

Santa Ana and all other governmental agencies. Consultant shall notify the City immediately and in writing of its inability to obtain or maintain such permits, licenses, approvals, waivers, and exemptions. Said inability shall be cause for termination of this Agreement.

## **21. MISCELLANEOUS PROVISIONS**

- a. Each undersigned represents and warrants that its signature herein below has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify City fully, including reasonable costs and attorney's fees, for any injuries or damages to City in the event that such authority or power is not, in fact, held by the signatory or is withdrawn.
- b. All exhibits referenced herein and attached hereto shall be incorporated as if fully set forth in the body of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above written.

**ATTEST:**

**CITY OF SANTA ANA**

\_\_\_\_\_  
DAISY GOMEZ  
Clerk of the Council

\_\_\_\_\_  
KRISTINE RIDGE  
City Manager

**APPROVED AS TO FORM**  
SONIA R. CARVALHO  
City Attorney

**CONSULTANT**

By: John M. Funk  
JOHN M. FUNK  
Sr. Assistant City Attorney

Brent Kelley  
Name: BRENT KELLEY  
Title: Managing Principal

**RECOMMENDED FOR APPROVAL**

\_\_\_\_\_  
NABIL SABA, PE  
Executive Director  
Public Works Agency

# EXHIBIT A

## Appendix ATTACHMENT 1 SCOPE OF WORK

### CITY OF SANTA ANA REQUEST FOR PROPOSALS FOR SPACE PLANNING AND ARCHITECTURAL SERVICES RFP NO.: 20-040

#### **Introduction and Background:**

The City of Santa Ana intends to retain Space Planning and Architectural Services on an as-needed or “on-call” basis. A Professional Services Agreement will be entered into with several of the qualified firms/consultant(s) to provide space planning and architectural services for a variety of projects on an on-call basis. Areas of responsibility shall include architectural, space planning, structural, construction management, mechanical and electrical engineering, ADA survey, and move management services. On an on-call, as-needed basis, the selected firm(s) may be asked to provide professional services on specific, project-by-project basis, based on an agreed-upon scope of services and fees. All proposals, plans, drawings, specifications, estimates, grant applications, and/or studies will be subject to the final approval and satisfaction of the City of Santa Ana.

The architects and engineers in the firm must be licensed and legally qualified in the State of California to practice the work for which consideration is requested. Selected firm(s) shall have the necessary qualifications and experience to provide space-planning, architectural, and engineering consulting services to the City. Services may involve all or some of the phases of project development and shall include, but not necessarily be limited to, the following activities:

#### **Site Analysis**

Perform site analysis during initial design work. This may include site visits, photographs, analysis of existing space(s), meetings with various City departments to discuss specific space requirements.

#### **Conceptual Layouts/Space Planning**

Prepare alternative preliminary space layouts, including engineering details and engineering calculations, and estimates of probable costs for each alternative. Present information to the City along with a written response of the advantages and disadvantages of each alternative plan taking into consideration operational, programmatic, adjacency needs and appropriate design standards.

#### **Permits/City Approvals (City as regulatory agency)**

Assist City departments in obtaining entitlements, permits and other City approvals, as required.

#### **Architectural, Interior Design, and Engineering Services**

Provide architectural, structural, mechanical and electrical engineering services and cost

estimating services during the schematic design, design development and construction document phases. Work products shall include engineering details, engineering calculations, architectural plans, and elevations, material specifications, cost estimate, and final plans and specifications. Prior to acceptance of design, Consultant is to prepare a summary report detailing the effort of utility coordination, IT coordination, and due diligence for the City's review and acceptance. Third-party cost estimate and constructability review may be included in the design effort at the City's request.

- 1. Schematic Design:** Develop schematic design site plan drawings illustrating the scale and relationship of project components.
- 2. Design Development:** Prepare design development package consisting of:
  - a) Drawings and other documents that outline repairs or solutions and describe the size and character of the project with respect to architectural, interior, structural, mechanical and electrical systems
  - b) Materials and samples
  - c) Other required elements based on the approved schematic design documents. Designs must comply with the current Building codes and any other City requirements. Additional site visits and coordination with City departments will be required to ensure that design development meets the department's needs.
- 3. Construction Documents:** Prepare construction documents consisting of plans and specifications, calculations, and cost estimates setting forth in detail the requirements for the construction of the project based on the approved schematic design and design development documents. The construction documents will include, but not limited to: plans, details, and specifications for structural, electrical, mechanical, plumbing, ADA requirements, parking, and landscaping; all fully coordinated with the architectural design. Plans should include recommendations for green building standards and sustainable development to reduce costs, improve the health of building occupants, and reduce the negative impacts to the environment. A refined cost estimate based on the final construction documents shall also be prepared. There shall be no additional costs due to revisions of the drawings to bring the design up to code compliance.

Assist the City departments in obtaining reviews and approvals from applicable public agencies for design reviews, plan checks, and permits.

Assist the City in obtaining all required permits, reports, and other information to bid the project. The City will pay all permit fees.

The Consultant shall be required to provide continued communication and feedback with various City personnel throughout the process to provide a cost-effective and quality design that meets the needs of the client department(s).

### **Post Design Services**

At the City's sole discretion, assist the City Department(s) with the following services.

- 1. Bidding**
  - a) Preparing bid documents and packages
  - b) Answering bidder's questions

- c) Scheduling and attending pre-bid conferences and job/site walks
- d) Preparing bid addenda
- e) Preparing bid analyses and reviewing and responding to bidders' submittals, such as shop drawings, product data, samples and proposed equivalent products and materials.

## **2. Construction and Construction Management**

- a) Prepare "as-built" drawings, in current CAD format, as required
- b) Visit construction site as needed to monitor quality of the work and resolve construction issues.
- c) Assist engineer, consultant and inspector with interpretation of the following:
  - Plans and specifications
  - Analysis of change conditions
  - Development of corrective actions
  - Review of shop drawings and other submittals
  - Review, negotiation and preparation of change orders
- d) Manage the construction phase and coordinate construction meetings to ensure the project is completed on time and within budget.
  - Provide weekly estimates of percent of work completed
  - Approve vendor invoices for submittal to the City.

## **Move Management Services**

At the City's sole discretion, assist the City Department(s) with the following services.

- Survey all existing items to relocate.
- Meet with client and the client's furniture vendor to verify the placement of all items for move.
- Third party/peer review of architectural plan(s).
- Prepare move plans to show numbering system for ease of labeling boxes and items to move.
- Prepare "move in" sketches for mover use, showing office and common area layouts.
- Coordinate with the City's Telecommunication Services and instruct staff in preparing for the move.
- Coordinate and closely supervise move labor.
- Be responsible for all post-move follow-up.

## **Special Services**

- Complete the State of California ADA surveys.
- Provide value engineering services upon request.
- Complete LEED Certification documentation upon request.

## **Plans and Documents**

All plans and other documents prepared by the Consultant on behalf of the City shall become sole property of the City. All documents and files must comply with current requirements set forth by the various entities for record retention.

## **Fee Proposal:**

In addition to Section III.B.3 (Submittal Requirements: Fee Proposal) fee schedule shall be structured as follows:

The fee proposal shall include the firm's standard hourly fee schedule, and/or project fee schedule where applicable and as outlined in this document. A list of all positions and hourly rates required to perform the services described herein. A more detailed scope of work will be provided when/if a specific project proposal is requested of a consultant.

**Other Terms and Conditions:**

1. The project will be implemented in compliance with the City of Santa Ana's policies, as well as Prevailing Wages and State/Federal Requirements.
2. The City regards the inclusion of California based designs, engineering, and construction professionals, facilities, and services as part of the Team to be highly desirable, but not mandatory.
3. The City reserves the right to amend this Request for Proposal by addendum prior to the final dates of submission.
4. All reports, proposals, or other data or materials which are submitted shall become the sole property of the City of Santa Ana with the exception of the confidential Financial Capacity information and sealed fee proposals which will be returned to all proposers after award of contract to the selected Proposer.
5. All products used or developed in the execution of any contract resulting from this request will remain in the public domain at the completion of this project.
6. The City has an affirmative action program. The purpose of the affirmative action program is to encourage certified minority business enterprises and women business enterprises. All submitting firms must have established affirmative action programs approvable by the City. During the RFP stage, all firms will need to complete a "Certification of Non-Discrimination by Contractors" for each firm on their team.



CITY OF SANTA ANA  
Space Planning and  
Architectural Consulting  
Services

April 20, 2020

Gabriela P. Lomeli  
Project Manager  
City of Santa Ana  
Santa Ana Public Works Agency  
20 Civic Center Plaza  
Santa Ana, California 92701

Request for Proposal (RFP) for  
Space Planning and Architectural Consulting Services RFP No.: 20-040

Dear Gabriela:

First things first, thank you! We appreciate this opportunity to provide space planning and architectural consulting services to City of Santa Ana/Santa Ana Public Works Agency ("City"). We are qualified to provide on-call, as needed services and be on your space planning and architectural consultant team. Through our qualifications, you come away with an understanding of who we are and why Corgan is the right partner. Comprehensively qualified, Corgan has all the relevant skills, experience and resources required to provide on-call services for the next three years and beyond.

**Expertise** — We've done this before and have been at the heart of the most recent examples of this type of project. From the Salt River Project, City of Chandler Public Safety Training Center, City of Waller City Hall and Civic Center, City of Peoria Pinnacle Peak Police Patrol Building, Sacramento International Airport for the County of Sacramento, and LAX Midfield Satellite Concourse, Corgan has been instrumental in the creation of the vision, planning, and successful execution of similar projects.

**Experience** — We know these building types and the interior design and space planning requirements. With multiple millions of square feet of civic, corporate office, and interior design projects in our portfolio, including virtually every type of workplace, we understand the full range of issues that influence the design of these often-complex projects. This includes all the special needs associated with coordinating with local authorities, codes and regulations, as well as listening to and understanding the needs of all stakeholders. We also have the added benefit of mechanical, electrical, plumbing, and structural consultants who have experience working with the City and other municipalities and have history of partnering with us.

**Leadership** — We have a reputation as great team player. We are proud to be known for our ability to work collaboratively and gain consensus among many stakeholders. We value the contributions of the great many professionals that

surround us, and we worked hard to channel the collective wisdom of the group to make these opportunities both successful and fulfilling. As accomplished leaders, we have found that the alignment of personalities is as important to the success of a project as the proper alignment of its goals. We know how to build consensus.

**Commitment** — Our experienced professionals are dedicated. Many of us on the team have been at Corgan for decades and have had the good fortune to become experts in our respective fields. From visioning, to programming, across all design phases, through construction documentation and beyond, you will be working with the same people from start to finish. Our team structure provides the personal commitment that comes from “owning” responsibility for the project and maintaining the continuity of project knowledge that is so important for success in these endeavors. The key personnel assigned to this project will be available and committed throughout its entire duration.

**Resourcefulness** — We have all the necessary resources. With a firm of over 600 team members, we have substantial horsepower... we can hit it hard and make it go. Our architects and interior designers have a long and successful history of performing and delivering excellent service to our clients and creating building environments for them that are tuned to their specific needs. Outstanding client service is in our DNA.

With our commitment to shared objectives and making well researched and studied recommendations that will ultimately evolves to a design solution, we have the multi-faceted dedicated team to serve your needs. We truly appreciate this opportunity to work with the City as one of the on-call architects for space planning and architectural services and look forward to making our relationship with you the start of a long and successful one.

Sincerely,



Brent Kelley  
Managing Principal, Principal-in-Charge



Sean Kim  
Vice President, Project Manager



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# 1. Statement of Qualifications

**25G-185**

# Agility in Design

Our clients are experiencing disruptions in their markets. Ideas about what makes a good airport terminal, office, data center, hospital, or school are quickly changing. These disruptions are driving a demand for new ways to create places and the generation of critical ideas that will help propel them forward.

**OUR STRENGTHS GIVE US THE ABILITY TO HELP OUR CLIENTS SOLVE THESE PROBLEMS.**

**We build mutually beneficial relationships with our clients.** We are successful when our clients are successful.

**Our work is informed by data and research.** These reveal insights into our clients and users.

**We are driven by user experience.** We get into the heads and hearts of the people who use our spaces.

**We are passionate about designing places that succeed on the client's terms.** We believe it is important to exceed their vision of success.

**We are agile, harnessing core strengths to move quickly and change direction without losing control.** It is a skill we possess, and one in which we are investing to become even more proficient.

## Market Expertise

Aviation	Education
Commercial	Healthcare
Data Centers	Interiors



**25G-186**

A Leading  
Architecture +  
Design Firm

**80+**  
years in business,  
and growing

**600+**  
employees  
across 12 locations

**92%**  
repeat client  
business

## THESE CHANGES WERE NOT ACCEPTED BY CITY

**b. Proposal shall include a statement outlining your concurrence or concerns with any and all provisions as contained in the Agreement attached herein as Attachment 2 in the Appendix.**

### Contract Agreement Statement

Corgan appreciates the opportunity to review the terms of the Standard Consultant Agreement and is confident that a mutually agreeable contract can be reached by the parties. As currently written, there are provisions that raise the standard of care and compromise insurance coverage. As such, Corgan requests an opportunity to dialogue with the City of Santa Ana regarding the following provisions: (1) Recital – standard of performance, (2) Section 8 (Indemnity) and; (3) Section 16 (Termination and Owner's right to use Architect's drawings). We also request the opportunity to review any "Additional Provisions" for Exhibit D, if applicable.

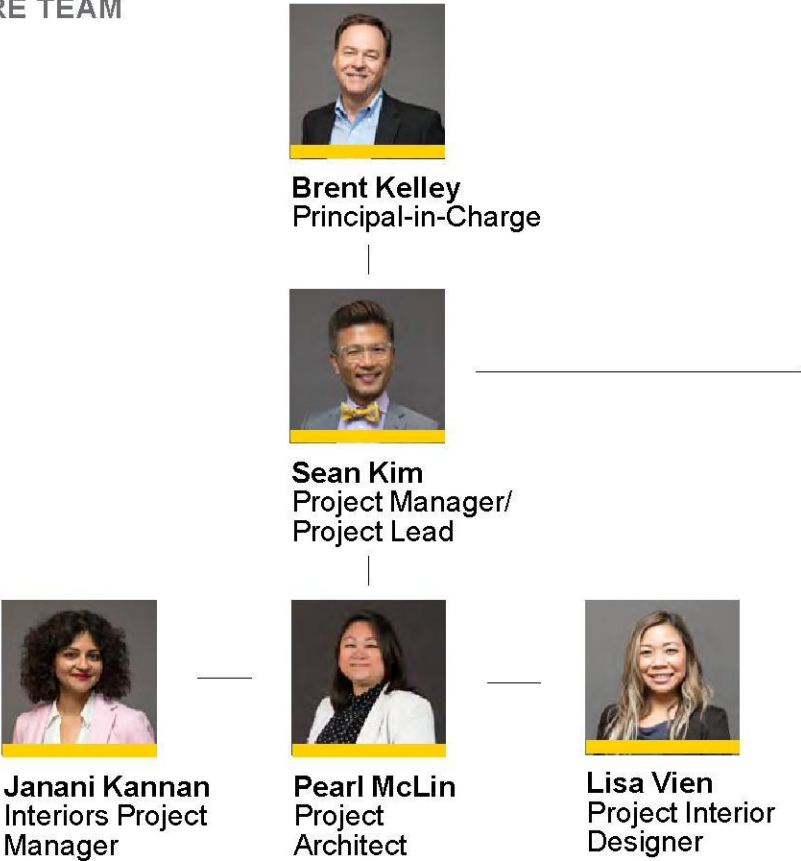


c. Proposal shall include a profile of the firm’s experience. Include resumes of project team/sub-consultants that will be providing services which outline their technical and design experience. At a minimum, this should include the project manager/principal agent, associates in charge when project manager/principal agent is unavailable, key personnel, firm size, and an organization chart. The project manager/principal agent shall be the primary contact person to represent your firm and will be the person to conduct the presentation, if invited for an interview.

Leading the way.

At Corgan, we value agility in problem solving. So we build responsive teams — the right designers, the right researchers, the right experts in trends and strategy — working together to create leading-edge, beautiful, surprising solutions that align with the business goals of our clients. In team building, one size does not fit all.

CORE TEAM



CONSULTANTS

**PBS Engineers**  
MEP

**Miyamoto**  
Structural  
Engineering

IN-HOUSE RESOURCES

**Emily Strain**  
Director,  
Workplace  
Strategy  
and Change  
Management

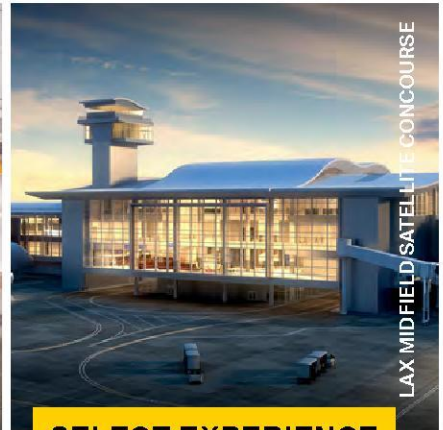
**Jasmine Efrussy**  
Director,  
Furniture  
Strategy

**Jennifer Wehling**  
LEED and  
Sustainability

**John Mares**  
Certified  
Access  
Specialist

# Brent Kelley ——— AIA, NCARB, LEED AP

## Principal-in-Charge



### SELECT EXPERIENCE

Brent will be the Principal-in-Charge, overseeing contract execution and monitoring project process. His primary responsibilities will be to make sure all project goals and guidelines are incorporated into the final project design. Brent will be involved from project initiation through project closeout and provide overall guidance to the project team.

- Corgan Los Angeles Office Relocation
- American Airlines Federal Credit
- LAX Los Angeles International Airport, Midfield Satellite Concourse
- LAX Los Angeles International Airport
- Bradley West Terminal 4 Connector
- JWA Terminal Improvements
- LAX Terminal 5 Renovations
- LAX Terminal 6 Concession Redevelopment Program

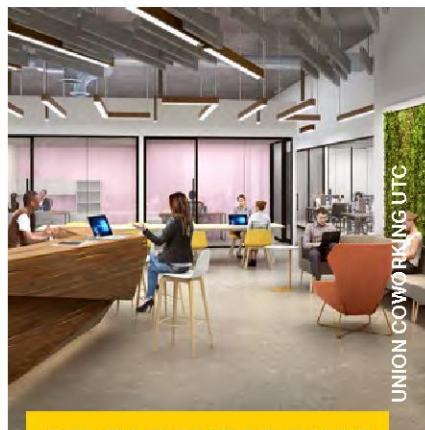
# 30

years of experience



# Sean Kim — CID, AIA ASSOCIATE

## Project Manager/Project Lead



### SELECT EXPERIENCE

Sean has over a decade of experience in interior architecture for civic, commercial, healthcare, education, and aviation industries. He is driven by a passion to help clients flourish and works collaboratively and strategically to deliver the highest level of focused service. His fresh and bold approach to solution-based design is driven by how space is experienced holistically. As a project manager/project lead, he will be responsible for the design leadership and the main contact for this project.

- SCAG, Southern California Association of Governments Branding and Interiors Refresh
- Corgan Los Angeles Office Relocation
- Union Coworking UTC
- County of San Bernardino, Attorney General Office
- County of Riverside, Fire Department Administration Building
- LAX Midfield Satellite Concourse Gateway and Passenger Tunnel
- SMF Sacramento International Airport, Terminal A, Restroom Renovation

# 12

years of experience



# Janani Kannan — LEED AP

## Interiors Project Manager



### SELECT EXPERIENCE

With over 14 years of design experience, Janani has created success for her clients at every stage of the design process, from concept development through project completion. She is a talented and visionary interior designer at Corgan and will provide project management, technical leadership, and day-to-day coordination with consultants for this project. Her focus and passion for design, coupled with strong problem solving skills, have made her an invaluable asset to the interiors studio.

- Zebra Technologies
- LAX Midfield Satellite Concourse
- Corgan Los Angeles Office Relocation
- NASDAQ Office
- SCAG, Southern California Association of Governments Branding and Interiors Refresh
- Union Cowork UTC
- Locke Lord LA Renovation

# 15

years of experience



# Pearl McLin ——— AIA, LEED AP BD+C

## Project Architect



### SELECT EXPERIENCE

Pearl's experience ranges from terminal programming and design efforts for aviation projects, to corporate interiors, higher education and healthcare. As a project architect, she collaborates with clients and project teams throughout the design process from schematic design to construction administration to create innovative, functional and sustainable buildings. Pearl helps client's realize their vision and strives to meet expectations through transparency, communication and innovation.

