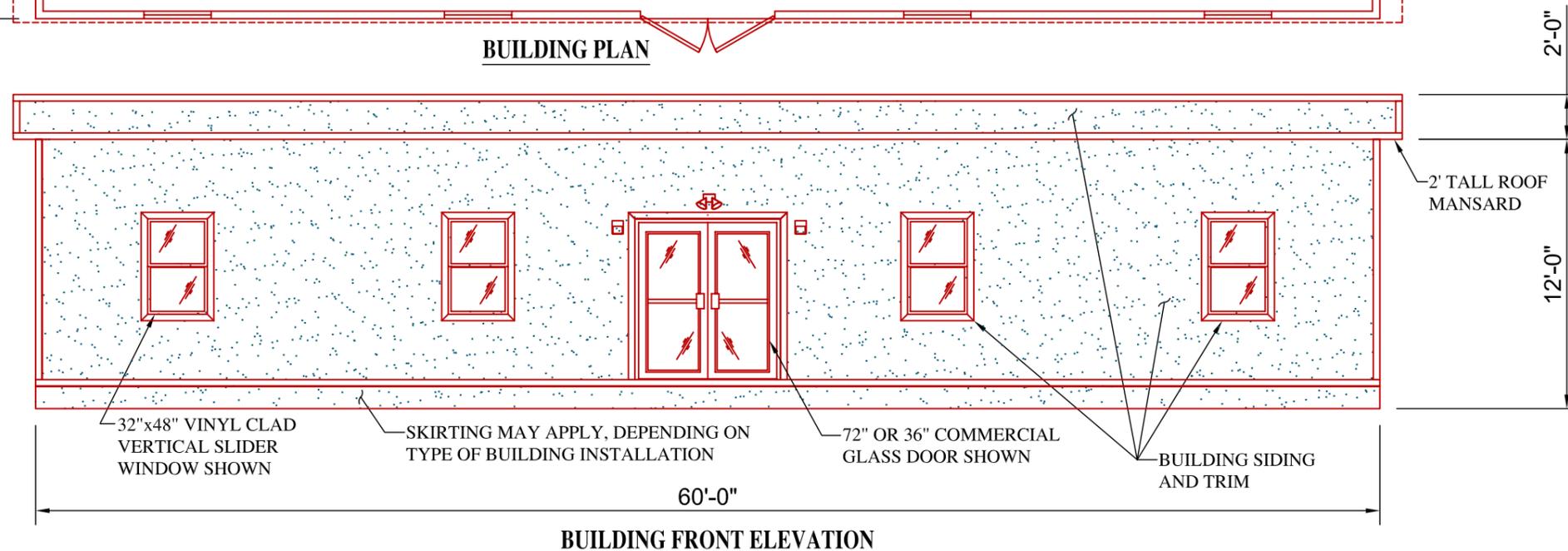


GENERAL DESIGN NOTES:

BREAK ROOMS, CONFERENCE ROOMS, OFFICES, CLOSETS AND RESTROOMS CAN BE ADDED, DELETED, MOVED OR RESIZED TO MEET YOUR SPECIFIC SPACE REQUIREMENTS.

WINDOWS AND DOORS CAN BE ADDED OR REMOVED BASED ON YOUR SITE REQUIREMENTS.

MECHANICAL, ELECTRICAL AND PLUMBING WILL BE SIZED TO MEET THE USE AND OCCUPANCY REQUIREMENTS.



ASK ABOUT GREEN, SUSTAINABLE BUILDING OPTIONS



**APPLICANT'S AWARD CONTRACT
IID LOCAL ENTITY MITIGATION
Final 2017 Local Entity Funding Grant Program
for Community Benefit and Business Expansion Projects**

I. Information

1. Awarding Agency: Imperial Irrigation District, acting as the Local Entity
2. Grant Program: The Final 2017 LE Mitigation Funding Grant Program
3. Applicant: Heber Public Utility District
4. Project: Community Recreation Program
4. Funding Amount: \$75,000

II. Introduction

1. The IID Board of Directors, acting as the Local Entity, functions to make grants and provide funds in order to help offset socioeconomic impacts resulting from land fallowing implemented within the IID water service territory in furtherance of the Quantification Settlement Agreement and related agreements. Land fallowing under these agreements creates conserved water for transfer and for environmental mitigation. The land fallowing and socioeconomic mitigation activities are governed in part by the revised fourth amendment, as modified and amended, to the agreement between IID and San Diego County Water Authority for the transfer of conserved water, dated October 10, 2003.
2. The Local Entity received more than 125 grant proposals for the Final 2017 Local Entity Mitigation Funding Grant Program for community benefit and business expansion projects. On June 27, 2017, the Local Entity authorized IID staff to facilitate the documentation of complete grant packages for the entities conditionally receiving awards, including the execution of the applicant's award contract, and then to administer grant awards under the Local Entity process for the Final 2017 Mitigation Grant Program.
3. As a condition to receiving a grant award from the Local Entity under the Final 2017 LE Mitigation Funding Grant Program, applicants must execute this award contract.

