



PRE-PROPOSAL MEETING MEMORANDUM

PROJECT: Imperial County Transportation Commission (ICTC)
Architectural, Environmental and Engineering Services for the ICTC/IVT
Administration, Operations and Maintenance Facility

DATE: October 14, 2025

ORIGINATOR: David Aguirre, Executive Director

DISTRIBUTION: Procurement File

A non-mandatory Pre-Proposal Conference for the Architectural, Environmental and Engineering Services for the ICTC/IVT Administration, Operations and Maintenance Facility was conducted at the Imperial County Transportation Commission (ICTC) Office at 1503 N. Imperial Avenue, Suite 104, El Centro, California, 92243 at 10:00 a.m. on Tuesday, October 14, 2025. A Pre-Proposal Conference Agenda was distributed to those attending the Pre-Proposal Conference in person. An Attendance List was prepared and was circulated to all those attending the Pre-Proposal Conference via the ICTC project procurement page. The Pre-Proposal Conference Agenda and Attendance List are attached to this Pre-Proposal Conference Memorandum.

The following items were discussed at the Pre-Proposal Conference:

1. Those present at the Pre-Proposal Conference were self-introduced. ICTC stated that the Pre-Proposal meeting is non-mandatory for all interested participants
2. An introduction into ICTC and Imperial Valley Transit (IVT) and all affiliated services were provided. Bus Stop and Bus Transit Center Information was also discussed, in addition to the existing composition of IVT's vehicle fleet.
3. The project description and project need were reviewed. Information pertaining to ICTC's goals surrounding zero emission technologies and fleet migration were also discussed. Specific information pertaining to the existing structure, amenities and needs at IVT's existing maintenance and operations facility were discussed.
4. Information was shared about the acquisition of the project site, in addition to the goals associated with site selection. Information was shared pertaining to existing efforts completed to date including the development of various existing documents and site/service programming efforts.
5. The project Scope of Work was discussed. Key Scope of Work activities include Project Management, Conceptual Design, Environmental Services including studies (CEQA and NEPA

Clearances), Zone Change, Outreach, Electrical Design, Civil/Structural Design, Architectural Design, Preparation of Specifications and Estimates and Construction Support Services. ICTC's consideration of both Hydrogen Fuel Cell and Electric Charging Infrastructure was discussed. A notation was made referencing ICTC's consideration for public access EV Charging Infrastructure as well as a Public Hydrogen Fueling station.

6. The project procurement schedule was discussed and is available within the RFP document. It is anticipated the effort will take approximately 18 – 24 months to complete. The consulting team would need to provide support during construction as noted in the project scope of work.
7. All Proposed Consultants can access the current procurement documents at the following website:

Website: <https://www.imperialctc.org/doing-business-with-ictc>

Any procurement related documents and addenda will be made available via the ICTC website as noted above.

8. Funding Agency's Requirements

This project is funded through multiple grants administered by the Federal Transit Administration (FTA), the State of California and local funding contributed by ICTC.

As a result of the use of federal funds, the project must adhere to federal funding requirements and provisions.

The project Request for Proposals (RFP) notes a project specific goal of 14%. **In accordance with recent Department of Transportation (DOT) guidance, ICTC will be removing the project specific DBE goal via addendum. DBE firm use is still encouraged but not required.**

9. Project Partners

It was noted that the city of El Centro and the Imperial Irrigation District (IID) would be key stakeholders for the project. The city of El Centro is anticipated to be heavily involved with the CEQA clearance aspect as well as the required zone change for the property. The IID would be heavily involved from a power consumption requirements perspective.

10. Construction Efforts

ICTC is currently pursuing construction dollars for the facility. It is estimated that the facility with Zero Emission Technology would cost approximately \$65 million for construction and approximately \$40 million without Zero Emission Technology. The consultant is also required to develop construction cost estimates upon completion of the final design.

11. Facility Anticipated Requirements

A discussion pertaining to anticipated requirements and buildings was completed. It was noted that the facility would have an administration facility which would house conference rooms, board chambers, office spaces, restrooms etc. The facility could have separate buildings for Administration and Operations functions, but ICTC would like to prohibit public access to the operations and maintenance portions of the facility. The overall facility would have maintenance bays, revenue building, storage, canopies, bus washing facility, charging and refueling

infrastructure and public charging and hydrogen refueling facilities. There was a notation about the need to establish an emergency generator to allow power access should there be power issues with the primary electrical grid.