- City of Santa Monica, Big Blue Bus Maintenance Facility
- City of Anaheim, ARTIC
- San Pedro Waterfront Masterplan
- San Diego North Embarcadero Masterplan
- Orange County Groundwater Replenishment System
- LAX Midfield Satellite Concourse North
- RiCloud IDC-San Jose
- Project Goodyear Data Center
- Vantage Due Diligence

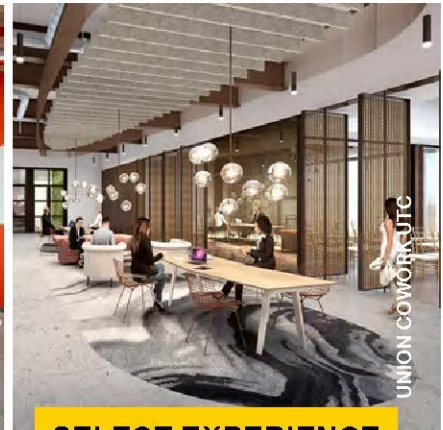
# 10

years of experience



# Lisa Vien

## Project Interior Designer



### SELECT EXPERIENCE

Lisa is a detail-oriented, talented, and a visionary designer with a love for technology. Her brand experience and background on similar projects for major corporate clients across multiple levels and varying scales makes her a valuable resource and knowledge center. In addition to her design acumen, Lisa brings a high level of proficiency in many design and rendering programs giving her the ability to bring the team's vision to life. She is an excellent planner and appreciates perfectly executed details.

- Corgan Los Angeles Office Relocation
- Union Cowork UTC
- Locke Lord LA Interior Renovation
- Vantage Data Center Blucora
- Sacramento International Airport Terminal A Restroom Renovation
- New American Funding Redhill Office and Recruitment Center
- UCSD Health System HIV Clinic Expansion
- Kaiser Santa Clarita MOB

# 7

years of experience



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Director, Workplace Strategy and Change Management

**Emily Strain** RID, LEED AP



Emily leads the effort to develop and execute an effective strategy to help employees understand and embrace new ways of working with minimal resistance and maximum efficiency.

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Director, Furniture Strategy

**Jasmine Efrussy** RID



Jasmine evaluates furniture products both existing and new to make recommendations with respect to the client's overall furniture needs.

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LEED and Sustainability

**Jennifer Wehling** AIA, LEED AP BD+C, ID+C



Jennifer is the leader of the firm's sustainability efforts and primary resource for sustainable design knowledge.

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Certified Access Specialist

**John Mares** AIA, LEED AP BD+C, NCARB, RIBA, DBIA



John has 33 years of experience executing a wide range of project types including education, aviation, and commercial projects. He is a certified Access Specialist.

**d. Proposal shall include an outline which demonstrates the firm’s understanding of the work. This outline should include anticipated approach, tasks necessary for successful completion, deliverables, and suggestions or special concerns that the City should be made aware of. Identify any assumptions and/or exclusions used in preparation of the scope of work and associated fee estimate.**

## Understanding of Need

We understand that the scope may include providing on-call, as needed services to any of the City facilities including architectural, space planning, structural, construction management, mechanical and electrical engineering, ADA survey, and move management services. We also understand that we may be asked to provide professional services on specific, project-by-project basis, based on an agreed-upon scope of services and fees along with consultant services on an as-needed basis. In addition, all proposals, plans, drawings, specifications, estimates, grant applications, and/or studies will be subject to the final approval and satisfaction of the City.

Corgan and our subconsultant engineers are licensed and legally qualified in the State of California to practice the work that may be required on an on-call, as needed basis. Corgan has the necessary qualifications and experience to provide space planning, architectural, and engineering consulting services to the City and may involve all or some of the phases of the project development and shall include, but not necessarily be limited to, the following activities as described in the RFP:

- Site Analysis
- Conceptual Layouts/Space Planning
- Permits/City Approvals (City as regulatory agency)
- Architectural, interior design, and engineering services, including third party cost estimate and constructability review at City’s request.
- Schematic Design
- Design Development
- Construction Documents
- Post Design Services
  - Bidding
  - Construction Management
  - Move Management Services
- Special Services
  - Complete the State of California ADA surveys.
  - Provide value engineering services upon request.
  - Complete LEED Certification documentation upon request.
  - Fully understand City’s vision for each on-call project, both in terms of objective and subjective goals. This includes not only a thorough understanding of the program requirements and budget, but also your understanding of the project and its impact.

## Project Approach

Our methodology is focused on supporting the needs of our clients, their schedule and goals. An important part of our approach is to establish an inclusive process upfront. This provides that, as projects develop, each member of the City's team and Corgan are satisfied that all the project goals and objectives are met.

To best serve the City and stay true to our methodology, this relationship would be managed by Sean Kim as Project Manager/Project Lead. Brent Kelley as Office Director and will serve as Principal-in-Charge and will administer the architectural contract. Brent is responsible for maintaining the client's expectations and working with your procurement department. It is his job to enable the core team to tap into their technical expertise, vast experience, and passion to create effective, innovative designs unique to each organization. Brent will be supported by Pearl McLin as Project Architect. Janani Kannan will serve as Interiors Project Manager, and be supported by Lisa Vien as Project Interior Designer. Sean will remain personally involved, seeing the project step-by-step through to completion. This team was formed to specifically address the needs of this project.

Corgan offers the perfect balance of substantial firm resources with dedicated project-focused teams. The project will be managed from our Los Angeles office, with support from staff located in both Phoenix and Dallas on an as needed basis. Our standard practice is to staff each project with individuals who remain involved throughout the duration, seeing the project through to completion. The team is formed to specifically address the needs based on project size, type, complexity and the client and will manage each project from inception to warranty walk-through. While a core team leads each project, Corgan will pull from resources across the firm to provide support in areas of expertise, such as specialists in furniture, move management, LEED, and ADA specialists.

Additionally, all architectural and interior design services are provided only by staff employed by Corgan. This method allows us to maintain consistency and quality control for all Corgan projects. The following pages outline our approach to, and output of, each project phase.

## Project Start-up

At project start-up, our primary effort will be directed towards a learning process to fully understand City's vision for each on-call project, both in terms of objective and subjective goals. This includes not only a thorough understanding of the program requirements and budget, but also your understanding of the project and its impact.

## Design Development

Using programmatic information, we will develop multiple conceptual designs. After reviewing and developing those designs with you, the conceptual designs and program will become the reference for the development of schematic plans and studies. As these are developed and refined, we begin detailed development of the project for compatibility with your needs; checking the design against your schedule, budget, goals, and ideas. We believe that the design recommendations should arise naturally out of its environment, the program and your aspirations rather than our preconceptions. Our distinct style is your unique vision.

## Focused Solutions

Throughout the process, we encourage in-depth participation by your project team to confirm all project goals are met. In our experience, we have worked with multiple stakeholders and are able to respond to a variety of suggestions and opinions on a project while staying focused on the primary requirements of program, schedule and budget. We listen first, and our collaborative approach makes us a trusted partner.

## Deliverables

As an on-call consultant to the City, Corgan's may be asked to provide professional services on specific, project-by-project basis. Each project will be based on an agreed-upon scope of services and fees. Although the deliverables for each project may vary, our project approach and methodology will remain consistent throughout the contracted period.

**Suggestions, or special concerns that the City should be made aware of.**

## Schedule Aligned with Work Plan

As Corgan develops the schedule for this project, we will develop a keen understanding of the issues and variables involved within each phase of the design and construction process. The key to a successful schedule is developing a work plan which allows each of the key players, owner, design team, and contractor sufficient time to plan, price and construct the project satisfactorily.

## Graduated Liquidated Damages

Even if the schedule is adequate, there are still challenges that can arise with respect to time. These can be alleviated by verifying that the contract documents and specifications are written in such a way as to provide proper encouragement for the contractor to complete his work. One technique Corgan has found to be successful is the concept of graduated liquidated damages. For example, the first two weeks a project is overdue, the penalty is relatively mild with escalating penalties as the time becomes longer. This helps prevent delays from becoming long term.

## Modified Fast Track Scheduling

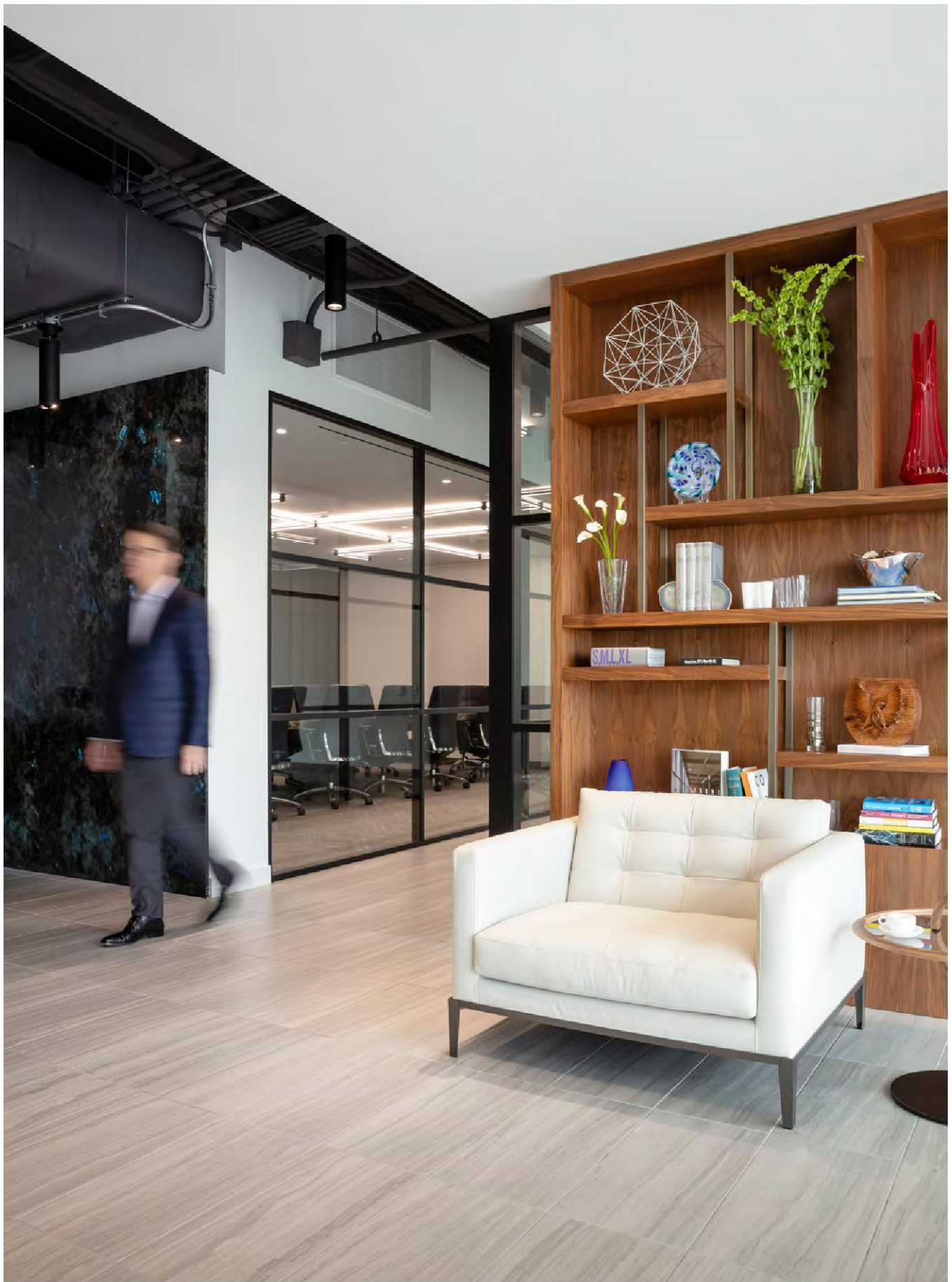
Areas that the firm pays special attention to are those which typically lead to schedule slipping. This Includes: time required for base building and finish-out programming; owner review processes for design and construction documentation, including sign-off; and special phasing requirements within the project. The contracting method also plays an important role. Corgan frequently has success with modified fast track scheduling, even within a competitive bid framework.

**Identify Any Assumptions and/or exclusions used in preparation of the scope of work and associated fee estimate**

Please see attached fee proposal.

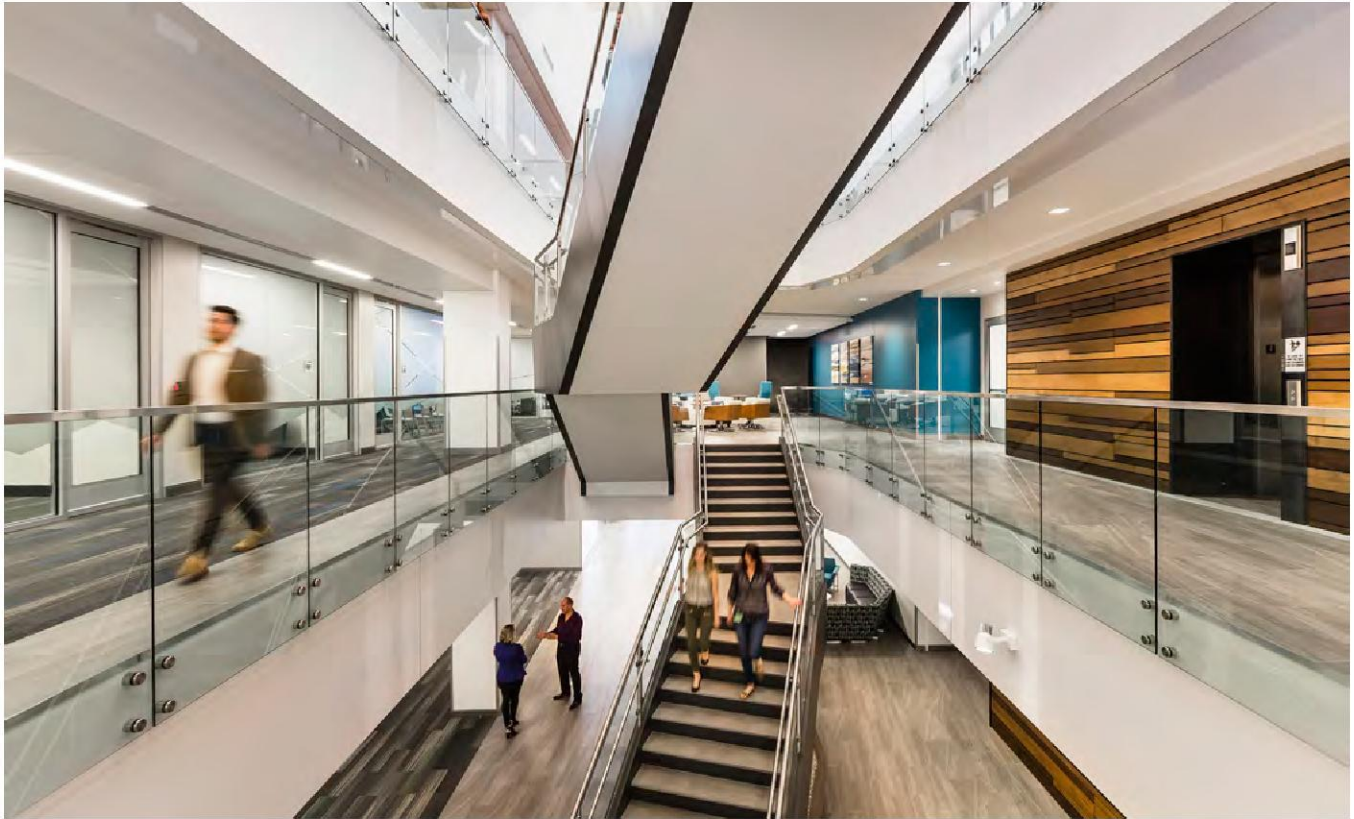
**e. Proposal shall include a list of projects which your firm or personnel have completed within the last 5 years, including significant work with public agencies. Project information should include project description, year completed, client name, along with a person to contact and their telephone number.**

The list on the following pages includes a small sample of recently completed work and work with public agencies.



**25G-198**

# SRP Administration Building



## PROJECT STATS

**YEAR  
COMPLETED**  
2020

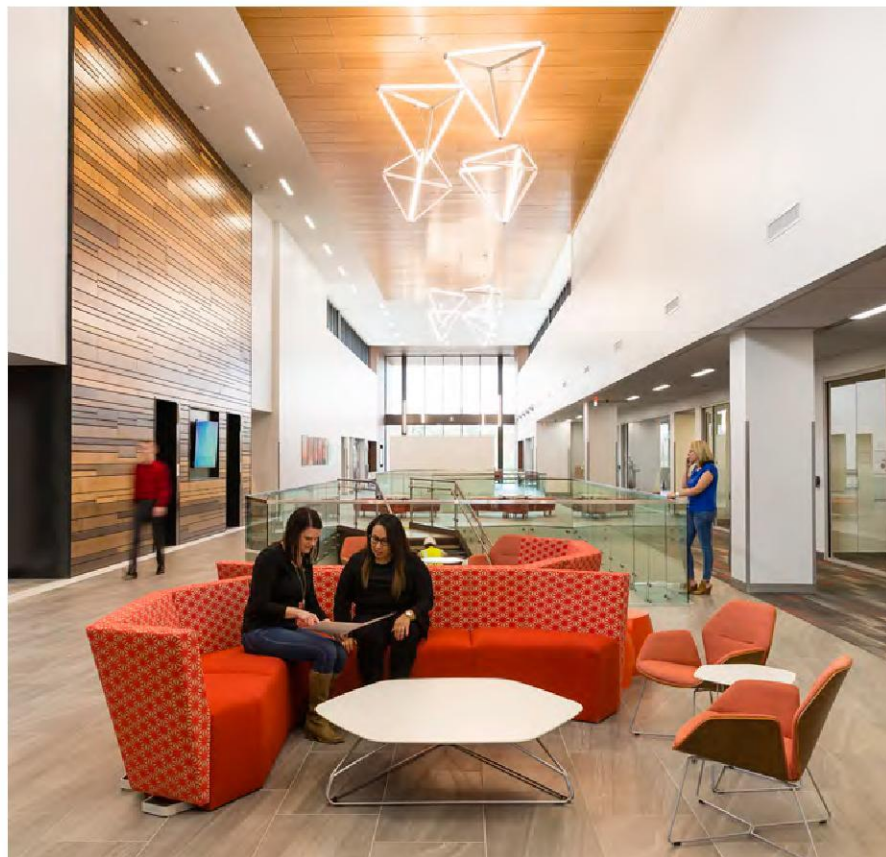
**CLIENT**  
Mortenson  
Construction

**REFERENCE**  
Devin Hunsaker  
Senior Project  
Manager  
480 339 7864

## Visual elements provide a healthy lifestyle for employees.

This existing building, SRP Corporate Headquarters will be completely renovated while the building remains occupied with over 1,200 employees. Sixty-four departments will be relocated to improve adjacencies and to simplify department work-space layouts, building circulation and aesthetics. New huddle spaces, break rooms, conference, building security, and building support spaces will be key design features, as well as swing space for future building demands and growth.

The total project square footage will be 440,783 and includes the existing building renovation (324,719 square feet), and building expansion of a five-story, mid-rise infill building and a three-story replacement and addition. Other pre-enabling projects on the PAB campus that have already been completed include: A complete gut and remodel of the three level 64,000-square-foot Credit Union Building (CUB); a new three-story 800+ car parking garage; and a new fleet maintenance garage.



**25G-200**

# Corgan Los Angeles Office



## PROJECT STATS

**YEAR  
COMPLETED**  
2018

**CLIENT**  
Corgan

**REFERENCE**  
David Saeta  
IDS Senior Vice  
President  
213 446 3969

## Striking the balance between regionalism and global brand.

Having outgrown our space in Playa Vista, Corgan decided to lay down roots in Culver City. Our goal was to create a space that evokes the spirit of the Golden State with incorporated local preferences, while remaining true to our identity and roots.

A warm, vibrant palette supports the Corgan brand with nods to the California culture with hints of blue symbolizing the ocean. The workspace is centered on flexibility and features a variety of workstations, phone rooms and collaboration zones

to accommodate all types of meeting needs. The flexible furniture and open plan supports multiple uses and can transform from a workplace to a space for intimate industry and client events.