III. Complete Grant Package

1. The complete grant package shall consist of the following documents, all attached hereto and incorporated herein by this reference:
 - a. Applicant's original grant proposal and any subsequent revisions (Exhibit A);
 - b. Applicant's verification documentation/references submitted prior to disbursement of funds (Exhibit B);

- c. Project budget, related milestones, and other project details as appropriate (Exhibit C);
- d. List of documentation to be submitted to verify expenditures and milestones (Exhibit D);
- e. Disbursement schedule (Exhibit E).

IV. Applicant's Acknowledgments and Representations

1. Applicant represents and warrants that the grant package documents submitted on behalf of applicant and identified above are all true and correct documents and contain truthful and accurate information. Applicant acknowledges that the Local Entity makes this award under the Final 2017 LE Mitigation Funding Grant Program for community benefit projects in reliance upon the truth and accuracy of the representations made by the applicant in the grant proposal letter and any subsequent revised documentation. If at any time the Local Entity determines that any material aspect of a representation made by applicant in the grant package documents was untruthful or inaccurate, and such untruthfulness or inaccuracy could reasonably be expected to adversely impact the determination of the Local Entity to authorize this award to applicant, the Local Entity may revoke and terminate all of the grant award to applicant and require repayment of any disbursed funds.
2. Applicant acknowledges that there is no process to appeal award selections or amounts.
3. Applicant represents and warrants that the funding recipient is not an Imperial Irrigation District employee, spouse, sibling, parent, child or member of an employee's household.
4. Applicant agrees that funding from this grant award will be spent locally in support of Imperial County businesses to the maximum extent practicable and will benefit residents within the IID water service area.
5. Applicant agrees to comply with all local, state and federal laws and regulations, and agrees to furnish the Local Entity with evidence of permits or other documentation upon request. Applicant agrees that funding from this grant award will not be used to purchase alcoholic beverages, tobacco products, or other controlled substances or related products.
6. Applicant acknowledges that, as a condition of receiving the grant award from the Local Entity under the Final 2017 LE Mitigation Grant Program for community benefit and business expansion projects program, applicant must cooperate with all reporting requirements, audits and requests for site visits by the Local Entity. Records must be retained for a minimum of three years from the date of the last disbursement.

Receipts and reports must be submitted to Local Entity staff as follows:

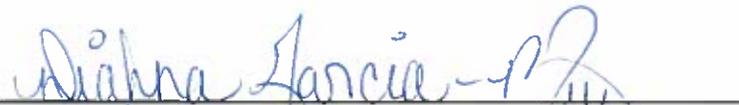
Regular progress reports detailing program expenditures and program activities, along with receipts documenting grant funding expenditures and documentation verifying completion of milestones (Exhibit D). Expenditures must align with program budget as well as program goals and activities as described in applicant's grant

proposal letter and any authorized revisions.

Receipts and progress reports must be submitted on a quarterly basis from the date of execution of this contract.

Progress reports should include total grant expenditures to date, amount of grant funding remaining, documentation outlining completed milestones or goals achieved during the reporting period, and any other relevant information. Reports must be accompanied by a signed cover letter warranting the Local Entity grant monies were utilized for authorized project purposes. If a project is more than 60 days behind schedule, reports must also include a revised timeline for the project.

7. Upon project completion and/or within 60 days of the final expenditure of the grant funding, the applicant is required to send a project completion letter to the Local Entity summarizing the successes associated with the grant funding authorized for this Final 2017 Local Entity Mitigation Grant program project, and a final progress report (if appropriate).
8. Expenditures, objectives and milestones completed under this project will not overlap or duplicate expenditures, objectives and milestones submitted under previous programs completed with Local Entity funds.
9. If at any time grantee fails to comply with these requirements and conditions, the Local Entity may revoke and terminate all of the grant award to applicant under the Final 2017 LE Mitigation Funding Grant Program for community benefits and business expansion projects, and applicant may be required to return any distributed funds.