12. Existing Budget for the RFP Effort.

Approximately \$2,000,000

13. Informal questions and responses as well as general items were discussed.

It was asked if there was a particular task structure required or if the consultant was at liberty to develop a task structure. **It was noted that the consultant had the capability to develop a task structure, however, all items in the scope of work would need to be addressed.**

It was asked if the anticipated schedule (18-24 months) included the design effort or also considered construction support efforts. **It was confirmed that the anticipated schedule (18-24 months) only included design and environmental efforts and did not include the time associated with construction support service. The construction support service would be delivered at later date.**

It was asked if the project property had been acquired and had secured CEQA/NEPA Clearance. **It was confirmed that the property had been acquired and that ICTC had secured CEQA/NEPA Clearance for the acquisition. The environmental efforts associated with the RFP would be associated with the proposed improvements.**

It was asked if there were any emergency service consideration. **It was noted that standard emergency services access would need to be considered. IVT participates in the county OES plan and works with the County under emergency circumstances as needed, including the use of drivers and vehicles operated by our drivers.**

It was asked if ICTC was aware of the total number of vehicles that would be considered for Hydrogen Fuel Cell and Battery Electric. **ICTC does not have the specific number of vehicles noted that would be powered via Hydrogen Fuel Cell or Battery Electric. Likely, ICTC would utilize Hydrogen Fuel Cell for its larger fleet and Battery Electric for more local services and their associated fleets. ICTC's preference is to utilize Hydrogen Fuel Cell as its first option if the technology is made available. ICTC's existing fleet is comprised of Gasoline and Diesel-powered vehicles. It was noted that ICTC's Zero Emission Bus Plan is available on the ICTC website for additional information. The ICTC Zero Emission Bus Plan is also part of the project RFP.**

It was asked if ICTC was going to approach the project from the traditional design/bid/build or an alternative approach. **It was noted ICTC would take the design/bid/build approach since ICTC is still pursuing construction funding. The existing estimate is based on current value, and the consulting team would develop a more accurate and refined final cost estimate for construction.**

It was asked if there was phasing breakdown that ICTC would like to propose within its RFP. **ICTC is requesting that the consulting team propose its task approach and structure so long as the consulting team is considering all of the request scope of work components.**

It was noted that the facility would require employee parking. It was asked if there would be consideration for other types of parking access. **It was confirmed that the parking structure would require public access parking. The public access parking would also require public parking electric vehicle charging infrastructure.**

It was noted that the project had several different engineering tasks. It was asked if there was a specific value set aside for the effort associated with the RFP and if it was funded through State/Federal Funds with a local match component. **ICTC has secured approximately \$2 Million Dollars to complete the requested effort associated with this RFP. The project has received federal funding for various efforts and federal funding provisions will be applied to the upcoming phases of the project including this effort.**

It was asked if the response would include the cost to complete the environmental effort in addition to developing the construction documents and construction support. **ICTC is requesting that the consulting team prepare their cost estimate assuming the completion of the requested scope of work items which includes the completion of environmental services, completion of the final design documents and construction support services such as responding to RFI's and submittal review associated with the consultant prepared documents. ICTC is also simultaneously submitting grant applications to complete the construction efforts for the project.**

It was asked if ICTC would issue a separate RFP for construction management services or if ICTC would utilize the consulting team selected as part of this effort to deliver the construction management effort. **ICTC clarified that the construction management effort would be secured by the issuance of a separate RFP later.**

It was asked if ICTC was using best value as the selection process or most qualified. **ICTC clarified that the selection and scoring criteria are noted within the contents of the RFP. ICTC is using qualifications-based selection criteria followed by the evaluation of cost estimates via a separate sealed submittal.**

It was asked if ICTC would be issuing a copy of the attendee list for the pre-proposal conference. **ICTC noted that the attendance list would be issued and posted on the project procurement page within ICTC's website along with addenda that may be issued in the future.**

Attachments: Pre-Proposal Conference Agenda
Pre-Proposal Conference Attendance List



1503 N. IMPERIAL AVE., SUITE 104
EL CENTRO, CA 92243-2875
PHONE: (760) 592-4494
FAX: (760) 592-4410

**Architectural, Environmental and Engineering Services for the ICTC/IVT
Administration, Operations and Maintenance Facility
Pre-Proposal Meeting**

**Tuesday, October 14, 2025
10:00 A.M.**

**at
ICTC
1503 N. Imperial Ave. Suite 104
El Centro, CA 92243**

1. Introductions
2. Background of ICTC
3. Purpose and Scope of the Project
4. Discussions
5. Close Meeting

For question, please contact David Aguirre at 760-592-4494 or at davidaguirre@imperialctc.org