The large conference room opens to the community kitchen with bi-folding glass panels that can be open to combine spaces into one large gathering area leading to a covered terrace with seating overlooking the Catalina Island. Large sliding doors in this area can remain open on a warm windy day allowing the fresh air to encompass the office space bringing the outdoors in.



**A workspace embodying  
Southern California Cool  
without the clichés**



# City of Waller City Hall and Civic Center



## PROJECT STATS

**YEAR COMPLETED**  
2019

**CLIENT**  
City of Waller

**REFERENCE**  
Cynthia Ward  
City Secretary  
Extension 12  
936 372 3880

## The perfect balance of mirroring and connecting to the surrounding community.

The City Hall in Waller, Texas, requires the development of an existing city block to be utilized for city administration, public works, municipal court, and city council functions. This new, ground-up building is traditional steel and masonry construction to match the surrounding context.

A southern plaza connects city hall to a new open park, designed for the adjacent block.

The civic center's renovation updated the existing amenities, and brought deficient items up to code. A continuation of a pre-engineered metal building serves for the expansion of the gathering area and a central core will contain the entry, office and restrooms. Planters and screen walls were constructed along the front of the building.



# City of Peoria Pinnacle Peak Police Patrol Building



## PROJECT STATS

**YEAR COMPLETED**  
2017

**CLIENT**  
Haydon Building Corp.

**REFERENCE**  
Jeremiah Hernandez  
Project Manager  
602 296 1496

## State-of-the-art training amenities to encourage learning and collaboration.

This new 17,000-square-foot police facility, situated on an existing campus is comprised of a police patrol services building with administration, training rooms, and community space, processing area, holding cells, evidence processing, interview, tactical training, MILO, officer work spaces, briefing, break, canine, sally port, fuel island, secure parking, ¼ mile jog path and exterior secure break areas.

Officer conditioning and fitness training is a foundation for physical strength as well as a personal recharging. The facility includes state-of-the-art and fitness and strength-training room, personalized air-ventilated, individual lockers with secure charging outlets/ports for equipment and devices, and private shower/changing rooms.

# City of Chandler Public Safety Training Center



## PROJECT STATS

**YEAR COMPLETED**  
2017

**CLIENT**  
City of Chandler

**REFERENCE**  
Rick Rehfeldt  
Senior Architect  
602 331 4141

## New, phased public safety training campus.

Designed as one primary building complex and fire support building, rather than multiple stand alone buildings, this project focused on supporting the police and fire training efforts, where various means of communication and practical application are employed, to equip trainees with the skills to do their jobs safely and effectively. Site and building layouts and circulation are supported by low-tech/high-touch and high-tech communication and applications. These include collaborative meeting and classroom spaces, effective

large audience audio/visual presentations, high tech firearms simulation training, hands on defensive tactics training and live fire weapons training.

f. Proposal shall include a listing of relevant projects with references for three public entities for which Proposer has performed similar work within the past five (5) years.

## Professional References

As requested, professional references are provided below:

**SRP Administration Building**

Steve Knighton  
Director of Operations  
Mortenson Construction  
480 339 7869  
steve.knighton@mortenson.com

**County of Riverside Fire  
Administration Building**

Dexter Galang, CCM  
Senior Planner  
UCR  
951 827 4724  
dexter.galang@ucr.edu

**Lawton Airport Fire Station**

Barbara McNally  
LAW Airport Director Lawton - Ft.  
Sill Regional Airport  
580 353 4869 x 302  
barbara@flylawton.org



...We needed a trusted partner who understood our people and our culture. Corgan worked quickly to listen and understand who we are and what we need. Their team's people skills, attention to detail, focus on value and breadth of experience have led us to a building design I am confident our employees will be proud of and meet their needs for many years to come.

**BILL HANNES  
SENIOR VICE PRESIDENT OF  
SPECIAL PROJECTS  
PIONEER NATURAL GAS**



## — 2. Scope of Services and Schedule

**2. Proposal shall include a general Scope of Services and general Schedule which details the work phases to be completed, the tasks to be accomplished, the deliverables to be provided, and the schedule / timeline to complete the project, based upon the requested Scope of Work detailed in Attachment 1 of this RFP.**

## Scope of Services

### Architectural/Interior Design Services

Corgan includes all services required to complete the scope of work as part of our basic services. We typically negotiate a contract with the client that includes a complete team. This allows the client to hold one contract for the entire scope of the project and promotes continuity, confirming responsibilities are clearly and contractually identified. Our in-house services include:

- Architectural programming
- Architectural design and documentation
- Construction administration
- Master planning
- Estimate of probable cost
- Historic property renovation/restoration
- Space planning
- Interior design
- Quality assurance/quality control review
- Site feasibility analysis
- Specifications

### In-House Additional Services

- Bond planning and communications
- Change management
- Workplace Strategy
- WELL certification
- LEED certification
- Lighting design
- District-wide facility assessments
- Furniture services
- Equipment planning
- Visualizations/renderings
- Environmental branding

### Subconsultants

In addition, our team can manage all the remaining potential services requested by the City, with the inclusion of outside consultants. Corgan forms teams with the most qualified consultants for the specific project type. We have many consultants that we share a long relationship with, and would recommend to the City, however, we remain open to working with consultants that the City prefers. We have completed many successful projects in collaboration with other firms and are comfortable with this arrangement if required.

- MEP
- Structural
- Civil
- Roofing, Waterproofing
- Food Service
- Landscape

# General Schedule

Once we are given the notice to proceed, Corgan will work with the City's project manager to establish schedule parameters for the work that best serve the City's interests by allowing for review time and decision making. We are confident that the high-level schedule parameters are achievable, and we have experience developing a detailed schedule that demonstrates that collaborative approach.

GENERAL PROJECT SCHEDULE								SPECIAL SERVICES
PRE-DESIGN		ARCHITECTURE   INTERIOR DESIGN   ENGINEERING SERVICES			POST DESIGN SERVICES			
PROJECT REQUIREMENTS	CONCEPTUAL LAYOUT/ SPACE PLANNING	SCHEMATIC DESIGN	DESIGN DEVELOPMENT	CONSTRUCTION DOCUMENTS	PERMITTING	BIDDING	CONSTRUCTION / CONSTRUCTION MANAGEMENT	
<ul style="list-style-type: none"><li>■ Kickoff</li><li>■ Vision session</li><li>■ Leadership vision summary/report</li></ul>	<ul style="list-style-type: none"><li>■ Preliminary space layouts</li><li>■ Engineering details/ calcs for alternatives</li><li>■ Present advantage/ disadvantage to alternative plan</li></ul>	<ul style="list-style-type: none"><li>■ Develop schematic design presentation 1</li></ul>	<ul style="list-style-type: none"><li>■ Design development presentation 1</li></ul>	<ul style="list-style-type: none"><li>■ Page turn 50%</li><li>■ Page turn 90%</li></ul>	<ul style="list-style-type: none"><li>■ Agency Approvals</li><li>■ Permits, reports, site visit</li><li>■ Continued communication and feedback</li></ul>	<ul style="list-style-type: none"><li>■ Bid documents/packages</li><li>■ Answer bidder's questions</li><li>■ Pre-bid conference and job/ site walks</li><li>■ Bid addenda</li><li>■ Bid analysis and responding to bidder's submittals</li></ul>	<ul style="list-style-type: none"><li>■ As-built drawings in CAD</li><li>■ Site visit/monitor quality of work/resolve construction issues</li><li>■ Assist engineer, consultant and inspector</li><li>■ Manage construction phase, coordinate construction meetings to ensure schedule and budget</li></ul>	<ul style="list-style-type: none"><li>■ LEED certification documentation</li><li>■ Value engineering services</li><li>■ State of CA/ADA surveys</li></ul> <p>SPECIAL SERVICES</p>



## 3. Certifications

**Appendix  
ATTACHMENT 3  
CERTIFICATIONS**

**NON-COLLUSION AFFIDAVIT**

(Title 23 United States Code Section 112 and Public Contract Code Section 7106)

In conformance with Title 23 United States Code Section 112 and Public Contract Code 7106 the BIDDER declares that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the BIDDER has not directly or indirectly induced or solicited any other BIDDER to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any BIDDER or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the BIDDER has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the BIDDER or any other BIDDER, or to fix any overhead, profit, or cost element of the bid price, or of that of any other BIDDER, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the BIDDER has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

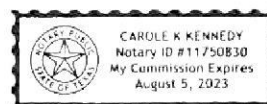
Note: The above Non-collusion Affidavit is part of the Proposal. BIDDERS are cautioned that making a false certification may subject the certifier to criminal prosecution.

Signed 

State of California  
County of Orange County

Subscribed and sworn to (or affirmed) before me on this 10th day of April, 2020, by Brent Kelley, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me

  
Notary Public Signature



Notary Public Seal

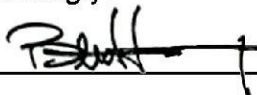
**NON-LOBBYING CERTIFICATION**

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in conformance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Signed:  **Brent Kelley**

Title: Managing Principal

Firm: Corgan, Inc.

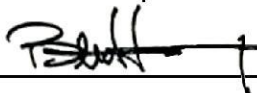
Date: April 20, 2020

**NON-DISCRIMINATION CERTIFICATION**

The undersigned Contractor or corporate officer, during the performance of this contract, certifies as follows:

1. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
2. The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
3. The Contractor shall send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The Contractor shall comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The Contractor shall furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation, to ascertain compliance with such rules, regulations, and orders.
6. In the event of the Contractor's non-compliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, the contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulations, or order of the Secretary of Labor, or as otherwise provided by law.

7. The Contractor shall include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontract or purchase order as the administering agency may direct as means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subContractor or Contractor as a result of such direction by the administering agency, the Contractor may request that the United States enter into such litigation to protect the interests of the United States.
  
8. Pursuant to California Labor Code Section 1735, as added by Chapter 643 Stats. 1939, and as amended, no discrimination shall be made in the employment of persons upon public works because of race, religious creed, color, national origin, ancestry, physical handicaps, mental condition, marital status, or sex of such persons, except as provided in Section 1420, and any Contractor of public works violating this Section is subject to all the penalties imposed for a violation of the Chapter.

Signed:  Brent Kelley

Title: Managing Principal

Firm: Corgan, Inc.

Date: April 20, 2020

THANK YOU!

# CITY OF SANTA ANA Fee Proposal



RFP 20-040  
April 20, 2020

Space Planning and Architectural Consulting Services

**25G-217**



CORGAN

# FEE PROPOSAL ——— CORGAN

## TERMS AND CONDITIONS OF PROFESSIONAL SERVICES – CORGAN ASSOCIATES, INC.

April 2019

### Compensation

Our current standard hourly rates when applicable to your proposal are:

(Note: The amounts listed below are the maximum amounts for each job title)

Managing Principal	\$395.00
Principal	\$380.00
Associate Principal	\$345.00
Senior Architectural Project Manager	\$320.00
Architectural Project Manager	\$290.00
Senior Aviation Planner	\$275.00
Aviation Planner	\$235.00
Senior Designer	\$260.00
Designer	\$230.00
Senior Lighting Designer	\$250.00
Project Architect	\$240.00
Project Architectural Staff	\$220.00
Architect	\$200.00
Architectural Staff	\$180.00
Architectural Intern	\$145.00
Student Architectural Intern	\$100.00
Senior Interior Design Project Manager	\$285.00
Interior Design Project Manager	\$245.00
Project Interior Designer	\$185.00
Interior Designer	\$165.00
Interior Design Staff	\$150.00
Interior Design Intern	\$125.00
Student Interior Design Intern	\$100.00
Workplace Strategy Leader	\$245.00
Workplace Strategist	\$165.00
Furniture Specialist	\$130.00
Roofing Specialist	\$225.00
Healthcare Planner	\$175.00
Education Support Specialist	\$185.00
Senior Specifications Writer	\$210.00
Specifications Writer	\$195.00
Design Applications Specialist	\$175.00
Senior QA/QC Manager	\$240.00
QA/QC Coordinator	\$210.00
Practice Technology Manager	\$210.00
Practice Technology Specialist	\$175.00
Photographer	\$160.00
Project Analyst	\$175.00
Senior Graphic Designer	\$175.00
Graphic Designer	\$150.00
Graphic Design Intern	\$90.00
Document Control Analyst	\$135.00
Administrative Assistant	\$140.00

### Validity and Effect

Our proposal is valid for thirty days. Should you ask us to begin work before executing an agreement, you agree that the proposed terms are the contract in force between us, subject to amendment when our agreement is executed.

### Client Responsibilities

You agree to provide complete information about the site and/or building and legal, accounting, insurance counseling and additional specialty consultant services as may be required. We shall be entitled to rely upon and shall have no responsibility to verify the accuracy and completeness of such services and information.

### Statements

You will receive a statement every month for services performed during the previous month. Payment is due upon receipt. Interest will be payable after 60 days at the maximum rate allowed by law. We reserve the right to suspend work without breach of contract if your account is past due and to charge you for all costs incurred by us, including legal fees, if we take action to collect the account. All payments are to be made in US dollars.

### Project Expenses

Project expenses such as, but not limited to, photocopies, reproduction, prints, long distance communications, travel, delivery, photography, outside consultants, renderings, models, and any additional insurance that you request will be billed at the standard rates or at our actual expense times 1.10. You also agree to reimburse us at our cost for any sales tax which may be assessed for our professional services.

### Change of Scope

Our fees are subject to equitable adjustment if the agreed scope is changed.

### Construction Phase Services

Any and all construction administration services will be furnished consistent with the terms and conditions of AIA Document B152, most current version, Construction Phase Services article.

TO THE EXTENT YOU DO NOT RETAIN CORGAN TO PERFORM CONSTRUCTION ADMINISTRATION SERVICES, YOU AGREE, TO THE EXTENT PERMITTED BY LAW, TO RELEASE CORGAN AND ITS SUBCONSULTANTS FROM ANY LIABILITY FOR CLAIMS OR DAMAGES ARISING DURING THE CONSTRUCTION PHASE OF THE PROJECT.

### Additional Services

These are services beyond those agreed to, including among others, our revisions due to your adjustments in the project scope, quality, or budget. Additional Services will be billed at standard rates. We can also provide, at your authorization and cost, graphic and signage design, fine art consultation, and specialized computer-produced designs, presentations, imaging, etc.

### Dispute Resolution

All claims and disputes relating to our services will first be addressed through non-binding mediation prior to pursuit of formal claims or litigation. A mediator that is mutually acceptable to both parties will be selected.

### Change Orders

We will review construction change orders for your approval, if these are among the services in our scope of work. Some reasonable extent of change orders resulting from field conditions and unanticipated causes are normal and should be anticipated by contingency in your construction budget.

### Use of Architect's/Interior Designer's Drawings

Our drawings and specifications are instruments of service solely with respect to this project. As author, we retain copyright, common law, and statutory rights. You may retain copies for reference, but you may not use these on other projects or to complete this project without our express written permission.

### Termination and Suspension

The Agreement may be terminated by either of us upon 7 days' written notice for either cause or convenience. In the event of termination or project suspension, you agree to pay us for services and project expenses then due. If you suspend the project for more than 3 months, we reserve the right to re-negotiate the balance of our fee to reflect current personnel and project restart costs. Should our services be terminated without cause, you agree to release us from all liability from the work we performed.

### Asbestos and Hazardous Wastes

We do not perform services related to the identification, containment or removal of asbestos or hazardous waste, including pollutants, nor will we assume liability for any damages or costs related to these materials existing in buildings, property or construction products.

### Insurance

We carry various forms of industry insurance including Workers' Compensation, Professional Liability and Standard General Liability Insurance. An insurance certificate is available upon request. To the extent damages are covered by property insurance, we agree to waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of insurance.

### Successors and Assigns

You and we agree, respectively, to bind ourselves, our successors, and our assigns to the terms of the Agreement. Neither party may assign this agreement without the approval of the other. Notwithstanding, we may assign this agreement to a Corgan Associates, Inc. controlled entity or affiliate.

### Standard of Care

In performing our services, we will use that degree of care and skill ordinarily exercised under similar circumstances by competent members of the design profession practicing in this locality. Further, some changes and adjustments in the project will be required in order to correct errors or omissions in construction documents and should be anticipated in your construction budget contingency.

### Limitation of Liability

The total aggregate liability of the Architect/Interior Designer, including its subconsultants, will not be greater than two times (2X) the total amount of our fee for professional services for claims against the Architect/Interior Designer related to the project and services rendered or failed to render including, but not limited to, professional errors or omissions within the normal standard of care, negligence, strict liability, breach of contract or warranty.

### Waiver of Consequential Damages

To the fullest extent permitted by law, neither the Owner, the Architect/Interior Designer, or their respective officers, directors, partners, employees, contractors or sub-consultants shall be liable to the other or any third-party beneficiary claiming under the Agreement, or shall make any claim for any incidental, indirect or consequential damages arising out of or connected in any way to the Project or this Agreement.

### No Fiduciary Responsibility of the Architect/Interior Designer to the Owner

The provisions of this agreement constitute the complete responsibilities and define the relationship of the Owner and Architect/Interior Designer; moreover, nothing herein establishes a fiduciary responsibility of the Architect/Interior Designer to the Owner.

### END OF TERMS AND CONDITIONS



MECHANICAL ELECTRICAL PLUMBING | CONSULTING ENGINEERS

## 2020 SCHEDULE OF CHARGES

The fee for our services will be based on the charges listed below. All fee quotations are applicable for a period of ninety (90) days from the date of the proposal to which this schedule is attached. We reserve the right to modify these rates upon thirty (30) days advance notice.

### PERSONNEL/HOURLY RATE

Principal Engineer_____	\$180	Senior CADD/Revit Operator_____	\$115
Project Manager_____	\$155	CADD/Revit Operator/Drafting_____	\$95
Project/Senior Engineer_____	\$135	Senior Field Representative_____	\$120
Senior Designer_____	\$125	Field Representative_____	\$110
Designer_____	\$120	Word Processor/Clerical_____	\$90

These rates apply to regular time and travel time in the continental United States. A maximum travel time of eight hours will be charged in any day. Overtime, if required in the interest of the project, will be charged at the above rates for professional personnel and at 1.5 times the above rates for other personnel. Overtime will apply to time in excess of eight hours per weekday and all time on Saturdays, Sundays, and holidays. In the event of adverse weather conditions or other factors beyond our control, a standby charge of four hours per weekday will be made for field personnel. Reimbursable expenses are in addition to personnel rates. Reimbursable expenses will be billed at cost except as noted below.

### MISCELLANEOUS CHARGES

Passenger Car_____	\$0.58/mile
Plotting_____	\$5.00/sheet
Photocopy_____	\$0.07/page

### INSURANCE

PBS Engineers maintains Professional Liability, General Liability Insurance for bodily injury and property damage with a limit of \$1,000,000 per occurrence for its own account and will furnish certificates of such insurance upon request. In the event the client desires additional coverage, we will, upon the client's written request, obtain additional insurance at the client's expense.

Glendora | Houston | Los Angeles | San Diego  
2100 East Route 66, Suite 210 Glendora, CA 91740 | T 626.650.0350 F 626.650.0352  
[www.pbsengineers.com](http://www.pbsengineers.com)

Page 1

# 2020 HOURLY BILLING RATES

Principal.....	\$275/hr.
Associate Principal.....	\$225/hr.
Senior Associate.....	\$170/hr.
Associate.....	\$160/hr.
Senior Project Engineer.....	\$140/hr.
Senior Designer.....	\$125/hr.
Project Engineer.....	\$125/hr.
Staff Engineer.....	\$120/hr.
Administrative Assistant.....	\$80/hr.
Expert Witness.....	\$350/hr.
Deposition & Court Testimony.....	\$400/hr.

*Billing rates are subject to annual review and changes based on market conditions and necessary salary adjustments.*

707 Wilshire Blvd., Suite 5100, Los Angeles, CA 90017 • P 213.362.7778  
 Sacramento • San Francisco • San Jose • Los Angeles • Orange County • San Diego • Reno • Washington, D.C.  
 Costa Rica • Colombia • Haiti • Liberia • Italy • Turkey • India • Nepal • Japan • New Zealand

CORGAN 

THANK YOU



25G-222

**AGREEMENT TO PROVIDE ON-CALL SPACE PLANNING AND  
ARCHITECTURAL CONSULTING SERVICES**

THIS AGREEMENT is made and entered into this 17th day of November, 2020 by and between SVA Architects, Inc. ("Consultant"), and the City of Santa Ana, a charter city and municipal corporation organized and existing under the Constitution and laws of the State of California ("City").

**RECITALS**

- A. On March 30, 2020, the City issued Request for Proposal No. 20-040, by which it sought qualified consultants to provide on-call space planning and architectural consulting services for the City's Public Works Agency.
- B. Consultant submitted a responsive proposal that was among those selected by the City. Consultant represents that it is able and willing to provide the services described in the scope of work that was included in RFP No. 20-040.
- C. In undertaking the performance of this Agreement, Consultant represents that it is knowledgeable in its field and that any services performed by Consultant under this Agreement will be performed in compliance with such standards as may reasonably be expected from a professional contracting firm in the field.

**NOW THEREFORE**, in consideration of the mutual and respective promises, and subject to the terms and conditions hereinafter set forth, the parties agree as follows:

**1. SCOPE OF SERVICES**

On an on-call basis, and at the City's sole discretion, Consultant shall perform the services described in the scope of work that was included in RFP No. 20-040, which is attached as Exhibit A, and as more specifically delineated in Consultant's proposal, which is attached as Exhibit B and incorporated in full.

**2. COMPENSATION**

- a. City neither warrants nor guarantees any minimum or maximum compensation to Consultant under this Agreement. Consultant shall be paid only for actual services performed under this Agreement at the rates and charges identified in Exhibit B. Consultant is one of ten (10) consultants selected to provide services on an on-call basis under RFP No. 20-040. The total annual compensation for these services provided by all such consultants selected under RFP No. 20-040 shall not exceed the shared aggregate amount of \$300,000 during the term of the Agreement, including any extension periods.
- b. Payment by City shall be made within forty-five (45) days following receipt of proper invoice evidencing work performed, subject to City accounting procedures.

Payment need not be made for work which fails to meet the standards of performance set forth in the Recitals and Scope of Work, which may reasonably be expected by City.

### **3. TERM**

This Agreement shall commence on the date first written above and terminate on November 16, 2023, unless terminated earlier in accordance with Section 17, below. The term of this Agreement may be extended for two 1-year periods upon a writing executed by the City Manager and City Attorney.

### **4. PREVAILING WAGES**

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the services being performed are part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

### **5. INDEPENDENT CONSULTANT**

Consultant shall, during the entire term of this Agreement, be construed to be an independent Consultant and not an employee of the City. This Agreement is not intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or to allow the City to exercise discretion or control over the professional manner in which Consultant performs the services which are the subject matter of this Agreement; however, the services to be provided by Consultant shall be provided in a manner consistent with all applicable standards and regulations governing such services. Consultant shall pay all salaries and wages, employer's social security taxes, unemployment insurance and similar taxes relating to employees and shall be responsible for all applicable withholding taxes.

### **6. OWNERSHIP OF MATERIALS**

This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). Consultant shall require all subconsultants to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all

Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were provided to Consultant by the City. City shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City's sole risk.

## **7. INSURANCE**

Prior to undertaking performance of work under this Agreement, Consultant shall maintain and shall require its subconsultants, if any, to obtain and maintain insurance as described below:

- a. **Commercial General Liability Insurance.** Consultant shall maintain commercial general liability insurance naming the City, its officers, employees, agents, volunteers and representatives as additional insured(s) and shall include, but not be limited to protection against claims arising from bodily and personal injury, including death resulting therefrom and damage to property, resulting from any act or occurrence arising out of Consultant's operations in the performance of this Agreement, including, without limitation, acts involving vehicles. The amounts of insurance shall be not less than the following: single limit coverage applying to bodily and personal injury, including death resulting therefrom, and property damage, in the total amount of \$1,000,000 per occurrence, with \$2,000,000 in the aggregate. Such insurance shall (a) name the City, its officers, employees, agents, volunteers and representatives as additional insured(s); (b) be primary with respect to insurance or self-insurance programs maintained by the City; and (c) contain standard separation of insureds provisions.
- b. **Business automobile liability insurance,** or equivalent form, with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.
- c. **Worker's Compensation Insurance.** In accordance with the California Labor Code, Consultant, if Consultant has any employees, is required to be insured against liability for worker's compensation or to undertake self-insurance. Prior to commencing the performance of the work under this Agreement, Consultant agrees to obtain and maintain any employer's liability insurance with limits not less than \$1,000,000 per accident.
- d. **If Consultant is or employs a licensed professional such as an architect or engineer:** Professional liability (errors and omissions) insurance, with a combined single limit of not less than \$1,000,000 per claim with \$2,000,000 in the aggregate.
- e. **The following requirements apply to the insurance to be provided by Consultant pursuant to this section:**
  - (i) Consultant shall maintain all insurance required above in full force and effect for the entire period covered by this Agreement.
  - (ii) Certificates of insurance shall be furnished to the City upon execution of this Agreement and shall be approved by the City.

- (iii) Certificates and policies shall state that the policies shall not be cancelled or reduced in coverage or changed in any other material aspect, by Consultant, without thirty (30) days prior written notice to the City.
  - (iv) Consultant shall supply City with a fully executed additional insured endorsement.
- f. If Consultant fails or refuses to produce or maintain the insurance required by this section or fails or refuses to furnish the City with required proof that insurance has been procured and is in force and paid for, the City shall have the right, at the City's election, to forthwith terminate this Agreement. Such termination shall not affect Consultant's right to be paid for its time and materials expended prior to notification of termination. Consultant waives the right to receive compensation and agrees to indemnify the City for any work performed prior to approval of insurance by the City.

## **8. INDEMNIFICATION**

Consultant agrees to defend, and shall indemnify and hold harmless the City, its officers, agents, employees, Consultants, special counsel, and representatives from liability: (1) for personal injury, damages, just compensation, restitution, judicial or equitable relief arising out of claims for personal injury, including death, and claims for property damage, which may arise from the negligent operations of the Consultant or its subconsultants, agents, employees, or other persons acting on their behalf which relates to the services described in section 1 of this Agreement; and (2) from any claim that personal injury, damages, just compensation, restitution, judicial or equitable relief is due by reason of the terms of or effects arising from this Agreement. This indemnity and hold harmless agreement applies to all claims for damages, just compensation, restitution, judicial or equitable relief suffered, or alleged to have been suffered, by reason of the events referred to in this Section or by reason of the terms of, or effects, arising from this Agreement. The Consultant further agrees to indemnify, hold harmless, and pay all costs for the defense of the City, including fees and costs for special counsel to be selected by the City, regarding any action by a third party challenging the validity of this Agreement, or asserting that personal injury, damages, just compensation, restitution, judicial or equitable relief due to personal or property rights arises by reason of the terms of, or effects arising from this Agreement. City may make all reasonable decisions with respect to its representation in any legal proceeding. Notwithstanding the foregoing, to the extent Consultant's services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.

## **9. INTELLECTUAL PROPERTY INDEMNIFICATION**

Consultant shall defend, indemnify and hold harmless the City, its officers, agents, representatives, and employees against any and all liability, including costs, and attorney's fees, for infringement of any United States' letters patent, trademark, or copyright contained in the work product or documents provided by Consultant to the City pursuant to this Agreement.

## **10. RECORDS**

Consultant shall keep records and invoices in connection with the work to be performed under this Agreement. Consultant shall maintain complete and accurate records with respect to the costs incurred under this Agreement and any services, expenditures, and disbursements charged to the City for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such records and invoices shall be clearly identifiable. Consultant shall allow a representative of the City to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement during regular business hours. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement for a period of three (3) years from the date of final payment to Consultant under this Agreement.

## **11. CONFIDENTIALITY**

If Consultant receives from the City information which due to the nature of such information is reasonably understood to be confidential and/or proprietary, Consultant agrees that it shall not use or disclose such information except in the performance of this Agreement, and further agrees to exercise the same degree of care it uses to protect its own information of like importance, but in no event less than reasonable care. "Confidential Information" shall include all nonpublic information. Confidential information includes not only written information, but also information transferred orally, visually, electronically, or by other means. Confidential information disclosed to either party by any subsidiary and/or agent of the other party is covered by this Agreement. The foregoing obligations of non-use and nondisclosure shall not apply to any information that (a) has been disclosed in publicly available sources; (b) is, through no fault of the Consultant disclosed in a publicly available source; (c) is in rightful possession of the Consultant without an obligation of confidentiality; (d) is required to be disclosed by operation of law; or (e) is independently developed by the Consultant without reference to information disclosed by the City.

## **12. CONFLICT OF INTEREST CLAUSE**

Consultant covenants that it presently has no interest and shall not have interests, direct or indirect, which would conflict in any manner with performance of services specified under this Agreement.

## **13. NOTICE**

Any notice, tender, demand, delivery, or other communication pursuant to this Agreement shall be in writing and shall be deemed to be properly given if delivered in person or mailed by first class or certified mail, postage prepaid, or sent by fax or other telegraphic communication in the manner provided in this Section, to the following persons:

To City:           Clerk of the City Council  
                      City of Santa Ana

20 Civic Center Plaza (M-30)  
P.O. Box 1988  
Santa Ana, CA 92702-1988  
Fax: (714) 647-6956

Executive Director  
Public Works Agency  
City of Santa Ana  
20 Civic Center Plaza (M-21)  
P.O. Box 1988  
Santa Ana, CA 92702

To Consultant: SVA Architects, Inc.  
6 Hutton Centre Drive, Suite 1150  
Santa Ana, CA 92707

A party may change its address by giving notice in writing to the other party. Thereafter, any communication shall be addressed and transmitted to the new address. If sent by mail, communication shall be effective or deemed to have been given three (3) days after it has been deposited in the United States mail, duly registered or certified, with postage prepaid, and addressed as set forth above. If sent by fax, communication shall be effective or deemed to have been given twenty-four (24) hours after the time set forth on the transmission report issued by the transmitting facsimile machine, addressed as set forth above. For purposes of calculating these timeframes, weekends, federal, state, County or City holidays shall be excluded.

#### **14. EXCLUSIVITY AND AMENDMENT**

This Agreement represents the complete and exclusive statement between the City and Consultant regarding the subject matter herein, and supersedes any and all other agreements, oral or written, between the parties. In the event of a conflict between the terms of this Agreement and any attachments hereto, the terms of this Agreement shall prevail. This Agreement may not be modified except by written instrument signed by the City and by an authorized representative of Consultant. The parties agree that any terms or conditions of any purchase order or other instrument that are inconsistent with, or in addition to, the terms and conditions hereof, shall not bind or obligate Consultant or the City. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein.

#### **15. ASSIGNMENT**

Inasmuch as this Agreement is intended to secure the specialized services of Consultant, Consultant may not assign, transfer, delegate, or subcontract any interest herein without the prior written consent of the City and any such assignment, transfer, delegation or subcontract without the City's prior written consent shall be considered null and void. Nothing in this Agreement shall be construed to limit the City's ability to have any of the services which are the subject to this Agreement performed by City personnel or by other Consultants retained by City.

## **16. WAIVER**

No waiver of breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure or right, or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

## **17. TERMINATION**

This Agreement may be terminated by the City upon thirty (30) days written notice of termination. In such event, Consultant shall be entitled to receive and the City shall pay Consultant compensation for all services performed by Consultant prior to receipt of such notice of termination, subject to the following conditions:

- a. As a condition of such payment, the Executive Director may require Consultant to deliver to the City all work product completed as of such date, and in such case such work product shall be the property of the City unless prohibited by law, and Consultant consents to the City's use thereof for such purposes as the City deems appropriate.
- b. Payment need not be made for work which fails to meet the standard of performance specified in the Recitals of this Agreement.

## **18. NON-DISCRIMINATION**

Consultant shall not discriminate because of race, color, creed, relation, sex, marital status, sexual orientation, age, national origin, ancestry, or disability, as defined and prohibited by applicable law, in the recruitment, selection, training, utilization, promotion, termination or other employment related activities or in connection with any activities under this Agreement. Consultant affirms that it is an equal opportunity employer and shall comply with all applicable federal, state and local laws and regulations.

## **19. JURISDICTION-VENUE**

This Agreement has been executed and delivered in the State of California and the validity, interpretation, performance, and enforcement of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California. Both parties further agree that Orange County, California, shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

## **20. PROFESSIONAL LICENSES**

Consultant shall, throughout the term of this Agreement, maintain all necessary licenses, permits, approvals, waivers, and exemptions necessary for the provision of the services hereunder

and required by the laws and regulations of the United States, the State of California, the City of Santa Ana and all other governmental agencies. Consultant shall notify the City immediately and in writing of its inability to obtain or maintain such permits, licenses, approvals, waivers, and exemptions. Said inability shall be cause for termination of this Agreement.

## 21. MISCELLANEOUS PROVISIONS

- a. Each undersigned represents and warrants that its signature herein below has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify City fully, including reasonable costs and attorney's fees, for any injuries or damages to City in the event that such authority or power is not, in fact, held by the signatory or is withdrawn.
- b. All exhibits referenced herein and attached hereto shall be incorporated as if fully set forth in the body of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above written.

**ATTEST:**

**CITY OF SANTA ANA**

\_\_\_\_\_  
DAISY GOMEZ  
Clerk of the Council

\_\_\_\_\_  
KRISTINE RIDGE  
City Manager

**APPROVED AS TO FORM**  
SONIA R. CARVALHO  
City Attorney

**CONSULTANT**

By:   
\_\_\_\_\_  
JOHN M. FUNK  
Sr. Assistant City Attorney

  
\_\_\_\_\_  
Name: Robert M. Simons, AIA  
Title: President & Partner

## RECOMMENDED FOR APPROVAL

\_\_\_\_\_  
NABIL SABA, PE  
Executive Director  
Public Works Agency

# EXHIBIT A

## Appendix ATTACHMENT 1 SCOPE OF WORK

### CITY OF SANTA ANA REQUEST FOR PROPOSALS FOR SPACE PLANNING AND ARCHITECTURAL SERVICES RFP NO.: 20-040

#### **Introduction and Background:**

The City of Santa Ana intends to retain Space Planning and Architectural Services on an as-needed or “on-call” basis. A Professional Services Agreement will be entered into with several of the qualified firms/consultant(s) to provide space planning and architectural services for a variety of projects on an on-call basis. Areas of responsibility shall include architectural, space planning, structural, construction management, mechanical and electrical engineering, ADA survey, and move management services. On an on-call, as-needed basis, the selected firm(s) may be asked to provide professional services on specific, project-by-project basis, based on an agreed-upon scope of services and fees. All proposals, plans, drawings, specifications, estimates, grant applications, and/or studies will be subject to the final approval and satisfaction of the City of Santa Ana.

The architects and engineers in the firm must be licensed and legally qualified in the State of California to practice the work for which consideration is requested. Selected firm(s) shall have the necessary qualifications and experience to provide space-planning, architectural, and engineering consulting services to the City. Services may involve all or some of the phases of project development and shall include, but not necessarily be limited to, the following activities:

#### **Site Analysis**

Perform site analysis during initial design work. This may include site visits, photographs, analysis of existing space(s), meetings with various City departments to discuss specific space requirements.

#### **Conceptual Layouts/Space Planning**

Prepare alternative preliminary space layouts, including engineering details and engineering calculations, and estimates of probable costs for each alternative. Present information to the City along with a written response of the advantages and disadvantages of each alternative plan taking into consideration operational, programmatic, adjacency needs and appropriate design standards.

#### **Permits/City Approvals (City as regulatory agency)**

Assist City departments in obtaining entitlements, permits and other City approvals, as required.

#### **Architectural, Interior Design, and Engineering Services**

Provide architectural, structural, mechanical and electrical engineering services and cost

estimating services during the schematic design, design development and construction document phases. Work products shall include engineering details, engineering calculations, architectural plans, and elevations, material specifications, cost estimate, and final plans and specifications. Prior to acceptance of design, Consultant is to prepare a summary report detailing the effort of utility coordination, IT coordination, and due diligence for the City's review and acceptance. Third-party cost estimate and constructability review may be included in the design effort at the City's request.

- 1. Schematic Design:** Develop schematic design site plan drawings illustrating the scale and relationship of project components.
- 2. Design Development:** Prepare design development package consisting of:
  - a) Drawings and other documents that outline repairs or solutions and describe the size and character of the project with respect to architectural, interior, structural, mechanical and electrical systems
  - b) Materials and samples
  - c) Other required elements based on the approved schematic design documents. Designs must comply with the current Building codes and any other City requirements. Additional site visits and coordination with City departments will be required to ensure that design development meets the department's needs.
- 3. Construction Documents:** Prepare construction documents consisting of plans and specifications, calculations, and cost estimates setting forth in detail the requirements for the construction of the project based on the approved schematic design and design development documents. The construction documents will include, but not limited to: plans, details, and specifications for structural, electrical, mechanical, plumbing, ADA requirements, parking, and landscaping; all fully coordinated with the architectural design. Plans should include recommendations for green building standards and sustainable development to reduce costs, improve the health of building occupants, and reduce the negative impacts to the environment. A refined cost estimate based on the final construction documents shall also be prepared. There shall be no additional costs due to revisions of the drawings to bring the design up to code compliance.

Assist the City departments in obtaining reviews and approvals from applicable public agencies for design reviews, plan checks, and permits.

Assist the City in obtaining all required permits, reports, and other information to bid the project. The City will pay all permit fees.

The Consultant shall be required to provide continued communication and feedback with various City personnel throughout the process to provide a cost-effective and quality design that meets the needs of the client department(s).

## **Post Design Services**

At the City's sole discretion, assist the City Department(s) with the following services.

- 1. Bidding**
  - a) Preparing bid documents and packages
  - b) Answering bidder's questions

- c) Scheduling and attending pre-bid conferences and job/site walks
- d) Preparing bid addenda
- e) Preparing bid analyses and reviewing and responding to bidders' submittals, such as shop drawings, product data, samples and proposed equivalent products and materials.

## **2. Construction and Construction Management**

- a) Prepare "as-built" drawings, in current CAD format, as required
- b) Visit construction site as needed to monitor quality of the work and resolve construction issues.
- c) Assist engineer, consultant and inspector with interpretation of the following:
  - Plans and specifications
  - Analysis of change conditions
  - Development of corrective actions
  - Review of shop drawings and other submittals
  - Review, negotiation and preparation of change orders
- d) Manage the construction phase and coordinate construction meetings to ensure the project is completed on time and within budget.
  - Provide weekly estimates of percent of work completed
  - Approve vendor invoices for submittal to the City.

## **Move Management Services**

At the City's sole discretion, assist the City Department(s) with the following services.

- Survey all existing items to relocate.
- Meet with client and the client's furniture vendor to verify the placement of all items for move.
- Third party/peer review of architectural plan(s).
- Prepare move plans to show numbering system for ease of labeling boxes and items to move.
- Prepare "move in" sketches for mover use, showing office and common area layouts.
- Coordinate with the City's Telecommunication Services and instruct staff in preparing for the move.
- Coordinate and closely supervise move labor.
- Be responsible for all post-move follow-up.

## **Special Services**

- Complete the State of California ADA surveys.
- Provide value engineering services upon request.
- Complete LEED Certification documentation upon request.

## **Plans and Documents**

All plans and other documents prepared by the Consultant on behalf of the City shall become sole property of the City. All documents and files must comply with current requirements set forth by the various entities for record retention.

## **Fee Proposal:**

In addition to Section III.B.3 (Submittal Requirements: Fee Proposal) fee schedule shall be structured as follows:

The fee proposal shall include the firm's standard hourly fee schedule, and/or project fee schedule where applicable and as outlined in this document. A list of all positions and hourly rates required to perform the services described herein. A more detailed scope of work will be provided when/if a specific project proposal is requested of a consultant.

**Other Terms and Conditions:**

1. The project will be implemented in compliance with the City of Santa Ana's policies, as well as Prevailing Wages and State/Federal Requirements.
2. The City regards the inclusion of California based designs, engineering, and construction professionals, facilities, and services as part of the Team to be highly desirable, but not mandatory.
3. The City reserves the right to amend this Request for Proposal by addendum prior to the final dates of submission.
4. All reports, proposals, or other data or materials which are submitted shall become the sole property of the City of Santa Ana with the exception of the confidential Financial Capacity information and sealed fee proposals which will be returned to all proposers after award of contract to the selected Proposer.
5. All products used or developed in the execution of any contract resulting from this request will remain in the public domain at the completion of this project.
6. The City has an affirmative action program. The purpose of the affirmative action program is to encourage certified minority business enterprises and women business enterprises. All submitting firms must have established affirmative action programs approvable by the City. During the RFP stage, all firms will need to complete a "Certification of Non-Discrimination by Contractors" for each firm on their team.



# EXHIBIT B

## CITY OF SANTA ANA

### SANTA ANA PUBLIC WORKS AGENCY



## REQUEST FOR PROPOSALS (RFP) FOR SPACE PLANNING AND ARCHITECTURAL CONSULTING SERVICES RFP NO.: 20-040

SVA ARCHITECTS, INC.  
6 HUTTON CENTRE DRIVE, SUITE 1150  
SANTA ANA, CA 92707  
T: 949.809.3380  
[WWW.SVA-ARCHITECTS.COM](http://WWW.SVA-ARCHITECTS.COM)



**25G-235**

# 1. STATEMENT OF QUALIFICATIONS

## A. COVER LETTER

April 20, 2020

City of Santa Ana  
Santa Ana Public Works Agency  
20 Civic Center Plaza  
Santa Ana, CA 92701

RE: RFP FOR SPACE PLANNING AND ARCHITECTURAL CONSULTING SERVICES

Dear Ms. Lomeli:

SVA Architects, Inc. (SVA) is excited to submit our qualifications to the City of Santa Ana ("City") to provide Space Planning and Architectural Consulting Services. Our primary focus is public work, and our proposed team members have been selected based on their architectural expertise plus overall civic experience. SVA will lead a skilled, multidisciplinary team and ensure that the implementation and improvements will achieve the vision of the project committee. The City will benefit from a team that can demonstrate the following expertise:

- **Relevant Public Sector Experience** - We have developed a diverse portfolio of work and collaborated with various civic clients for new construction and expansion as well as renovations and modernization of all scales. We have broad experience encompassing scope from ADA improvements and technology upgrades to space planning and full A/E scope.
- **Local Presence** - Partnership in our local community is important to us. As a firm headquartered in Santa Ana, we have the resources to respond quickly and work closely with the City we call home. Our local clients include Orange County Public Works (OCPW), Santa Ana Unified School District, Rancho Santiago Community College District (RSCCD), City of Anaheim, and the City of La Habra.
- **Serving as "On-Call" Architects** – Our team understands the expectations of this role and what an as-needed or on-call basis entails. We are currently an On-Call Architect for both OCPW and RSCCD, as we also have the added advantage of being local to these clients. We are working on about half a dozen of projects for each of them and we can provide similar services to the City of Santa Ana.
- **Cost & Schedule Control** – On-time and on-budget delivery is a constant goal of management and is placed as a permanent item on the project meeting agendas. We actively participate in maintaining the project budget, and our experience from past assignments has proven invaluable in obtaining the maximum value and quality for every construction dollar spent.

We are confident in our ability to use a fully integrated design approach to meet and exceed the goals of these on-call projects. Our reputation in completing similar projects, our many award-winning designs, and our repeat relationships with satisfied clients makes us uniquely qualified. We look forward to the opportunity to show our commitment to the City of Santa Ana.

*SVA acknowledges receipt of Addenda #1 and #2 dated April 14, 2020 and April 15, 2020, respectively.*

Sincerely,

SVA Architects, Inc.



Robert M. Simons, AIA  
President & Partner

**SVA ARCHITECTS, INC.**  
6 Hutton Centre Drive, Suite 1150  
Santa Ana, CA 92707

T: 949.809.3380  
[www.sva-architects.com](http://www.sva-architects.com)

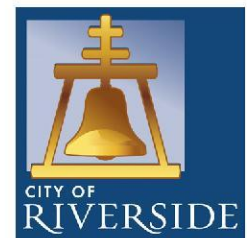
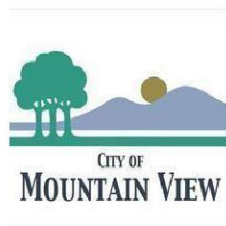


**25G-236**

## B. CONTRACT AGREEMENT STATEMENT

SVA has reviewed Attachment 2 of the Appendix Standard Agreement and concurs with all provisions as contained therein.

Some of our current and recent public sector clients include:



**25G-237**

## C. FIRM AND TEAM EXPERIENCE

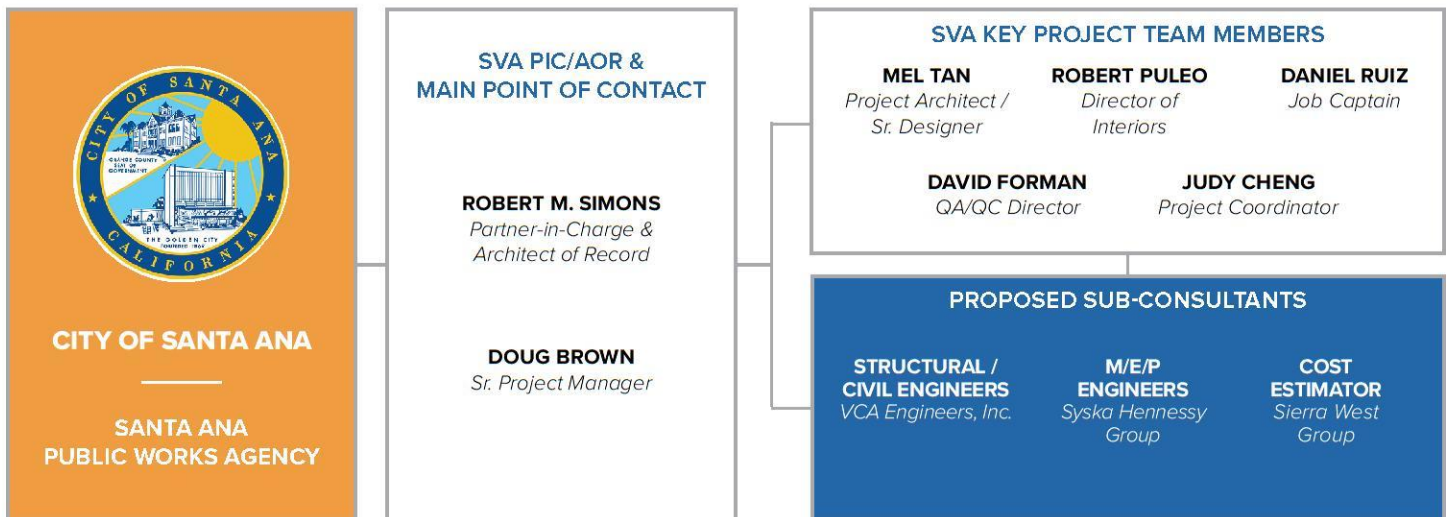
### FIRM BACKGROUND

SVA Architects, Inc. (SVA), possesses decades of innovative and award-winning architecture, master planning, and sustainable design achievements. Mr. Robert Simons, AIA, and Mr. Ernesto Vasquez, FAIA, founded the company in 2003. Since its inception, SVA has advocated for the development and improvement of healthy communities through creative and sustainable design. We regularly and avidly interacted with cities and counties, public agencies, school districts, and universities to produce successful projects. As President and CEO, respectively, they have over 80 years of combined architectural experience, and have utilized this expertise and skill to lead the SVA Team in designing a wide range of 21st century facilities. The firm's success lies in our well-demonstrated ability to achieve highly attractive, functional, and efficient architecture, while completing a wide variety of projects on time and on budget. (Firm Size: 55)

### SVA'S RELEVANT EXPERIENCE

SVA has served as the On-Call Architect for many civic and institutional clients – they include cities, counties, water districts, school districts, and transportation agencies. Our team is also very efficient when it comes to working on multiple projects on one site, as well as multiple sites for the same client. We have provided architectural services for many clients that encompass 10 to 20 sites. The potential projects referenced in the RFP are parallel to many of the projects in our portfolio. Our vast experience includes City Hall and Civic Centers with Council Chambers, Conference and Events Centers that are flexible to accommodate a variety of functions, Police and Fire Facilities, Libraries for diverse communities, Senior and Youth/Teen Centers, Park and Restroom Facilities, and a variety of Administrative Offices spanning civic and educational clients to commercial developments. We are confident that we can deliver successful results for the City of Santa Ana; we look forward to serving your communities. We have the capacity and capability to collaborate with the City at every stage. No project is too small and no detail too insignificant. Having read through the RFP's Scope of Work, we are confident we can provide on-call services for the various projects you require

### ORGANIZATIONAL CHART





## ROBERT M. SIMONS, AIA

### PARTNER-IN-CHARGE

Mr. Simons is the President of SVA and will serve as the Partner-in-Charge for SVA's Civic projects. He brings over 35 years of professional experience, and has a dedicated portfolio of civil and public projects, including City Halls, Conference Centers, Fire Stations, Senior Centers, Libraries, and Community-Focused Facilities. He will oversee the programming, planning, and design services for the City of Santa

#### PROJECT EXPERIENCE

- Mile Square Park Shelter #3 Replacement, Fountain Valley, CA
- IEHP Tenant Improvement and Campus Courtyard, Rancho Cucamonga, CA
- LA Southwest College Student Service Center; Los Angeles, CA
- City of Beaumont Civic Plaza and Downtown Beautification, Beaumont, CA
- City of San Diego San Ysidro Library, San Ysidro, CA
- City of Anaheim On-Call Services, Anaheim, CA
- Rancho Santiago CCD On-Call Services, Santa Ana, CA

TITLE  
Partner & President

EDUCATION  
Bachelor of Architecture,  
California Polytechnic  
State University,  
San Luis Obispo

REGISTERED ARCHITECT  
C - 18301



## DOUG BROWN NCARB, ARCHITECT

### SENIOR PROJECT MANAGER

Mr. Brown will be the Project Manager for the City of Santa Ana's projects and will have the responsibility for fully coordinating the work of our selected engineers and consultants. Mr. Brown has extensive experience with a variety of architectural assignments, ranging from public projects to school facilities and auditoriums. He is very familiar with design and code requirements.

#### PROJECT EXPERIENCE

- City of Irvine Great Park Administration Building; Irvine, CA
- Westminster Library Modernization, Westminster, CA
- City of Thousand Oaks Kavli Theatre Auditorium, Thousand Oaks, CA
- La Puente Enhanced One Stop Development Center Project, La Puente, CA
- Moreno Valley College Ben Clark Education & Training Center; Riverside, CA
- LAC + USC Child Care Center, Los Angeles, CA
- Orange County Transportation Authority Bus Wash
- City of La Habra Civic Center

TITLE  
Senior Associate Partner

EDUCATION  
Master of Architecture,  
Arizona State University

Bachelor of Science in  
Architectural Studies,  
Arizona State University

REGISTERED ARCHITECT  
C - 30818



## MEL TAN ARCHITECT

### PROJECT ARCHITECT / SENIOR DESIGNER

Mr. Tan will serve as Project Architect and Senior Designer. Mel has been responsible for master planning, conceptual design solutions and crafting the vision of the firm's various civic and educational projects throughout California. He has extensive experience with a variety of architectural assignments including a long history with civic and public facilities. With over 30 years of design experience, he will coordinate closely with the project committee and the design team.

#### PROJECT EXPERIENCE

- City of Moreno Valley Civic Center Amphitheater, Moreno Valley, CA
- West Basin Municipal Water District Water Recycling Facility & Visitor Center Renovation, El Segundo, CA
- City of Riverside Arlanza Library
- Carbon Canyon Amphitheater Remodel, Brea, CA
- City of Riverside La Sierra Senior Center
- Woodbridge High School Performing Arts Center, Irvine, CA
- Santa Ana USD District-wide Modernizations, Santa Ana, CA

TITLE  
Senior Associate Partner

EDUCATION  
Bachelor of Architecture,  
California State Polytechnic  
University

Architecture & Planning  
Certificate, University of  
Copenhagen, Denmark

REGISTERED ARCHITECT  
C - 18828

## SVA KEY PERSONNEL

SVA Architects has the resources of over 50 professional staff members to provide all necessary and required architectural and planning services to the City. Moreover, SVA has the staffing resources to accommodate and respond to any magnitude of schedule change; depending on project phase, we will assign additional staff accordingly and ask our consultants to do the same.



**Daniel Ruiz**  
**JOB CAPTAIN**

Mr. Ruiz has worked on a variety of civic, educational, residential, and mixed-use developments throughout his career. He specializes in the oversight of design drawings from the development phase through construction completion. As Job Captain, he will be responsible for supporting all aspects of project document development and coordinating with all project team members to maintain the quality of the work product within the established project schedule. He received his Bachelor of Architecture from the University of Southern California.



**ROBERT PULEO, ASSOCIATE IIDA**  
**DIRECTOR OF INTERIORS**

Mr. Puleo has close to 30 years of professional experience in functional space planning, overall facility utilization and layout studies, interior design and project management. He is especially accomplished in building requirements programming, existing facility evaluation studies, building renovation and relocation, floor area analysis and space layout planning. He can also provide FF&E services if needed for the assignment. He received his Bachelor of Architecture from University of Arizona.



**DAVID FORMAN, AIA**  
**DIRECTOR OF QUALITY ASSURANCE & QUALITY CONTROL**

Mr. Forman has proven himself to be a versatile project architect particularly knowledgeable in technical and design areas. He will define and manage the QA/QC procedures, manage risk analysis and resource planning, and take an active role in process inspection and improvement. Mr. Forman's career has been marked by his ability to produce award-winning projects on time and on budget. He received his Bachelor of Architecture from California State Polytechnic University, Pomona.



**JUDY CHENG, MBA, LEED AP**  
**Principal | PROJECT COORDINATOR**

Ms. Cheng will be the Project Coordinator assigned to these projects. Judy has been a major part of the firm's success, having joined SVA over 15 years ago. She has been involved with all phases of projects from schematics to construction administration for various institutional projects. Her recent projects include those for Orange County Public Works and City of Irvine. Ms. Cheng received her Bachelor of Architecture from University of Southern California and a Master's Degree in Business Administration from University of California, Irvine.

## PROPOSED SUB-CONSULTANTS

SVA has an excellent track record with many highly qualified sub-consultants in the area and we have selected the consulting team members that best meet the City's objectives. Below is the list of sub-consultants we will work with to see that the City's goals and projects are successfully completed.



### **VCA Engineers, Inc. | Civil and Structural Engineers**

*2151 Michelson Drive #240, Irvine, CA 92612 // 949.679.0870 // [www.vcaeng.com](http://www.vcaeng.com)*

VCA is a client-focused, service-oriented civil and structural engineering firm with two (2) strategic offices in California. The company was established in 2003 and is comprised of thirty (30) employees that, as a team, engage in a wide variety of engineering designs and services involving private and public land development, facility engineering, transportation engineering, and topographical engineering.



### **Syska Hennessy Group | MEP Engineers**

*9910 Irvine Center Drive, Irvine, CA 92618 // 949.396.1539 // [www.syska.com](http://www.syska.com)*

Syska Hennessy Group is a leading global, full-service MEP, Technology, Vertical Transportation and Commissioning firm for the civic, government and commercial sectors. With more than 500 professionals across 18 offices. Our Orange County office provides Syska's comprehensive engineering services, and our specialized energy team is recognized as the best in the business with multiple LEED Platinum and Net Zero projects. We provide a full range of engineering services for projects of every size and budget: from civic centers to cultural performing arts centers, and from state courthouses to small office renovations.



### **Sierra West Group | Cost Estimator**

*9700 Business Park Dr. #102, Sacramento, CA 95927 // 916.925.4000 // [www.sierrawestgroup.com](http://www.sierrawestgroup.com)*

Sierra West Group is the leading cost estimating firm in the western United States and at the forefront of current developments in the construction industry. We have worked on educational projects for over 20 years. With over 200 successful educational projects behind us, we are uniquely suited to provide the comprehensive estimating that is needed. Our team comprises experienced estimators specializing in new and renovation construction, long range facilities master planning and modernization, of an extensive range of public and private projects.

## D. UNDERSTANDING OF NEED (IN GENERAL)

Below is an overview of the typical project phases and their tasks. Each project scope will be reviewed and the architectural and engineering services will be tailored accordingly.

### Project Orientation

Members of our project team will conduct an initial meeting with City staff, facilities team, and other stakeholders to review the project objectives and planning premises. We will tour the existing facility and site to better understand the stakeholders' concerns and their goals. We will obtain and review any existing plans and documents pertinent to the development of the project. Additionally, we will discuss the organizational structure, time schedule, project budget, and other special areas of interest to the City. We will also establish the key architect and client responsibilities, the suggested procedures and priorities, and the methods for work review and approval during the course of the project.

Input meetings regarding the architectural programming and design issues will be conducted during the concept master planning and programming phase. Additional meetings will be conducted for review of the conceptual design with the goal to obtain final design approval.

### Schematic Design

Schematic design studies will be developed based upon the results of the conceptual design phase. Sketch studies will be prepared depicting relationships of functional areas, building utilization, and the primary interior activity relationships related to the building and program adjacencies. Schematic site and floor plans, building elevations, building sections and preliminary landscape/parking plans will be prepared. Schematic site studies will also be prepared in order to create architectural site plans to indicate functional site requirements, vehicle and pedestrian circulation systems, signage, etc. All major program elements for a completed project with any requirements for future phasing or program expansion will be outlined.

The schematic design documents will be evaluated for the purpose of comparing major advantages and disadvantages, as well as cost considerations. Criteria will be established for all major engineering systems, and will be compared to consider the programmatic, security, environmental, operational and maintenance characteristics. Reviews will be established with the project committee and with applicable governing agencies. A preliminary building code analysis will be reviewed at this time. A preliminary estimate of construction costs will be prepared. At the conclusion of the schematic design phase, a final design concept will be defined and approved. Completion of schematic design documents, sketches, studies, and analysis will occur. A preliminary material board will be prepared based upon the final design concept. Upon completion of schematic design components, the preliminary design will be presented for review and approval.



### Design Development

Design development drawings, outline specifications, and preliminary engineering calculations and analysis will be performed for all major disciplines. Drawings will reflect architectural, interiors, civil, landscape architectural, structural, electrical / mechanical, and specialty design components. Detailed development of project components will occur. Construction materials, methodologies, major products and materials, and required equipment will also be determined.

Design development concepts will be prepared and defined based upon function, security, permanency, quality, and cost. Structural design studies will be completed to primarily assess the best structural concepts for the facility. The mechanical system design will be developed based upon zoning requirements, capacities, and program criteria. Power services, lighting, telephone, communications, etc. will be identified and reviewed. An outline set of specifications and a preliminary draft of the final project manual will be created including bidding and contract requirements, general conditions, and all division one requirements. A second estimate of construction costs will be developed. Wherever possible, based upon the amount of detail available, area and material take-offs will be prepared with estimates of labor, overhead / profit, and general condition requirements.

### Construction Documentation

Based upon the results of previous reviews, the final design of the project will be coordinated with the stakeholders. Design development documents will be revised and refined accordingly. The design team will prepare all final construction documents, drawings, and supporting calculations. All engineering systems design will be finalized and completed. A final interiors color and material presentation board will be prepared and submitted for review and approval. The design team will coordinate and check documents. The design team will prepare and coordinate the construction contract contents of the project manual including the technical specifications, bidding package, general conditions, and division one requirements.

Updated estimates of construction costs will be prepared during this phase. The final construction documents, project manual, supporting calculations, and final cost estimate will be presented to the City for final review and approval. Construction documents will be submitted to the local jurisdictions for plan check and permit approval. The design team will make all necessary revisions and corrections consistent with all agency reviews and will obtain final approvals from all governing authorities in order to secure final plan check approval.

### Bidding Phase

Contract documents and bidding requirements will be assembled and incorporated into the project manual. The design team will assist the project committee in the modification of certain parts as may be required by construction manager review pertaining to the instructions to bidders and agreements for construction. The design team will coordinate distribution to contractors, assistance with a construction pre-bid conference, and availability to answer bidder's questions during the bidding phase. Any necessary addenda will be prepared, and our design team will assist the City in evaluating all of the bids and the related bidder's qualifications. The design team will make recommendations to the project coordinator for award of the construction contract.

### Construction Administration

Our design team will provide construction observation on a scheduled basis to observe the progress of construction, quality of work, and to determine if general compliance with drawings and specifications is being achieved. Our design team will advise the City of any deficiencies observed in the work during construction. Both an administrative and physical review of the status of the project will be conducted. We will review and prepare meeting minutes, make recommendations, prepare and process field revisions and clarifications, construction changes authorizations, and any necessary change orders. The design team will review shop drawings, testing and inspection reports, and product / material samples submitted by the contractor. We will monitor the status of construction in order to review and process the contractor's application for payment on a monthly basis.

SVA will review and monitor the construction schedule as required. Specific attention will be given to major phases and events related to determination of overall critical path. Specific job site reviews will be conducted in order to determine the point of substantial and final completion. A detailed punch list will be created for each space, building component, or site element in a detailed manner by the design team and submitted to the contractor for correction and completion. At the time of final completion, the design team will conduct a final job site review.

## E. RELEVANT PROJECT EXPERIENCE

### COUNTY OF ORANGE PUBLIC WORKS VARIOUS PROJECTS (ON-CALL), ORANGE COUNTY, CA

SVA has or is currently providing services for Orange County Public Works on several different projects. The projects vary in scope from an amphitheater seating remodel to a park shelter replacement to a harbor revitalization master plan. These projects prioritize community needs and reflect SVA's commitment to enduring and healthy public spaces. A partial list of projects are listed below:

#### 1. Mile Square Park Shelter #3 Replacement

The picnic shelter #3 replaces a group of old and rotting wood shelters, picnic tables, service counters with sink, and BBQ grills.

#### 2. Carbon Canyon Amphitheater Remodel

The project includes new seating for 500-600 people, a covered staging area about the same size as the current pad, lighting and power at the stage.

#### 3. Dana Point Harbor Revitalization

This master plan project provides an essential revitalization of the Dana Point Harbor Commercial Core, a vibrant and lively area.

#### 4. Craig's Park Sports Complex Update

This project is to remove and replace approximately 2,555 SF of existing wooden lattice structure.

#### 5. Yorba Maintenance Building Remodel

The project includes the renovation of the existing Maintenance Yard Operations Office.

#### 6. Mile Square Park Maintenance Building Expansion

This project included the expansion of the existing Maintenance Yard Office/Building at Miles Square Park.

#### 7. Rancho Santa Margarita Library Remodel

This project is still in the contracting phase, but will include the remodel of the Rancho Santa Margarita Library, giving it a modern look.

#### 8. Cypress Library Remodel

The Cypress Library will be remodeled and will be given updated features throughout the building.

Client Name

County of Orange

Year Completed

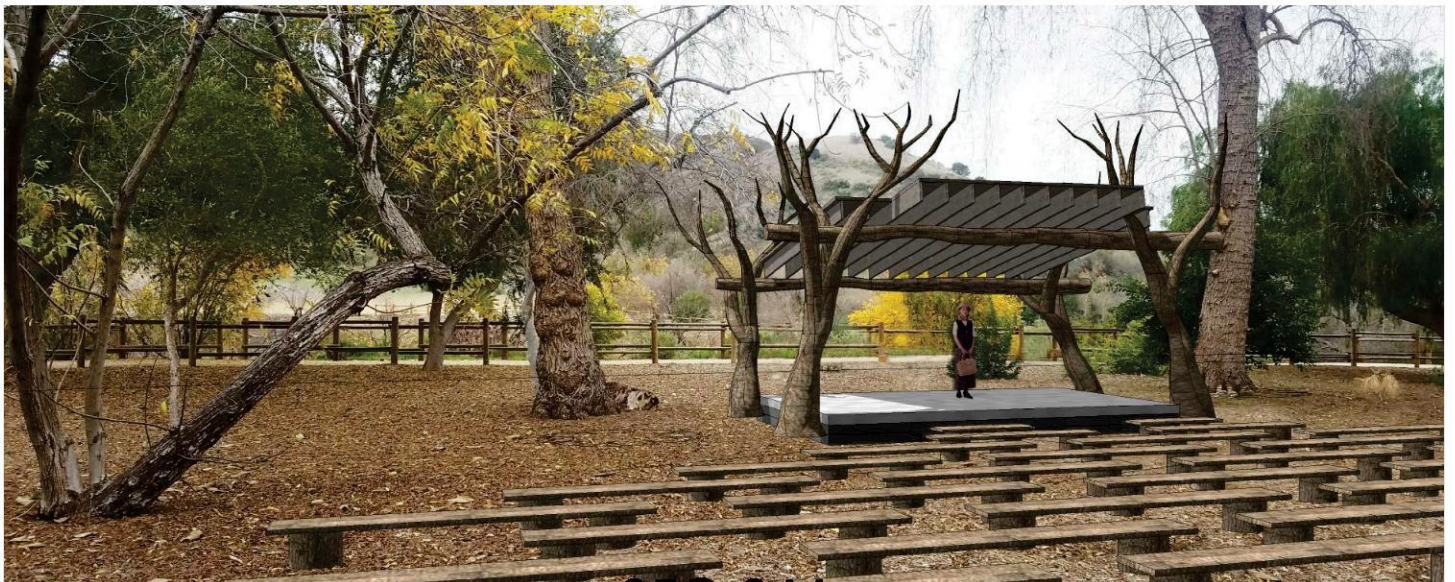
2016-Ongoing

Contact

Ted Pittman

Project Manager

714.647.3497



25G-244

## RANCHO SANTIAGO CCD VARIOUS PROJECTS, ORANGE & SANTA ANA, CA

SVA is currently working with Rancho Santiago Community College District to improve various projects around their campuses. Those projects include the following:

### 1. Building K Assessment

SVA is providing an assessment that proposes recommendations for replacements, code-compliant upgrades, and deficiencies which will help make the building, and its site, current to code and relevant to use.

### 2. Russell Hall Secondary Effect Relocations

This project will include the relocation of remaining divisions and departments effected by the demolition of the Russell Hall building to other locations on campus.

### 3. Campus Entrance Improvements Project at SCC

This master plan project provides an essential revitalization of the Dana Point Harbor Commercial Core, a vibrant and lively area.

### 4. Campus Entrance Improvements Project at SAC

This project is to remove and replace approximately 2,555 SF of existing wooden lattice structure.

### 5. East Chapman Entry Repairs Project

SVA is designing a new entry plaza at both SAC and SCC that will provide a vehicular looped driveway, passenger loading zone to serve

Client Name

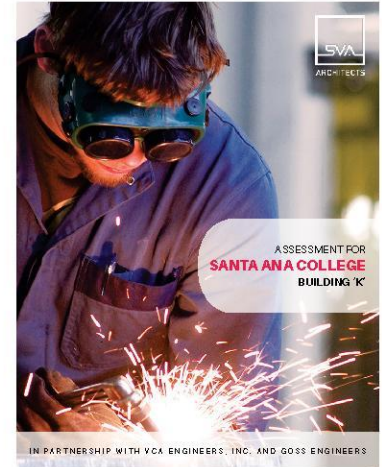
County of Orange

Year Completed

2016-Ongoing

Contact

Allison Coburn  
Facilities Project Manager  
714.480.7530



## CITY OF LA HABRA CITY CENTER, LA HABRA, CA

The Civic Center was relocated to an existing business complex directly across the street. The old facility had dim corridors along with confusing split departments and an infrastructure not ready to accommodate today's technology. The new City Hall houses all departments and functions including administration, finance, community development, public works, and engineering. There is additional space for the existing Post Office, new police evidence storage and training workshop space. One of the key design features of the new City Hall is the transformation of the exterior courtyard to an enclosed atrium-style lobby, filled with natural light, this now serves as the central hub for all the City's services. The project also adapted the adjacent old bank building into the new Council Chambers including utilizing the vault as the public record file room.



### Client Name

City of La Habra

### Year Completed

2017

### Contact

Roy Ramsland  
Planning Manager  
562.383.4100



## UC PATH CENTER TENANT IMPROVEMENTS, RIVERSIDE, CA

SVA worked with the University of California, Riverside to provide 25,000 square feet of tenant improvements. Efficiency was a key factor in the design. The proposed design facilitates bringing natural light. All interior offices were provided with generous sidelights maximizing the opportunities for the use of natural light decreases the dependence on artificial lighting; assisting in decreasing energy consumption and lowering utility bills. Assignable square footage has been maximized through the use of double acting circulation paths that provide access to multiple functions at once, such as private offices and workstation areas. Durable and long-lasting materials were selected to extend deferred maintenance. The project is LEED Gold Certified.



### Client Name

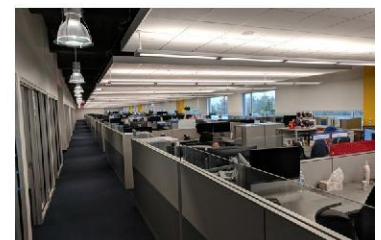
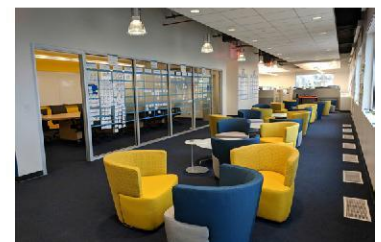
UC Office of the President

### Year Completed

2018

### Contact

John Franklin  
Senior Project Manager  
951.203.7910



**25G-246**

## COUNTY OF LOS ANGELES QUARTZ HILL LIBRARY, LOS ANGELES, CA

This LEED Gold certified library takes inspiration from the warm desert environment in which it sits, promoting a campus-like environment at the intersection of community education and sustainability. The Quartz Hill Library is a linear, one-story facility that is anchored by a metal canopy structure that runs north to south along the eastern façade. The simple organization of the design creates a harmonious balance between the central public gathering spaces (main lobby, customer service desk, community meeting room, and quiet study spaces). Eco-friendly features such as bioswales, drought-tolerant landscaping, maximized controlled daylighting, and controlled interior lighting ensure that this facility will be sustainable throughout the years.

Client Name

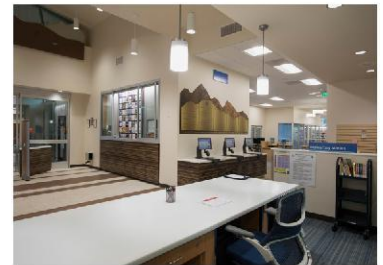
County of Los Angeles

Year Completed

2016

Contact

Vache Keledijian  
Capital Project  
Manager  
562.940.8421



## COUNTY OF LA ONE-STOP DEVELOPMENT CENTER, LA PUENTE, CA



Located on a 32,752 square-foot site, the project will include the construction of a new facility and demolition of the existing facility and a surface parking lot. The new building is defined as a 7,500 sq. ft. one-story building providing public services, public restrooms, meeting space, shared County space, and storage space. We have developed a site and building plan that are very efficient and provide a clarity of purpose and organization to both the public patrons that will visit the facility and the staff that will call it home during business hours.

## LAC + USC CHILD CARE CENTER, LOS ANGELES, CA



The site covers over 17,500 square-feet of vacant land in the middle of the larger medical center campus. The buildings will include infant rooms, toddler classrooms, preschool classrooms, an administrative office, reception, staff lounge, warming kitchen, outdoor playgrounds and support spaces as required for approximately 72 children. Additionally, the project will develop the site to provide for utilities, landscaping improvements, walkways, trails, and driveway approach to serve both this facility and the surrounding health care

## CITY OF IRVINE GREAT PARK ADMINISTRATION BUILDING AND ON-CALL SERVICES

The new Great Park Administration Building to be located near the Orange Balloon is approximately 28,000 sq. ft. The complex contains the following functions: Community Services, Public Safety, Building Maintenance, and Staff Operational Areas. The project also includes a parking lot, four acres of site-work, and incorporates sustainable design and energy efficiency principles into for both new construction and renovation.

SVA serves as the on-call architect for the City of Irvine. In addition to our work at the Great Park we are providing a public safety feasibility study.

Client Name

City of Irvine

Year Completed

Ongoing

Contact

Steve Torelli  
Senior Management  
Analyst  
949.724.6381



## CITY OF SAN DIEGO SAN YSIDRO LIBRARY, SAN YSIDRO, CA

The original San Ysidro Branch Library was built in 1924 and was only 4,089 sq. ft. It lacked meeting rooms, a computer lab and onsite parking proving to be outdated and inadequate for the San Ysidro community. The project involved the design and construction of a new single-story library of approximately 15,000 sq. ft. and the restoration of the existing designated historic home. The library building consists of Entry/Community Services, Computer Lab, Reader Service Area, Informal Reading/Special Feature Area, Reference Area, Multipurpose Room, Adult/Young Adult Area, Children's Area, and Staff Support Areas.

Client Name

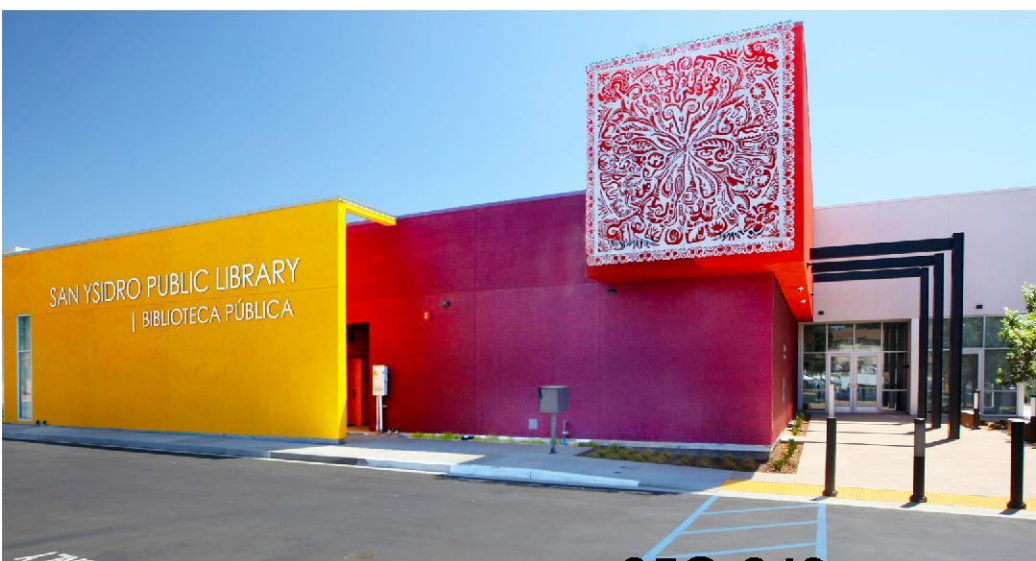
City of San Ysidro

Year Completed

2019

Contact

Zina Rummani  
Associate Engineer  
619.866.1471



25G-248

## WEST BASIN MUNICIPAL WATER DISTRICT AND VISITOR CENTER, EL SEGUNDO, CA

The driving design theme behind the renovation of the West Basin Municipal Water District's Edward C. Little Water Recycling Facility and Visitor Center ("ECLWRF") was Education. The goal was to create a Visitor Center that educates the general public on the Water District's dynamic and vital role in the water cycle. It features an enlarged and remodeled public lobby space and a newly constructed conferencing center where interpretative exhibits and multimedia presentations educate visitors on the five "designer waters." The project also includes reconfiguration of the existing conference room; construction of new large divisible meeting/conference room, enlarged public restrooms and outdoor seating areas, an expanded parking lot with electric vehicle charging stations, indigenous landscaping, and a full HVAC replacement.

### Client Name

West Basin Municipal  
Water District

### Year Completed

2019

### Contact

Kevin Cullen  
Water Resources  
Engineer  
310.660.6259



## ADDITIONAL EXPERIENCE



City of Beaumont Civic Plaza



City of Riverside Arlanza Library



Port of Los Angeles Police Headquarters



City of Riverside La Sierra Senior Center



Water Replenishment District AWTF



Monte Vista Water District

25G-249

## F. REFERENCES



### Orange County Public Works

Blair Fickett, Project Manager  
601 N Ross St, Santa Ana, CA 92701  
562.301.4644 | blair.fickett@ocparks.com



### Rancho Santiago Community College District

Allison Coburn, Facilities Project Manager  
2323 N Broadway, Santa Ana, CA 92706  
714.480.7530 | allison@rscd.edu



### City of La Habra

Roy Ramsland, Planning Manager  
201 E La Habra Blvd., La Habra, CA 90631  
562.383.4100 | rramslan@lahabraca.gov



### West Basin Municipal Water District

17140 South Avalon Blvd., Carson, CA 90746  
Water Resources Engineer  
310.660.6259 | KevinC@westbasin.org



### County of Los Angeles

Vache Keledijan, Capital Project Manager  
500 W. Temple St., Room 358, Los Angeles, CA, 90012  
562.940.8421 | vkeledijan@library.lacounty.gov

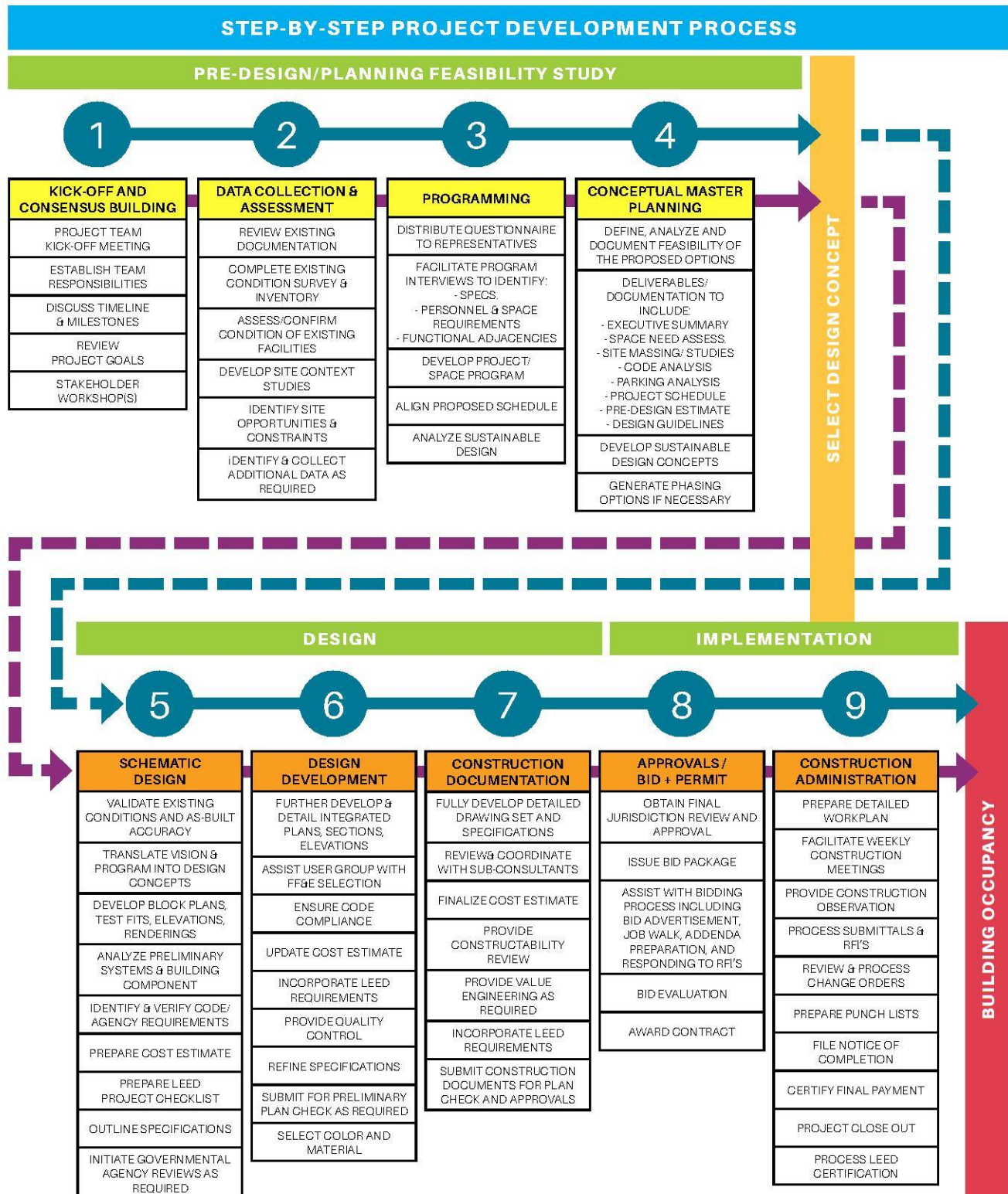


### City of San Diego

Zina Rummani, Associate Engineer  
202 C St. San Diego, CA 92101  
619.866.1471 | zrummani@sandiego.gov

## 2. SCOPE OF SERVICES AND SCHEDULE

Below is a typical work plan reflecting the usual process and project milestones. Once the full scope is determined, we will tailor a customized schedule for the delivery of the project.



### 3. FEE PROPOSAL

See separate document for hourly rates for SVA and our proposed subconsultants.

## 4. CERTIFICATIONS

### NON-COLLUSION AFFIDAVIT

(Title 23 United States Code Section 112 and Public Contract Code Section 7106)

In conformance with Title 23 United States Code Section 112 and Public Contract Code 7106 the BIDDER declares that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the BIDDER has not directly or indirectly induced or solicited any other BIDDER to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any BIDDER or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the BIDDER has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the BIDDER or any other BIDDER, or to fix any overhead, profit, or cost element of the bid price, or of that of any other BIDDER, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the BIDDER has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Note: The above Non-collusion Affidavit is part of the Proposal. BIDDERS are cautioned that making a false certification may subject the certifier to criminal prosecution.

Signed Robert M. Simons

State of California  
County of Orange

Subscribed and sworn to (or affirmed) before me on this 20th day of April, 20  , by \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me

20

Notary not required at this time, per Addendum No. 1

Notary Public Signature

Notary Public Seal


### **NON-LOBBYING CERTIFICATION**

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in conformance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Signed:   
Title: Partner & President  
Firm: SVA Architects, Inc.  
Date: 4/20/2020

## Non-Discrimination Certification

The undersigned Contractor or corporate officer, during the performance of this contract, certifies as follows:

1. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
2. The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
3. The Contractor shall send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The Contractor shall comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The Contractor shall furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation, to ascertain compliance with such rules, regulations, and orders.
6. In the event of the Contractor's non-compliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, the contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulations, or order of the Secretary of Labor, or as otherwise provided by law.
7. The Contractor shall include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontract or purchase order as the administering agency may direct as means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or Contractor as a result of such direction by the administering agency, the Contractor may request that the United States enter into such litigation to protect the interests of the United States.
8. Pursuant to California Labor Code Section 1735, as added by Chapter 643 Stats. 1939, and as amended, no discrimination shall be made in the employment of persons upon public works because of race, religious creed, color, national origin, ancestry, physical handicaps, mental condition, marital status, or sex of such persons, except as provided in Section 1420, and any Contractor of public works violating this Section is subject to all the penalties imposed for a violation of the Chapter.

Signed:



Title:

Partner & President

Firm:

SVA Architects, Inc.

Date:

4/20/2020

**25G-255**



ARCHITECTS

[www.sva-architects.com](http://www.sva-architects.com)  
Santa Ana / San Diego / Oakland

**25G-256**



# CITY OF SANTA ANA

## SANTA ANA PUBLIC WORKS AGENCY

### FEE PROPOSAL



## REQUEST FOR PROPOSALS (RFP) FOR SPACE PLANNING AND ARCHITECTURAL CONSULTING SERVICES RFP NO.: 20-040

SVA ARCHITECTS, INC.  
6 HUTTON CENTRE DRIVE, SUITE 1150  
SANTA ANA, CA 92707  
T: 949.809.3380  
WWW.SVA-ARCHITECTS.COM



**25G-257**

## HOURLY RATES

### SVA ARCHITECTS, INC. (ARCHITECT)

Partner/Principal	\$225
Sr. Project Architect/Manager	\$195
Senior Designer / Planner	\$195
Project Architect / Manager	\$175
Designer / Planner	\$175
Job Captain	\$155
Intermediate Technical Designer	\$125
Junior Technical Designer	\$100
Clerical Staff	\$75

### VCA ENGINEERS (CIVIL & STRUCTURAL ENGINEERS)

Principal Engineer	\$190
Lead/Senior Project Engineer	\$165
Project Engineer	\$150
Senior CADD Technician	\$100

### SYSKA HENNESSEY GROUP (M/E/P ENGINEERS)

Principal in Charge	\$305
Project Manager	\$250
Project Engineer/Supervising Engineer	\$250
Supervising Designer	\$220
Senior Engineer	\$200
Senior Designer	\$190
Engineer	\$180
Senior BIM Designer	\$180
Sustainability Specialist	\$220
Designer	\$160
BIM Designer	\$130
Project Coordinator	\$130
Engineering Aide or Project Administrator	\$100

### SIERRA WEST GROUP (COST ESTIMATOR)

Principal Program Manager/Investigator	\$150
Principal / Sr. Cost Manager	\$140
Cost Manager / Quantity Surveyor	\$110
Mechanical / Electrical Estimator	\$110
Civil Engineer / Estimator	\$110
Administrative	\$78

SVA ARCHITECTS, INC.  
6 Hutton Centre Drive, Suite 1150  
Santa Ana, CA 92707

T: 949.809.3380  
[www.sva-architects.com](http://www.sva-architects.com)



**AGREEMENT TO PROVIDE ON-CALL SPACE PLANNING AND  
ARCHITECTURAL CONSULTING SERVICES**

THIS AGREEMENT is made and entered into this 17th day of November, 2020 by and between Black, O'Dowd and Associates, Inc. dba BOA Architecture ("Consultant"), and the City of Santa Ana, a charter city and municipal corporation organized and existing under the Constitution and laws of the State of California ("City").

**RECITALS**

- A. On March 30, 2020, the City issued Request for Proposal No. 20-040, by which it sought qualified consultants to provide on-call space planning and architectural consulting services for the City's Public Works Agency.
- B. Consultant submitted a responsive proposal that was among those selected by the City. Consultant represents that it is able and willing to provide the services described in the scope of work that was included in RFP No. 20-040.
- C. In undertaking the performance of this Agreement, Consultant represents that it is knowledgeable in its field and that any services performed by Consultant under this Agreement will be performed in compliance with such standards as may reasonably be expected from a professional contracting firm in the field.

**NOW THEREFORE**, in consideration of the mutual and respective promises, and subject to the terms and conditions hereinafter set forth, the parties agree as follows:

**1. SCOPE OF SERVICES**

On an on-call basis, and at the City's sole discretion, Consultant shall perform the services described in the scope of work that was included in RFP No. 20-040, which is attached as Exhibit A, and as more specifically delineated in Consultant's proposal, which is attached as Exhibit B and incorporated in full.

**2. COMPENSATION**

- a. City neither warrants nor guarantees any minimum or maximum compensation to Consultant under this Agreement. Consultant shall be paid only for actual services performed under this Agreement at the rates and charges identified in Exhibit B. Consultant is one of ten (10) consultants selected to provide services on an on-call basis under RFP No. 20-040. The total annual compensation for these services provided by all such consultants selected under RFP No. 20-040 shall not exceed the shared aggregate amount of \$300,000 during the term of the Agreement, including any extension periods.
- b. Payment by City shall be made within forty-five (45) days following receipt of proper invoice evidencing work performed, subject to City accounting procedures.

Payment need not be made for work which fails to meet the standards of performance set forth in the Recitals and Scope of Work, which may reasonably be expected by City.

### **3. TERM**

This Agreement shall commence on the date first written above and terminate on November 16, 2023, unless terminated earlier in accordance with Section 17, below. The term of this Agreement may be extended for two 1-year periods upon a writing executed by the City Manager and City Attorney.

### **4. PREVAILING WAGES**

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the services being performed are part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

### **5. INDEPENDENT CONSULTANT**

Consultant shall, during the entire term of this Agreement, be construed to be an independent Consultant and not an employee of the City. This Agreement is not intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or to allow the City to exercise discretion or control over the professional manner in which Consultant performs the services which are the subject matter of this Agreement; however, the services to be provided by Consultant shall be provided in a manner consistent with all applicable standards and regulations governing such services. Consultant shall pay all salaries and wages, employer's social security taxes, unemployment insurance and similar taxes relating to employees and shall be responsible for all applicable withholding taxes.

### **6. OWNERSHIP OF MATERIALS**

This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). Consultant shall require all subconsultants to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all

Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were provided to Consultant by the City. City shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City's sole risk.

## **7. INSURANCE**

Prior to undertaking performance of work under this Agreement, Consultant shall maintain and shall require its subconsultants, if any, to obtain and maintain insurance as described below:

- a. Commercial General Liability Insurance. Consultant shall maintain commercial general liability insurance naming the City, its officers, employees, agents, volunteers and representatives as additional insured(s) and shall include, but not be limited to protection against claims arising from bodily and personal injury, including death resulting therefrom and damage to property, resulting from any act or occurrence arising out of Consultant's operations in the performance of this Agreement, including, without limitation, acts involving vehicles. The amounts of insurance shall be not less than the following: single limit coverage applying to bodily and personal injury, including death resulting therefrom, and property damage, in the total amount of \$1,000,000 per occurrence, with \$2,000,000 in the aggregate. Such insurance shall (a) name the City, its officers, employees, agents, volunteers and representatives as additional insured(s); (b) be primary with respect to insurance or self-insurance programs maintained by the City; and (c) contain standard separation of insureds provisions.
- b. Business automobile liability insurance, or equivalent form, with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.
- c. Worker's Compensation Insurance. In accordance with the California Labor Code, Consultant, if Consultant has any employees, is required to be insured against liability for worker's compensation or to undertake self-insurance. Prior to commencing the performance of the work under this Agreement, Consultant agrees to obtain and maintain any employer's liability insurance with limits not less than \$1,000,000 per accident.
- d. If Consultant is or employs a licensed professional such as an architect or engineer: Professional liability (errors and omissions) insurance, with a combined single limit of not less than \$1,000,000 per claim with \$2,000,000 in the aggregate.
- e. The following requirements apply to the insurance to be provided by Consultant pursuant to this section:
  - (i) Consultant shall maintain all insurance required above in full force and effect for the entire period covered by this Agreement.
  - (ii) Certificates of insurance shall be furnished to the City upon execution of this Agreement and shall be approved by the City.

- (iii) Certificates and policies shall state that the policies shall not be cancelled or reduced in coverage or changed in any other material aspect, by Consultant, without thirty (30) days prior written notice to the City.
  - (iv) Consultant shall supply City with a fully executed additional insured endorsement.
- f. If Consultant fails or refuses to produce or maintain the insurance required by this section or fails or refuses to furnish the City with required proof that insurance has been procured and is in force and paid for, the City shall have the right, at the City's election, to forthwith terminate this Agreement. Such termination shall not affect Consultant's right to be paid for its time and materials expended prior to notification of termination. Consultant waives the right to receive compensation and agrees to indemnify the City for any work performed prior to approval of insurance by the City.

## **8. INDEMNIFICATION**

Consultant agrees to defend, and shall indemnify and hold harmless the City, its officers, agents, employees, Consultants, special counsel, and representatives from liability: (1) for personal injury, damages, just compensation, restitution, judicial or equitable relief arising out of claims for personal injury, including death, and claims for property damage, which may arise from the negligent operations of the Consultant or its subconsultants, agents, employees, or other persons acting on their behalf which relates to the services described in section 1 of this Agreement; and (2) from any claim that personal injury, damages, just compensation, restitution, judicial or equitable relief is due by reason of the terms of or effects arising from this Agreement. This indemnity and hold harmless agreement applies to all claims for damages, just compensation, restitution, judicial or equitable relief suffered, or alleged to have been suffered, by reason of the events referred to in this Section or by reason of the terms of, or effects, arising from this Agreement. The Consultant further agrees to indemnify, hold harmless, and pay all costs for the defense of the City, including fees and costs for special counsel to be selected by the City, regarding any action by a third party challenging the validity of this Agreement, or asserting that personal injury, damages, just compensation, restitution, judicial or equitable relief due to personal or property rights arises by reason of the terms of, or effects arising from this Agreement. City may make all reasonable decisions with respect to its representation in any legal proceeding. Notwithstanding the foregoing, to the extent Consultant's services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.

## **9. INTELLECTUAL PROPERTY INDEMNIFICATION**

Consultant shall defend, indemnify and hold harmless the City, its officers, agents, representatives, and employees against any and all liability, including costs, and attorney's fees, for infringement of any United States' letters patent, trademark, or copyright contained in the work product or documents provided by Consultant to the City pursuant to this Agreement.

## **10. RECORDS**

Consultant shall keep records and invoices in connection with the work to be performed under this Agreement. Consultant shall maintain complete and accurate records with respect to the costs incurred under this Agreement and any services, expenditures, and disbursements charged to the City for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such records and invoices shall be clearly identifiable. Consultant shall allow a representative of the City to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement during regular business hours. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement for a period of three (3) years from the date of final payment to Consultant under this Agreement.

## **11. CONFIDENTIALITY**

If Consultant receives from the City information which due to the nature of such information is reasonably understood to be confidential and/or proprietary, Consultant agrees that it shall not use or disclose such information except in the performance of this Agreement, and further agrees to exercise the same degree of care it uses to protect its own information of like importance, but in no event less than reasonable care. "Confidential Information" shall include all nonpublic information. Confidential information includes not only written information, but also information transferred orally, visually, electronically, or by other means. Confidential information disclosed to either party by any subsidiary and/or agent of the other party is covered by this Agreement. The foregoing obligations of non-use and nondisclosure shall not apply to any information that (a) has been disclosed in publicly available sources; (b) is, through no fault of the Consultant disclosed in a publicly available source; (c) is in rightful possession of the Consultant without an obligation of confidentiality; (d) is required to be disclosed by operation of law; or (e) is independently developed by the Consultant without reference to information disclosed by the City.

## **12. CONFLICT OF INTEREST CLAUSE**

Consultant covenants that it presently has no interest and shall not have interests, direct or indirect, which would conflict in any manner with performance of services specified under this Agreement.

## **13. NOTICE**

Any notice, tender, demand, delivery, or other communication pursuant to this Agreement shall be in writing and shall be deemed to be properly given if delivered in person or mailed by first class or certified mail, postage prepaid, or sent by fax or other telegraphic communication in the manner provided in this Section, to the following persons:

To City:           Clerk of the City Council  
                      City of Santa Ana  
                      20 Civic Center Plaza (M-30)

P.O. Box 1988  
Santa Ana, CA 92702-1988  
Fax: (714) 647-6956

Executive Director  
Public Works Agency  
City of Santa Ana  
20 Civic Center Plaza (M-21)  
P.O. Box 1988  
Santa Ana, CA 92702

To Consultant: BOA Architecture  
1511 Cota Avenue  
Long Beach, CA 90813

A party may change its address by giving notice in writing to the other party. Thereafter, any communication shall be addressed and transmitted to the new address. If sent by mail, communication shall be effective or deemed to have been given three (3) days after it has been deposited in the United States mail, duly registered or certified, with postage prepaid, and addressed as set forth above. If sent by fax, communication shall be effective or deemed to have been given twenty-four (24) hours after the time set forth on the transmission report issued by the transmitting facsimile machine, addressed as set forth above. For purposes of calculating these timeframes, weekends, federal, state, County or City holidays shall be excluded.

#### **14. EXCLUSIVITY AND AMENDMENT**

This Agreement represents the complete and exclusive statement between the City and Consultant regarding the subject matter herein, and supersedes any and all other agreements, oral or written, between the parties. In the event of a conflict between the terms of this Agreement and any attachments hereto, the terms of this Agreement shall prevail. This Agreement may not be modified except by written instrument signed by the City and by an authorized representative of Consultant. The parties agree that any terms or conditions of any purchase order or other instrument that are inconsistent with, or in addition to, the terms and conditions hereof, shall not bind or obligate Consultant or the City. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein.

#### **15. ASSIGNMENT**

Inasmuch as this Agreement is intended to secure the specialized services of Consultant, Consultant may not assign, transfer, delegate, or subcontract any interest herein without the prior written consent of the City and any such assignment, transfer, delegation or subcontract without the City's prior written consent shall be considered null and void. Nothing in this Agreement shall be construed to limit the City's ability to have any of the services which are the subject to this Agreement performed by City personnel or by other Consultants retained by City.

## **16. WAIVER**

No waiver of breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure or right, or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

## **17. TERMINATION**

This Agreement may be terminated by the City upon thirty (30) days written notice of termination. In such event, Consultant shall be entitled to receive and the City shall pay Consultant compensation for all services performed by Consultant prior to receipt of such notice of termination, subject to the following conditions:

- a. As a condition of such payment, the Executive Director may require Consultant to deliver to the City all work product completed as of such date, and in such case such work product shall be the property of the City unless prohibited by law, and Consultant consents to the City's use thereof for such purposes as the City deems appropriate.
- b. Payment need not be made for work which fails to meet the standard of performance specified in the Recitals of this Agreement.

## **18. NON-DISCRIMINATION**

Consultant shall not discriminate because of race, color, creed, relation, sex, marital status, sexual orientation, age, national origin, ancestry, or disability, as defined and prohibited by applicable law, in the recruitment, selection, training, utilization, promotion, termination or other employment related activities or in connection with any activities under this Agreement. Consultant affirms that it is an equal opportunity employer and shall comply with all applicable federal, state and local laws and regulations.

## **19. JURISDICTION-VENUE**

This Agreement has been executed and delivered in the State of California and the validity, interpretation, performance, and enforcement of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California. Both parties further agree that Orange County, California, shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

## **20. PROFESSIONAL LICENSES**

Consultant shall, throughout the term of this Agreement, maintain all necessary licenses, permits, approvals, waivers, and exemptions necessary for the provision of the services hereunder and required by the laws and regulations of the United States, the State of California, the City of

Santa Ana and all other governmental agencies. Consultant shall notify the City immediately and in writing of its inability to obtain or maintain such permits, licenses, approvals, waivers, and exemptions. Said inability shall be cause for termination of this Agreement.

## **21. MISCELLANEOUS PROVISIONS**

- a. Each undersigned represents and warrants that its signature herein below has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify City fully, including reasonable costs and attorney's fees, for any injuries or damages to City in the event that such authority or power is not, in fact, held by the signatory or is withdrawn.
- b. All exhibits referenced herein and attached hereto shall be incorporated as if fully set forth in the body of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above written.

**ATTEST:**

**CITY OF SANTA ANA**

\_\_\_\_\_  
DAISY GOMEZ  
Clerk of the Council

\_\_\_\_\_  
KRISTINE RIDGE  
City Manager

**APPROVED AS TO FORM**  
SONIA R. CARVALHO  
City Attorney

**CONSULTANT**

By: John M. Funk  
JOHN M. FUNK  
Sr. Assistant City Attorney

Edward Lok Ng  
EDWARD LOK NG  
President/Architect  
BOA Architect

## **RECOMMENDED FOR APPROVAL**

\_\_\_\_\_  
NABIL SABA, PE  
Executive Director  
Public Works Agency

# EXHIBIT A

## Appendix ATTACHMENT 1 SCOPE OF WORK

### CITY OF SANTA ANA REQUEST FOR PROPOSALS FOR SPACE PLANNING AND ARCHITECTURAL SERVICES RFP NO.: 20-040

#### **Introduction and Background:**

The City of Santa Ana intends to retain Space Planning and Architectural Services on an as-needed or “on-call” basis. A Professional Services Agreement will be entered into with several of the qualified firms/consultant(s) to provide space planning and architectural services for a variety of projects on an on-call basis. Areas of responsibility shall include architectural, space planning, structural, construction management, mechanical and electrical engineering, ADA survey, and move management services. On an on-call, as-needed basis, the selected firm(s) may be asked to provide professional services on specific, project-by-project basis, based on an agreed-upon scope of services and fees. All proposals, plans, drawings, specifications, estimates, grant applications, and/or studies will be subject to the final approval and satisfaction of the City of Santa Ana.

The architects and engineers in the firm must be licensed and legally qualified in the State of California to practice the work for which consideration is requested. Selected firm(s) shall have the necessary qualifications and experience to provide space-planning, architectural, and engineering consulting services to the City. Services may involve all or some of the phases of project development and shall include, but not necessarily be limited to, the following activities:

#### **Site Analysis**

Perform site analysis during initial design work. This may include site visits, photographs, analysis of existing space(s), meetings with various City departments to discuss specific space requirements.

#### **Conceptual Layouts/Space Planning**

Prepare alternative preliminary space layouts, including engineering details and engineering calculations, and estimates of probable costs for each alternative. Present information to the City along with a written response of the advantages and disadvantages of each alternative plan taking into consideration operational, programmatic, adjacency needs and appropriate design standards.