Signature: 
Printed Name: Dianna Garcia-Ruiz
Title: Board President
Applicant (grantee): Heber Public Utility District
Date: 12/06/17

Signature: 
Name: Kevin E. Kelley
Title: General Manager
Grantor: Imperial Irrigation District
Date: 1/05/18

Summary of grant proposal and revision documents submitted by **Heber Public Utility District**, on file with the Local Entity program records at Imperial Irrigation District:

1. Original Project Proposal, 3 pages
2. Revised Description of Activities, 4 pages
3. List of Milestones, *included in revised description of activities*
4. Revised Project Budget, *included in revised description of activities*

Alvarado, Angelita

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From: Laura Fischer <lfischer@heber.ca.gov>
Sent: Monday, February 27, 2017 2:40 PM
To: Local Entity
Cc: Raquel R. Carrillo; 'Katie B. Luna'
Subject: ~~Heber Public Utility District & Heber Community Foundation Proposal~~
Attachments: HPUD & HCF Partner Local Entity Grant - Rec Center 022717.pdf

Dear Sir or Madam;
The Heber Public Utility District and the Heber Community Foundation respectfully submits the attached proposal for Local Entity Mitigation Funds. Should you have any questions or need additional information, please don't hesitate to contact me.

Respectfully Submitted,

Laura Fischer
General Manager
Heber Public Utility District
1078 Dogwood Rd., Ste 103
Heber, CA 92249
lfischer@heber.ca.gov
<http://www.heber.ca.gov>
760-482-2440 phone
760-353-9951 fax

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Heber Public Utility District & Heber Community Foundation

1078 Dogwood Road, Suite 101, Heber, CA 92249
(760) 482-2440 HPUD Office Phone

February 17, 2017

Imperial Irrigation District Board, Local Entity
c/o Water Manager's Office
333 East Barioni Blvd.
Imperial, CA 92251

Re: \$283,700 Local Entity Funds Grant Request - Community Based Organization Category

The Heber Community Foundation, a 501c(3) nonprofit organization has partnered with the Heber Public Utility District (HPUD) to further their joint mission to "Enhance Community Recreation Services". The Heber Community Foundation and the HPUD have developed a goal to provide and staff a community recreation center where the Heber Community Foundation and the HPUD can employ a part-time employee to run recreation and health programs for residents in the Heber Community.

Project Description-The project consists of installing a prefabricated community recreation building on a lot owned by the Heber Public Utility District located at 156 Littlefield Way, Heber, CA. The building would be the home of the Heber Community Foundation and the Heber Public Utility District's Parks and Recreation Department. The project is located across the street from the HPUD owned and operated Jiggs Johnson Park. The project would also fund a part-time recreation event coordinator to ensure the building is open and available for use by the adult and youth in Heber.

The Recreation Center-The lot is owned by the Heber Public Utility District and has a paved parking lot and access to water and sewer services provided by the HPUD. The grant funds would be used to purchase and install a prefabricated 2160 sq. ft. community building including obtaining all installation permits, connections to utility services, on-site improvements such as construction of sidewalks, installation of HVAC/Heating unit and installation of siding, window awnings, and front facade. The grant would also be used to furnish the building with office furniture and recreation supplies and materials.

Part-time Employee-The grant funds would be used to hire a part-time recreation coordinator through the Heber Public Utility District. The HPUD has the employment history and personnel rules and regulations that allows for the hiring of part-time staff. The HPUD will maintain all personnel and finance records for this project.

Project Need-The project is needed because the Heber Community Foundation does not have a facility where they can provide services to the underserved population in the Heber Community or staff to run programs. Additionally, the Heber Public Utility District does not have a facility to operate recreation services to the Heber community and they do not currently have staff to coordinate and implement recreation programs.

Economically Disadvantaged Community-Without allocation from the IID's Local Entity Mitigation Funds, Heber's recreation needs would continue to remain unmet. Heber residents have an extremely low per capita income of \$11,565 (compared to the States \$29,906 per the 2010-2014 American Community Survey). The community of Heber does not have an organized recreation department as those service responsibilities have historically fallen on the County of Imperial, the

(37)

governing agency. The Heber Public Utility District is their strongest and most financially stable community based organization and does not receive funding for the purpose of providing recreational services. Having a community facility and funding to hire recreation staff through the HPUD will enable this joint collaborative to offer recreation opportunities to the community.