**CITIES OF BRAWLEY, CALEXICO, CALIPATRIA, EL CENTRO, HOLTVILLE, IMPERIAL, WESTMORLAND,
IMPERIAL IRRIGATION DISTRICT AND COUNTY OF IMPERIAL**



NON-MANDATORY PRE-PROPOSAL CONFERENCE ATTENDANCE RECORD FOR:

**IMPERIAL COUNTY TRANSPORTATION COMMISSION
ARCHITECTURAL, ENVIRONMENTAL AND ENGINEERING SERVICES FOR THE ICTC/IVT ADMINISTRATION,
OPERATIONS AND MAINTENANCE FACILITY**

TUESDAY, OCTOBER 14, 2025, AT 10:00 AM

NO.	NAME	COMPANY, AGENCY OR UTILITY	
1.	Chase Lawson (In Person)	PSOMAS	Phone: 619-961-2839
			Email: chase.lawson@psomas.com
2.	Fu Sun (In Person)	HDR	Phone: 619-246-0249
			Email: fu.sun@hdrinc.com
3.	Amy Ko	Jensen Hughes	Phone:
			Email: amy.ko@jensenhughes.com
4.	Celine Dufresne	Walker Consultants	Phone:
			Email: cdufresne@walkerconsultants.com
5.	Sarah Curran	PSOMAS	Phone:
			Email: sarah.curran@psomas.com

NON-MANDATORY PRE-PROPOSAL CONFERENCE ATTENDANCE RECORD
TUESDAY, OCTOBER 14, 2025, AT 10:00 AM
PROJECT: ICTC/IVT ADMIN., OPERATIONS, AND MAINTENANCE FACILITY

NO.	NAME	COMPANY, AGENCY OR UTILITY	
6.	Gus Heully	Gruen Associates	Phone:
			Email: heully@gruenassociates.com
7.	An Nguyen	Walker Consultants	Phone:
			Email: anguyen@walkerconsultants.com
8.	Tina Angeles	Perkins Will	Phone:
			Email: tina.angeles@perkinswill.com Sandra.cervantes@perkinswill.com
9.	Emma Harrison	PSOMAS	Phone:
			Email: emma.harrison@psomas.com
10.	Nicole Lawson	Gruen Associates	Phone: 323.937.4270
			Email: lawson@gruenassociates.com
11.	Will Todd	Stantec	Phone:
			Email: willtodd@stantec.com
12.	David Aguirre	ICTC	Phone: 760-592-4494
			Email: davidaquirre@imperialctc.org
13.	Gustavo Gomez	ICTC	Phone: 760-592-4494
			Email: gustavogomez@imperialctc.org
14.			Phone:
			Email:

NON-MANDATORY PRE-PROPOSAL CONFERENCE ATTENDANCE RECORD
TUESDAY, OCTOBER 14, 2025, AT 10:00 AM
PROJECT: ICTC/IVT ADMIN., OPERATIONS, AND MAINTENANCE FACILITY

NO.	NAME	COMPANY, AGENCY OR UTILITY	
15.			Phone:
			Email:
16.			Phone:
			Email:
17.			Phone:
			Email:
18.			Phone:
			Email:
19.			Phone:
			Email:
20.			Phone:
			Email:
21.			Phone:
			Email:
22.			Phone:
			Email:
23.			Phone:
			Email:

NON-MANDATORY PRE-PROPOSAL CONFERENCE ATTENDANCE RECORD
TUESDAY, OCTOBER 14, 2025, AT 10:00 AM
PROJECT: ICTC/IVT ADMIN., OPERATIONS, AND MAINTENANCE FACILITY

NO.	NAME	COMPANY, AGENCY OR UTILITY	
24.			Phone:
			Email:
25.			Phone:
			Email:
26.			Phone:
			Email:
27.			Phone:
			Email:
28.			Phone:
			Email:
29.			Phone:
			Email:
30.			Phone:
			Email:
31.			Phone:
			Email:
32.			Phone:
			Email:

NON-MANDATORY PRE-PROPOSAL CONFERENCE ATTENDANCE RECORD
TUESDAY, OCTOBER 14, 2025, AT 10:00 AM
PROJECT: ICTC/IVT ADMIN., OPERATIONS, AND MAINTENANCE FACILITY

NO.	NAME	COMPANY, AGENCY OR UTILITY	
33.			Phone:
			Email:
34.			Phone:
			Email:
35.			Phone:
			Email:
36.			Phone:
			Email:
37.			Phone:
			Email:
38.			Phone:
			Email:
39.			Phone:
			Email:
40.			Phone:
			Email: