

HEBER PUBLIC UTILITY DISTRICT

REPORT TO BOARD OF DIRECTORS

MEETING DATE: June 18, 2020

FROM: Laura Fischer, General Manager

SUBJECT: Authorize the General Manager to secure Professional Engineering Services for the design, bidding and construction management of the Children's Park Renovation Project with The Holt Group

ISSUE:

Shall the Board of Directors authorize the General Manager to secure Professional Engineering Services for the design, bidding and construction management of the Children's Park Renovation Project with The Holt Group?

GENERAL MANAGER'S RECOMMENDATION:

It is recommended that the Board of Directors authorize the General Manager to secure Professional Engineering Services for the design, bidding and construction management of the Children's Park Renovation Project with The Holt Group.

FISCAL IMPACT:

No impact to HPUD Budget. This project is 100% funded by the Statewide Park Grant Program award of \$700,000 for the Children's Park Improvement Project.

The amount of the quote from The Holt Group for the design, bidding and construction management for the Children's Park Improvement project is \$165,000.

COMPENSATION AND REIMBURSEMENT

The Holt Group proposes to complete engineering services per scope of work items listed above.

A. Design Services	\$95,000.00
B. Bidding Services	\$10,000.00
C. Construction Management Services	\$60,000.00

TOTAL ENGINEERING SERVICES FEE \$165,000.00

The Design Services and Bidding Services are part of the pre-construction cost estimates and total \$105,000, which is below the estimated pre-construction cost of \$140,000. The Construction Management Services is \$60,000 which will be included in the construction cost of the project.

Grant Budget from Application:

Children's Park Improvement Project	
Renovate existng playgournd with new inclusinve playground equipment	125,000
New splashpad	175,000
New Restrooms	95,000
Bio Swale and install xeriscape	165,000
Total Construction recreation features	560,000
pre-construction - Design, Bidding, CM	140,000
TOTAL PROJECT COSTS	700,000

DISCUSSION:

The HPUD has an engineering professional service contract with The Holt Group. Authorizing The Holt Group to provide the design, bidding and construction management of the Children's Park Improvement Project will help HPUD move the project forward. We have a verbal confirmation from the State Parks Department that it is appropriate for our contracted engineering firm to provide these services at a competitive price.

CONCLUSION:

As working with our contracted engineers to provide professional services for the design, bidding and construction management of this project will save time and money, staff recommends approval.

ALTERNATIVES:

- 1) Do not authorize the General Manager to secure professional services as described.
- 2) Provide alternate direction to staff.

Respectfully Submitted,

Laura Fischer, General Manager



June 5, 2020

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

RE: Proposal to Provide Engineering Services for Design, Bidding and Construction Management of the Children's Park Renovation Project – THG Proposal #2020-037

Dear Ms. Fischer,

This proposal is being prepared per the Heber Public Utility District's request for Design Engineering, Bidding and Construction Management Services for the Children's Park Renovation Project. The Holt Group, Inc. assisted the Heber Public Utility District with the funding application through the Statewide Park Development and Community Revitalization Program for the Children's Park Renovation Project. The total amount of funds granted to the Heber Public Utility District to complete this project is \$700,000.00. It is understood per the grant requirements; the total pre-construction costs (design, bidding, permitting, etc.) cannot exceed 25% of the grant amount (\$140,000.00). There are four (4) major components to this project which include the renovation of existing playground equipment and installation of new playground equipment, construction of a new restroom facility, construction of a new splash pad with recycling water amenities (with mechanical room) and construction of a bio-swale at a designated area of the park with landscaping improvements. The Holt Group, Inc. proposes to provide the Heber Public Utility District with Design Engineering, Bidding and Construction Management Services for this project based on the following scope of work.

SCOPE OF WORK

Design Services shall include the following:

- Assistance with Grant Administration Services during the design phase.
- Conduct Field Survey Work.
- Preparation of Improvement Plans.
- Preparation of Project Specifications and Contract Documents in accordance with California Building Code, ADA guidelines and the County of Imperial Health Department Standards.
- Preparation of Quantity and Cost Estimates.
- Coordination with HPUD Staff during the Project Design. Conduct design review meetings as required.
- Coordination with Utility Purveyors regarding existing facilities.
- Obtain all necessary permits through municipal agencies.
- Prepare Environmental Document Waivers.



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- Coordination with Grant Agency during the design phase.
- Preparation of Geotechnical Report.
- Coordination with Architectural, Electrical and Geotechnical Consultants.
- Preparation of the Schedule of Events.

Bidding Services shall include the following:

- Preparation and processing of the Legal Advertisement.
- Preparation of the Plan Holder's List.
- Distribution of Bid Set Documents to Plan Holders and Plan Rooms.
- Preparation of the Pre-Bid Conference Agenda and Attendance List.
- Chair the Pre-Bid Conference.
- Preparation and distribution of the Pre-Bid Conference Memorandum.
- Coordination with Plan Holders during the bidding phase.
- Preparation and Issuance of Addenda as required.
- Assist with the Bid Opening.
- Preparation of the Bid Tabulation Form and evaluation of received bids for conformance.
- Coordinate the processing of the Notice of Award and other Contract Documents.
- Preparation of Conformed Specifications.
- Coordination with Grant Agency during the bidding phase.
- Assistance with Grant Administration Services during the bidding phase.

Construction Management Services shall include the following:

- Chair the Pre-Construction Conference.
- Coordinate with Contractor, various utility companies and municipal and State agencies regarding construction activities.
- Verify Contractor's scope of work is constructed according to plans and specifications.
- Provide part time inspection services for the duration of the project and coordinate special inspections as necessary.
- Prepare Construction Activity Logs and distribute to all entities.
- Review project Progress Payment Applications and Change Order Requests. Coordinate with the Heber Public Utility District with regard to final approval of all Payment Applications and Change Order Requests.
- Review submittals as submitted by the Contractor. Provide submittal responses to the Contractor.



- Review and prepare responses to RFI's as submitted by the Contractor.
- Coordinate and participate in construction progress meetings as necessary.
- Coordinate with Geotechnical Testing Consultant. Verify all geotechnical testing meets the testing requirements per the plans and specifications.
- Assist with the completion of Project Close Out activities and documentation. Includes pre-final and final walkthroughs and punch list preparation and preparation and recording of project Notice of Completion.
- Prepare project As Built Plans.
- Provide Labor Standards Compliance Services (including on site interviews, documentation review and the preparation of the end of month report).
- Assistance with Grant Administration Services during the construction phase.

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. 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.
2. A Record of Survey is excluded from the project scope of work.
3. Revisions to the Improvement Plans, Specifications and Contract Documents after the Bid Opening (Re-Design work) shall be completed on an hourly rate basis or negotiated additional fee.

COMPENSATION AND REIMBURSEMENT

The Holt Group proposes to complete engineering services per scope of work items listed above.

A. Design Services	\$95,000.00
B. Bidding Services	\$10,000.00
C. Construction Management Services	\$60,000.00

TOTAL ENGINEERING SERVICES FEE \$165,000.00



**The
Holt
Group, Inc.**

1601 North Imperial Avenue
El Centro, CA 92243
(760)337-3883

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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. Please contact me if questions arise.

Sincerely,



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