Heber Community Foundation & Heber Public Utility District Partnership-This past year, HPUD partnered with the Heber Community Foundation to organize community events, such as the first parade, art contest and street fair in Heber. These events were very well received in the community and fosters a stronger sense of community within this unincorporated area. From this partnership the goal to provide a recreation center with appropriate staff was developed. The part-time employee will coordinate with local organizations such as: Sheriff Athletic League, Girl Scouts, Brownies, Boy Scouts, IC Public Health Department, IC Heber Library, Dogwood 4-H, food bank commodity distribution, after school ACES program, summer day camps, and other groups and organizations to ensure they have access to the recreation center.

Experience & Qualifications in Related Projects-The Heber Public Utility District is the entity that will carry out the proposed project. The HPUD was formed in 1931 for the specific purpose of providing wastewater and water services to the Heber community. The District was later authorized by the Local Agency Formation Commission to provide public services to the Heber community in the areas of parks and recreation services and has been providing and maintaining park services for decades.

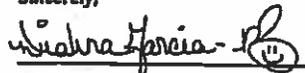
HPUD and Heber Community Foundation Commitment of Funds- HPUD has the management capacity to successfully implement the proposed Project, through a combination of experienced and highly qualified City staff personnel and a retained Engineering Firm. At a Special meeting held on February 22, 2017, the Board of Directors for the HPUD approved the allocation of matching funds as listed in the table below. The HPUD further authorized the continued funding for any needed operation and maintenance of the community recreation center.

COMMUNITY BUILDING / PART-TIME STAFF (2 years)

	Project Estimated Cost	HPUD Match	Local Entity Funds
Building Total Cost \$255,500			
Bidding	3,000	3,000	
Design & Engineer (15%)	31,500	31,500	
Construction	210,000		210,000
Construction Management (10%)	21,000		21,000
Part-Time Staff - 2 years	52,700		52,700
TOTAL	318,200	34,500	283,700

Thank you for your consideration and continued support of our communities. Should you have any questions or need additional information, please contact the HPUD General Manager, Laura Fischer at (760) 482-2440 or lfischer@heber.ca.gov.

Sincerely,



Diahna Garcia-Rutz, President
Heber Public Utility District



Katie Luna, President
Heber Community Foundation

Heber Public Utility District & Heber Soccer League
1078 Dogwood Road, Suite 103, Heber, CA 92249
(760) 482-2440 HPUD office phone

August 14, 2017

Imperial Irrigation District Board, Local Entity
c/o Water Manager's Office
333 East Barioni Blvd.
Imperial, CA 92251

**Re: \$75,000- Local Entity Funds Grant Award - Community Based Organization Category
Request for Project Modification Consistent with Reduced Funding**

The Heber Public Utility District (HPUD) and Heber Community Foundation thank the Imperial Irrigation District for the \$75,000 Local Entity Grant Award. The project submitted by the HPUD in partnership with the Heber Community Foundation consists of a \$283,700 request for the purpose of installing a prefabricated community recreation building on a lot owned by the HPUD in the Heber Meadows subdivision, and hiring a part-time recreation coordinator for two years. The HPUD and the Foundation would like to respectfully request reconsideration of the additional \$208,700 needed to deliver the project or consideration of project modification consistent with the reduced funding available and the overall reaching goal.

As previously noted, the HPUD in-kind contribution is the subject site which continues to be committed towards the project. The total project construction and service cost is \$318,200, which included \$34,500 in additional contribution from the HPUD for upfront engineering costs. The IID Local Entity awarded \$75,000, which is about 26% of the total amount requested. The \$208,700 gap in funding has severely impacted an effective delivery of the original proposal. The additional funds would allow the HPUD to install a 2160 sq. ft. community building including furnishing and recreation supplies and materials. The funding would also allow the HPUD to hire a part-time employee to coordinate recreation programs in coordination with the Foundation and to serve the needs of our low-income community.

Absent a successful appeal of these additional funds, modifications are hereby proposed. Unfortunately, without modifications to this project proposal, the project would be postponed for at least two years until enough money can be saved to fund the \$208,700 gap amount. The HPUD's enterprise funds are restricted from use for parks and recreation services and must rely on grant resources for provision of these services. The alternative proposal is for the HPUD and the Heber Community Foundation to use \$75,000 awarded to hire the part-time recreation coordinator and purchase limited recreation equipment and supplies and to apply \$31,500 for design plans. This alternative will meet the original service objective and further our goal towards construction of the Recreation Center. Having a fully designed and shovel ready project will strengthen the HPUD's and Foundation's ability to secure grant funds for the construction of the Recreation Center.

We will wholeheartedly accept the Imperial Irrigation's determination of funding for this project. Thank you for your consideration and continued support of our communities. Should you have any questions or need additional information, please contact the HPUD General Manager, Laura Fischer at (760) 482-2440 or lfischer@heber.ca.gov.

Exhibit A

revised description of activities / milestones / budget, page 2 of 4

any questions or need additional information, please contact the HPUD General Manager, Laura Fischer at (760) 482-2440 or lfischer@heber.ca.gov.

Sincerely,

Diahna Garcia 

Diahna Garcia-Ruiz, President

Heber Public Utility District



Heber Public Utility District

1078 Dogwood Rd. Suite, 103 · P.O. Box H
Heber, CA 92249
TEL. (760) 482-2440 · FAX (760) 353-9951
www.heber.ca.gov

November 29, 2017

Imperial Irrigation District Board, Local Entity
c/o Angelita Topete
Water Administration Department
333 East Barioni Blvd.
Imperial, CA 92251

Re: Acceptance of \$75,000- Local Entity Funds Grant Award

The Heber Public Utility District (HPUD) and Heber Community Foundation thank the Imperial Irrigation District for the \$75,000 Local Entity Grant Award. At the Heber Public Utility District Board Meeting on September 21, 2017, Board of Directors voted 4-0 in favor of accepting the Local Entity Grant Award for this project.

The project submitted by the HPUD in partnership with the Heber Community Foundation consists of a \$283,700 request for the purpose of installing a prefabricated community recreation building on a lot owned by the HPUD in the Heber Meadows subdivision, and hiring a part-time recreation coordinator for two years.

The HPUD and the Foundation submitted a request to increase funding, but to date we have not received a reply. Thus, we respectfully request that the \$75,000 award be used for the fund the design, engineering and construction of the building. The HPUD will not seek funding for the part-time recreation employee at this time. We feel the grant funds should be used for the bidding, design and construction costs for the recreation facility. This will move the project forward and allow the community of Heber to improve their quality of life.

Bidding, design and construction are very important components of the project, and HPUD has included the remaining \$190,500 funds needed to construct the building in their capital improvement budget for FY 2018-19. This project is not funded, but having a fully designed and shovel ready project will strengthen the HPUD's and Foundation's ability to secure additional funds for the construction of the Recreation Center.

As previously noted, the HPUD's in-kind contribution is the subject site which continues to be committed towards the project. The total project construction cost is estimated at \$265,500, which includes \$34,500 for upfront engineering and bidding costs. The IID Local Entity awarded \$75,000, which is about 28% of the total construction cost. Absent a successful appeal to the IID Local Entity Board for these additional funds, the actual construction of the facility would be postponed until enough money can be saved to fund the \$190,500 gap amount.

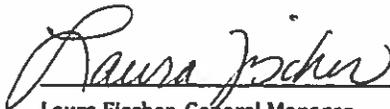
The proposed modified budget is as follows:

COMMUNITY BUILDING (without P/T employee)		
Estimated Cost	FY 17-18	FY 18-19
IID Local Entity Grant		
Bidding, Design & Engineering of Recreation Facility	34,500	
Construction of Recreation Facility	40,500	
HPUD Future Funding		
Construction of Facility		190,500
TOTAL	75,000	190,500

The proposal is for the HPUD and the Heber Community Foundation to use \$75,000 awarded to bid, design and engineer the recreation facility, and to apply the remaining \$40,500 towards construction. This alternative will meet the original service objective and further our goal towards construction of the Recreation Center. The phasing of project completion is listed in the table above. Please note that the Heber Public Utility District has included the construction of the recreation facility in the Capital Improvement Plan, but does not have funds allocated to the project. Funding sources would need to be secured before construction could begin.

Thank you for your consideration and continued support of our communities. Should you have any questions or need additional information, please contact the HPUD General Manager, Laura Fischer at (760) 482-2440 office (760) 336-1572 cell or lfischer@heber.ca.gov.

Sincerely,



Laura Fischer, General Manager
Heber Public Utility District

Exhibit B

Summary of business verification documents submitted by **Heber Public Utility District**, on file with the Local Entity program records at Imperial Irrigation District:

1. W-9

I have read and understand my expectations and commitments. _____

Exhibit C

The Local Entity funds being granted to Heber Public Utility District will be used to develop an education center classroom and grooming facility. Grant funds will be used to achieve the following milestones:

- 1) June 30, 2018 – Complete design and engineering for recreation facility;
- 2) June 30, 2018 – Begin construction of recreation facility;
- 3) June 30, 2019 – Complete construction of recreation facility.
- 4) Target project completion date: June 30, 2019.

Funding from the Final 2017 Local Entity Mitigation Funding Grant Program will be used to achieve the near-term milestones outlined above and may include, but are not limited to, the following:

- Bidding, design and engineering for recreation facility: \$34,500
- Construction of recreation facility: \$40,500

I have read and understand
my reporting expectations. _____

Exhibit D

Heber Public Utility District agrees to submit the following documentation to verify milestones and expenditures:

- 1) Expense reports, submitted at least quarterly, itemizing all project-related expenses;
- 2) Receipts/paid invoices for all expenses;
- 3) Copies of bid packet for construction of new recreation facility;
- 4) Schedule of work for construction by selected contractor;
- 5) Dated progress photos of construction;
- 6) Photos of completed recreation facility;
- 7) Copies of initial schedule of events and recreational programs.

Exhibit D

expense report

2017 IID Local Entity Grant Program
Detailed Expense Report Summary

Grantee's Name: **Heber Public Utility District** Report # 1
Period(s) Covered

Award Amount: **\$75,000.00** from <enter date> to: <enter date>

Date	Description	Company / Vendor	Budget Line Item charge to	Cost / Amount	PROJECT TOTAL
1					\$ -
2					\$ -
3					\$ -
4					\$ -
5					\$ -
6					\$ -
7					\$ -
8					\$ -
9					\$ -
10					\$ -
11					\$ -
12					\$ -
13					\$ -
14					\$ -
15					\$ -
16					\$ -
17					\$ -
18					\$ -
19					\$ -
20					\$ -
21					\$ -
22					\$ -
23					\$ -
24					\$ -
25					\$ -
26					\$ -
27					\$ -
28					\$ -
29					\$ -
30					\$ -
31					\$ -
32					\$ -
33					\$ -
34					\$ -
35					\$ -
Total This Period				\$ -	\$ -
Remaining Balance					\$ 75,000.00

Please enter expenses on log. Log and copies of actual receipts must be submitted to localentity@iid.com
 Questions? Call (760) 339-9244 Angelita Topete

I have read and understand
the disbursement schedule _____

Exhibit E

schedule of disbursements

Local Entity will disburse funds to Heber Public Utility District, on the following schedule:

1. First disbursement: 50% of approved funds: \$37,500 – disbursed up front after final acceptance of grant agreement;
2. Second disbursement: 40% of approved funds: \$30,000 – disbursed up front after submission of all required reports and documentation verifying expenditure of 90% of funds from the first disbursement;
3. Final disbursement: 10% of approved funds: \$7,500 – disbursed as a reimbursement after submission of all required reports and documentation verifying expenditure of 100% of project funds and completion of 100% of milestones.

Heber Public Utility District

REPORT TO BOARD OF DIRECTORS

MEETING DATE: December 6, 2017

FROM: Laura Fischer, General Manager

SUBJECT: Approve Award Contract with Imperial Irrigation District to Accept Local Entity Grant Funds

ISSUE:

Shall the Board of Directors approve the Award Contract with the Imperial Irrigation District Accepting Local Entity Grant Funds?

GENERAL MANAGER'S RECOMMENDATION:

It is recommended that the Board of Directors approve the Award Contract with Imperial Irrigation District Accepting Local Entity Grant Funds.

FISCAL IMPACT:

Local Entity Grant Funds \$75,000 to be used for CIP project – Recreation Facility at Littlefield and Bloomfield.

Total Project Estimated Cost	\$265,500
Local Entity Funds	-\$ 75,000
Balance of Project Cost	\$190,500

BACKGROUND:

In February 2017, the HPUD Board approved a grant application to the Imperial Irrigation District Local Entity Fund for a \$283,700 grant in their community based organization category. The HPUD applied for these funds with the cooperation and partnership of the Heber Community Foundation.

The Project Description consists of installing a prefabricated community recreation building on a lot owned by the HPUD located at 156 Littlefield Way, Heber. The building would be the home of the Heber Community Foundation and the HPUD Parks and Recreation Department. The project is located across the street from Jiggs Johnson Park. The full grant application was also to fund a part-time recreation event coordinator to ensure the building is open and available for use by the adult and youth in Heber.

The budget submitted to the IID is as follows:

COMMUNITY BUILDING / PART-TIME STAFF (2 years)			
	Project Estimated Cost	HPUD Match	Local Entity Funds
Building Total Cost \$255,500			
Bidding	3,000	3,000	
Design & Engineer (15%)	31,500	31,500	
Construction	210,000		210,000
Construction Management (10%)	21,000		21,000
Part-Time Staff - 2 years	52,700		52,700
TOTAL	318,200	34,500	283,700

You may notice that the HPUD CIP Budget includes \$265,500 for this project, which does not include the part-time staff for two years.

In July, the HPUD was notified that we were awarded \$75,000 from the Local Entity Funds for this project. On August, 14, 2017, the HPUD Board authorized staff to prepare a letter to the IID Local Entity requesting a project modification consistent with the reduced funding award. In this letter, the HPUD requested that the IID Local Entity increase their funding award by \$208,700. The alternative proposal is for the HPUD to hire the part-time recreation coordinator and purchase limited recreation equipment and supplies and to apply the \$31,500 for design plans. This alternative will meet the original service objective and further our goal towards construction of the Recreation Center.

On August 18, 2017 the IID Local Entity sent to the HPUD a letter stating that in order to continue to be eligible for Local Entity grant funds we must submit several items to the IID by September 25, 2017. The requirements from the IID Local Entity are as follows:

- 1) Letter from HPUD stating:
 - a. Continued interest in the \$75,000 Local Entity Grant funding award (or, declining the funding)
 - b. Revised description of the activities or projects for which the reduced funding will be used
 - c. Proposed funding milestones and schedule
- 2) Proof of registration with the California Franchise Tax Board
- 3) Proof of good standing with the California Secretary of State
- 4) Completed and signed W-9 form
- 5) Copy of valid Imperial County business license

We submitted the documents requested on time.

This past week, I spoke with the IID employee working on the Local Entity grant funds, and she indicated that the IID has not commented on our request for a project modification, and that she does not know when or if they will increase the funding amount. At this point, she recommended that we again modify the project and submit another letter to IID. The IID Local Entity may have an issue with funding the part-time employee for two years as they want to issue the money in one year. It was discussed and determined that the funds could be release quickly if they were to be used for the bidding, design, engineering and construction of the facility.

I submitted another letter to the IID Local Entity making this request. The IID has prepared an Award Contract for your consideration. It is attached to this report. They propose to release some funds upfront to kick start the project. HPUD will need to submit paid invoices for follow up documents.

DISCUSSION:

At this time, the Board must decide if they want to move forward accepting the IID Local Entity grant with the alternative project request, which is to accept the \$75,000 funding from the IID Local Entity and request that the funds be used for bidding, design, engineering and

construction of the recreation facility. This alternative will meet the original service objective and further our goal towards construction of the Recreation Center. Additionally, it will allow HPUD to commit to the construction of the project in our Capital Improvement Project List in FY 2018-19 budget.

The modified budget submitted to IID on November 29, 2017 is in the table below:

COMMUNITY BUILDING (without P/T employee)		
Estimated Cost	FY 17-18	FY 18-19
IID Local Entity Grant		
Bidding, Design & Engineering of Recreation Facility	34,500	
Construction of Recreation Facility	40,500	
HPUD Future Funding		
Construction of Facility		190,500
TOTAL	75,000	190,500

CONCLUSION:

As the IID Local Entity grant awarded was for 26% of the total project costs, and as the HPUD does not have the remaining funds to complete the project as proposed, it is recommended that the HPUD Board accept the Local Entity grant funds, and modify the project to reduce the project scope and the monetary contribution of the HPUD.

Staff recommends that the Board approve the Award Contract with the Imperial Irrigation District Local Entity accepting the grant funds.

ALTERNATIVES:

- 1) Do not accept the Award Contract with the IID Local Entity Funds, and direct staff to submit a letter stating that the HPUD declines the funding.
- 2) Provide alternative direction to staff.

Respectfully Submitted,

Laura Fischer, General Manager

Attachments: Letter to IID requesting funds for building