#### **Permits/City Approvals (City as regulatory agency)**

Assist City departments in obtaining entitlements, permits and other City approvals, as required.

#### **Architectural, Interior Design, and Engineering Services**

Provide architectural, structural, mechanical and electrical engineering services and cost

estimating services during the schematic design, design development and construction document phases. Work products shall include engineering details, engineering calculations, architectural plans, and elevations, material specifications, cost estimate, and final plans and specifications. Prior to acceptance of design, Consultant is to prepare a summary report detailing the effort of utility coordination, IT coordination, and due diligence for the City's review and acceptance. Third-party cost estimate and constructability review may be included in the design effort at the City's request.

- 1. Schematic Design:** Develop schematic design site plan drawings illustrating the scale and relationship of project components.
- 2. Design Development:** Prepare design development package consisting of:
  - a) Drawings and other documents that outline repairs or solutions and describe the size and character of the project with respect to architectural, interior, structural, mechanical and electrical systems
  - b) Materials and samples
  - c) Other required elements based on the approved schematic design documents. Designs must comply with the current Building codes and any other City requirements. Additional site visits and coordination with City departments will be required to ensure that design development meets the department's needs.
- 3. Construction Documents:** Prepare construction documents consisting of plans and specifications, calculations, and cost estimates setting forth in detail the requirements for the construction of the project based on the approved schematic design and design development documents. The construction documents will include, but not limited to: plans, details, and specifications for structural, electrical, mechanical, plumbing, ADA requirements, parking, and landscaping; all fully coordinated with the architectural design. Plans should include recommendations for green building standards and sustainable development to reduce costs, improve the health of building occupants, and reduce the negative impacts to the environment. A refined cost estimate based on the final construction documents shall also be prepared. There shall be no additional costs due to revisions of the drawings to bring the design up to code compliance.

Assist the City departments in obtaining reviews and approvals from applicable public agencies for design reviews, plan checks, and permits.

Assist the City in obtaining all required permits, reports, and other information to bid the project. The City will pay all permit fees.

The Consultant shall be required to provide continued communication and feedback with various City personnel throughout the process to provide a cost-effective and quality design that meets the needs of the client department(s).

## **Post Design Services**

At the City's sole discretion, assist the City Department(s) with the following services.

- 1. Bidding**
  - a) Preparing bid documents and packages
  - b) Answering bidder's questions

- c) Scheduling and attending pre-bid conferences and job/site walks
- d) Preparing bid addenda
- e) Preparing bid analyses and reviewing and responding to bidders' submittals, such as shop drawings, product data, samples and proposed equivalent products and materials.

## **2. Construction and Construction Management**

- a) Prepare "as-built" drawings, in current CAD format, as required
- b) Visit construction site as needed to monitor quality of the work and resolve construction issues.
- c) Assist engineer, consultant and inspector with interpretation of the following:
  - Plans and specifications
  - Analysis of change conditions
  - Development of corrective actions
  - Review of shop drawings and other submittals
  - Review, negotiation and preparation of change orders
- d) Manage the construction phase and coordinate construction meetings to ensure the project is completed on time and within budget.
  - Provide weekly estimates of percent of work completed
  - Approve vendor invoices for submittal to the City.

## **Move Management Services**

At the City's sole discretion, assist the City Department(s) with the following services.

- Survey all existing items to relocate.
- Meet with client and the client's furniture vendor to verify the placement of all items for move.
- Third party/peer review of architectural plan(s).
- Prepare move plans to show numbering system for ease of labeling boxes and items to move.
- Prepare "move in" sketches for mover use, showing office and common area layouts.
- Coordinate with the City's Telecommunication Services and instruct staff in preparing for the move.
- Coordinate and closely supervise move labor.
- Be responsible for all post-move follow-up.

## **Special Services**

- Complete the State of California ADA surveys.
- Provide value engineering services upon request.
- Complete LEED Certification documentation upon request.

## **Plans and Documents**

All plans and other documents prepared by the Consultant on behalf of the City shall become sole property of the City. All documents and files must comply with current requirements set forth by the various entities for record retention.

## **Fee Proposal:**

In addition to Section III.B.3 (Submittal Requirements: Fee Proposal) fee schedule shall be structured as follows:

The fee proposal shall include the firm's standard hourly fee schedule, and/or project fee schedule where applicable and as outlined in this document. A list of all positions and hourly rates required to perform the services described herein. A more detailed scope of work will be provided when/if a specific project proposal is requested of a consultant.

**Other Terms and Conditions:**

1. The project will be implemented in compliance with the City of Santa Ana's policies, as well as Prevailing Wages and State/Federal Requirements.
2. The City regards the inclusion of California based designs, engineering, and construction professionals, facilities, and services as part of the Team to be highly desirable, but not mandatory.
3. The City reserves the right to amend this Request for Proposal by addendum prior to the final dates of submission.
4. All reports, proposals, or other data or materials which are submitted shall become the sole property of the City of Santa Ana with the exception of the confidential Financial Capacity information and sealed fee proposals which will be returned to all proposers after award of contract to the selected Proposer.
5. All products used or developed in the execution of any contract resulting from this request will remain in the public domain at the completion of this project.
6. The City has an affirmative action program. The purpose of the affirmative action program is to encourage certified minority business enterprises and women business enterprises. All submitting firms must have established affirmative action programs approvable by the City. During the RFP stage, all firms will need to complete a "Certification of Non-Discrimination by Contractors" for each firm on their team.

# EXHIBIT B

## ARCHITECTURAL & SPACE PLANNING PROJECTS DESIGNED BY BOA



▲ Department of Motor Vehicles (DMV) – El Cajon  
New Modernization with new  
IT and AV Technology



▲ New State-of-the-Art "Cube Screens"  
Video LED Display  
City of Long Beach - Traffic Management Center



▲ Modernization, ADA Compliance,  
& New Audio-Visual System  
City Council Chambers - City of Costa Mesa



▲ ADA Compliance  
Long Beach Sports Arena  
City of Long Beach

### CITY OF SANTA ANA

*Request for Proposals  
Space Planning and  
Architectural Consulting Services  
RFP No. 20-040  
April 20, 2020*

**Black O'Dowd and Associates, Inc.  
DBA BOA ARCHITECTURE**  
1511 Cota Avenue  
Long Beach, CA 90813  
562-912-7900

**Point-of-Contact:**  
Edward Lok Ng, President  
[lok.ng@boaarchitecture.com](mailto:lok.ng@boaarchitecture.com)



▲ City Council Chambers Remodel  
& Audio-Visual Technology Upgrade  
City of Irvine



▲ Police Department Workplace Safety  
City of Irvine

## TABLE OF CONTENTS

Cover Page  
Table of Contents

- 
1. Statement of Qualifications
    - a) Cover letter  
*Note: "Contract Agreement Statement" is included in Cover Letter*
    - b) Firm and Team Experience
    - c) Understanding of Need
    - d) Relevant Project Experience
    - e) References
  2. Scope of Services and Sample Schedule
  3. Fee Proposal - *Submitted in a separate envelope*
  4. Certifications:
    - Attachment 3-1: Non-Collusion Affidavit
    - Attachment 3-2: Non-Lobbying Certification
    - Attachment 3-3: Non-Discrimination Certification
  5. Exhibits and Appendices:
    - Exhibit A – Organization Chart
    - Appendices:
      - a) Resumes
      - b) Addendums
        - 1) Addendum 1
        - 2) Addendum 2



## 1-A. COVER LETTER

City of Santa Ana  
Public Works Agency; M-22  
20 Civic Center Plaza; Ross Annex  
Santa Ana, CA 92701

April 20, 2020

Dear Ms. Gabriela P. Lomeli:

BOA Architecture, as the prime consultant, is pleased to submit our qualifications for your Request for Proposal for: **REQUEST FOR PROPOSAL FOR SPACE PLANNING AND ARCHITECTURAL CONSULTING SERVICES, RFP NO.: 20-040**

We are an 8-person architectural firm with a competitive advantage in Public Works architectural exterior and interior modernization projects including: space planning, building additions, renovation/ retrofit, interior tenant improvements (TI); façade improvement projects, and building systems modernization and ADA compliance in the \$20,000 to \$2,000,000 construction cost range. Although we have completed many new "ground-up" construction projects, building renovation is our industry niche and competitive advantage. Our staff expertise and production systems are geared for these types of architectural modernization and often "messy" renovation projects. We have completed over 2,000 Public Works architectural projects for over 80 local public entities with numerous completed projects in Orange County. We have unique expertise in City Halls, Fire Stations, Police Departments, Community Centers, Parks & Recreation, and just about every municipal type of building. We can compete favorably with just about any other firm on these building types. Recognized statewide for its ADA Compliance expertise, BOA has completed the design of over 500 projects for the sole purpose of ADA Compliance, and over 30 ADA Transition plans for local municipalities and throughout the State of California.

BOA is very familiar with architectural projects for municipalities, having completed the design of over 400 Space Planning projects, over 300 Parks/Recreation projects, over 60 Community Centers, over 50 fire stations, 20 libraries, and 15 civic centers, and more than 400 ADA Compliance Improvement for numerous local governmental agencies. BOA is intimately aware of expediting these types of projects on an on-call basis for municipalities. Current and recent "On-Call" contracts for other public agencies include the Counties of: Los Angeles and San Bernardino; and the Cities of: Carson, Placentia, Irvine, Pasadena, Laguna Beach, and Orange County Fire Authority. In the last 5-years, BOA has completed over 50 public works projects on an "On-Call" basis.

Thank you for the opportunity to submit these qualifications. We hope that our proposal communicates our enthusiasm and the strengths of our firm, project team, and project management approach. Consistent with our policy of excellent customer service, we will commit to a 60-minute response time. Meaning, a licensed architect will be at your office within an hour of your call to meet with you in your office. Our BOA office is only 30 minutes' drive time from the Santa Ana City Hall. Edward Lok Ng will be the appointed project manager for your project. Mr. Ng is authorized to bind the company, submit proposals, sign contracts, and negotiate design fees with you on behalf of BOA Architecture and can make good and informed decisions to expedite your project. **BOA concurs with any and all provisions as contained in the Contract Agreement as Attachment 2.** If BOA is successful in being selected, our workload is such that we can begin work immediately. We are positive we are a "good fit" as we are very familiar with your municipal policies and procedures and city personnel.

**BOA ARCHITECTURE**

  
Edward Lok Ng, President, Architect, LEED AP  
25G-273 Email: [lok.ng@boaarchitecture.com](mailto:lok.ng@boaarchitecture.com)

## 1-B. FIRM & TEAM EXPERIENCE

We are an 8-person architectural firm with a competitive advantage in Public Works architectural modernization projects including: Workplace Safety/Security Enhancements, building additions, renovation/ retrofit, tenant improvements (TI); façade improvement projects, and building systems modernization in the \$20,000 to \$2,000,000 construction cost range. Although we have completed many new construction projects, this is our industry niche and competitive advantage. We have completed over 2,000 Public Works architectural projects for over 80 local public entities. We have unique expertise in ADA compliance, Parks/ Recreation, Fire Stations, Police Departments, Community Centers, Libraries, and Civic Center Facilities. We can compete favorably with just about any other firm on these building types. Our staff expertise and production systems are geared for these types of architectural modernization and often "messy" renovation projects. We have completed the design of over 400 ADA Compliance renovation projects, over 30 ADA Transition plans, over 300 Parks/Recreation projects, over 60 Community Centers, over 50 Fire Stations, 12 Police Departments, 15 Security Enhancement projects, and 15 Civic Centers.

BOA is an S-Corporation architectural firm, and a certified Minority Business Enterprise (MBE) by the federal SBA (Small Business Administration) in the State of California. The primary point of contact will be our company's corporate president, principal, and sole owner, Edward Lok Ng, a licensed architect in the State of California since 1986. BOA has been in continuous business since 1961. The firm has seven (7) architectural staff, and one (1) office manager, totaling 8 employees.

1. **Legal Name & Address:** **Black O'Dowd & Associates Inc.**  
**DBA BOA Architecture**  
1511 Cota Avenue  
Long Beach, CA 90813  
Phone: 562-912-7900  
Federal Employer I.D. Number: 95-2632309
2. **Year Established:** 1961  
**Years in Business:** 59 years of continuous operation
3. **Current Number of Personnel:** 8
4. **Structure of Organization:** S CORPORATION; Stockholder Principal/Project Manager: Edward Lok Ng
5. **Current Annual Dollar Volume of Work:** \$1,000,000
6. **Level of Professional Liability Insurance:**  
\$2,000,000 Professional Liability, \$2,000,000 General Liability

BOA has performed Space Planning and Renovation projects for numerous government agencies. The following contracts for public agencies exemplify our commitment to our clients:

• County of San Bernardino	60 facilities	• City of Commerce	5 facilities
• City of Rosemead	20 facilities	• City of Huntington Beach	6 facilities
• City of Long Beach	60 facilities	• L.A. County, ISD	30 facilities
• City of Hawthorne	21 facilities	• L.A. County Fire Dept.	40 facilities
• City of Torrance	50 facilities	• United States Postal Service	90 facilities
• L.A. County, CDC	15 facilities	• California State, Dept. of Fish & Game	7 facilities
• Riverside County EDA	20 facilities	• California State DGS, RESD, PSB	7 facilities
• City of Irvine	10 facilities	• City of Placentia	8 facilities
• City of Cypress	6 facilities	• City of Pasadena	12 facilities

Consistent with our policy of excellent customer service, we will commit to a response time of 1-hour, which means a licensed architect can come to your office to service your needs within 1-hour. BOA has never had any failures or refusals to complete a contract with a client. BOA has worked with its sub-consultants for more than 10 years, and some of the sub-consultants, for more than 20 years. Just Like BOA, all of our sub-consultants have an abundance of Public Works experience. BOA will provide leadership and direction to the Design Team. Senior Project Managers of each sub-consultant firm will guide the project, develop its direction, and provide liaison with you. All our sub-consultants have extensive Public Works and Security Enhancement experience in their disciplines. For the subject project, the project Manager, Edward Lok Ng will personally review shop drawings as well as attend job site meetings. A Senior Project Manager from each of our consultants will be assigned to assist the project Manager and ensure that the highest standard, procedures and methods of construction are employed.

**PLEASE REFER TO EXHIBIT A FOR BOA'S ORGANIZATION CHART.**

## 1-C. UNDERSTANDING OF NEED

Having designed and completed numerous municipal architectural projects for over 50 years, BOA definitely understands the short-term and long-term needs of your facilities. As a result, BOA's project management approach is based upon our extensive past experience in preparing comprehensive architectural construction documents for Public Works ADA Compliance and renovation/repair projects using a Multi-Discipline Design Team. The Design Team comprises of specialists in the fields of ADA Compliance, Space Planning, Interior Architecture Site Accessibility, project managements, facilities repair, needs analysis, structural design, and quality engineering, will be led by the Project Manager from BOA Architecture.

The Project Manager and Senior Project Managers of each sub-consultant firm will guide the project, and develop its direction. BOA will provide leadership and direction to the Design Team. BOA's management approach incorporates 5 components used successfully on facilities design/modification projects:

1. Project Management
2. Project Documentation
3. Consultant Coordination
4. Construction Administration
5. Quality Control

### 1. PROJECT MANAGEMENT

BOA, throughout an extensive history of municipal and public works design, and facilities renovation/repair continues to develop and refine its management philosophy to better address its future projects. BOA will implement our most advanced management techniques in the undertaking of your project. The goal of our management philosophy is to accomplish a well-designed project that **exceeds** client expectations, meets its budget, is deliverable **on time**, and meets all functional needs and State, County, ADA Compliance building code requirements, and city functionality goals. Our techniques of management encompass the ideals by which these goals are achieved. Our project management approach is characterized by the following considerations:

**Design/Management Integration:** Successful projects require the fusion of the design disciplines with those of management. They must have common goals and an integrated process. This is best achieved by appointing leaders with mutual respect and extensive ADA Compliance and public works design experience on similar projects. BOA will have Edward Lok Ng, Principal, as the Project Manager on your project(s) on a full-time basis. An examination of Mr. Ng's qualifications reveals that he has personally designed and managed over 1000 Public Works facilities renovation/repair projects; over 300 interior projects, and over 300 ADA Compliance projects. It is the Project Manager's task to help establish the appropriate design vision and see it through its successful realization. We also have assigned sub-consultant engineering firms that are just as qualified as BOA.

**Client Participation:** Client participation will be critical. Design goals cannot be realized without the thorough understanding of the client's needs. The early involvement of the client and the users will be continued throughout the design process. The Project Manager will ensure that the efforts of the team are always addressed to the specific client user group. The understanding and involvement of the client will extend to appointed representatives, i.e., maintenance managers, engineering staff, and City inspectors and engineers in a mutually productive partnership. BOA is intimately familiar with both modernization and facilities tenant improvement projects, and ADA Compliance projects. Team-work and close coordination among staff, consultants, and the Clients are essential to a successful project. Timely participation and response of the Client is absolutely critical if the project is to be successful and "on time". BOA will be responsible for ensuring that a high degree of coordination occurs and that project milestones are met. BOA's biggest assets are its attention to user functional needs, construction details, thoroughness in drawing documentation and ease of constructability. A major priority of BOA will be to establish continuing dialogue with your staff, Building/Safety plan check, and representatives of interested parties so that our products reflect community goal, City policy, and ADA Compliance.

**Continuity:** The understanding of the project needs and the resultant design goals must be maintained throughout the project's duration. In construction phases, it is as necessary as in the design phases, to make certain that the original intent, of the client and designer are realized in the final built product. This will be very important in the construction phasing of your project. The key members of the team, under the leadership of the Project Manager will be responsible for the direction of the project throughout all phases to ensure continuity of design intent.

## **2. PROJECT DOCUMENTATION**

Project Documentation is a result of systems set up in BOA's Project Management Manual. This guide on how to run a project effectively and efficiently, developed more than 50 years of architectural practice, is firm, but flexible; responsive to the specific dynamics of specific projects, but unyielding in its insistence on full documentation, responsiveness, and performance. Keys elements include:

**Project Checklist:** This is initiated at the beginning of each project and services as a guide of all elements of the project to be completed, and as a central index for all project related material. It is continually updated and reviewed during regular project audits.

**Product File and Technical Project Checklist:** Initiated at the commencement of design, this checklist serves to record all considerations and decisions regarding building materials and methods to be used in construction. It also becomes a comprehensive guide for preparation of the Construction Documents.

## **3. CONSULTANT COORDINATION**

Our engineering consultants play a very critical and active role in all phases of the work. The Project Manager leads in coordinating the efforts of consultants with the help of:

- Frequent coordination meetings.
- Consultant orientation packets which are distributed at project commencement and periodically through the project.
- Clearly defined scopes of work which define separation of responsibilities and eliminate grey areas.
- Milestone Outline, prepared specifically for each project which clearly defines consultant performance expectations for each phase.
- Project Schedule coordinated with a milestone outline, reviewed and signed off by all consultants.
- Drawing Status Log which is updated every two weeks which track's consultant's performance.
- CADD [AutoCAD 2018 or Revit 3D 2018 (BIM)] procedures involving background and overlay methodologies that insure up-to-date and coordinated design effort.

## **4. CONSTRUCTION ADMINISTRATION**

BOA understands the importance of efficient construction administration. To ensure that the design and technical intent are conveyed to the contractor and that the project knowledge is available throughout this phase, the construction administration is led by the project manager. The Project Manager and Designer, Edward Lok Ng will personally review shop drawings as well as attend all job site meetings to quickly resolve design and construction detailing issues. A Senior Project Manager from each of our engineering consultants will be assigned to assist the Project Manager and ensure that the highest standard, procedures and methods of construction are employed. BOA has a Construction Administration Manual to assist the Project Manager with an established system to track shop drawings, RFI, change orders, and documentation of construction site meetings, so that keys decisions are tracked and managed for the benefit of the Client. If there will be on-going operations and services, BOA will assist in the development of a Construction Phasing Plan to ensure that on-going operations and services will have minimum disruptions. BOA is well aware of the need for Public Agency services to remain operational during construction. We have had good results recently assisting the Cities of Long Beach, Torrance, Irvine, and San Bernardino County on renovation and addition projects that require facilities to remain open during construction.

## **5. QUALITY CONTROL**

Quality assurance begins with the commitment, experience and abilities of the team members. All of the firm's personnel contain many design specialists versed in the complexities of the individual phases of the

design process. The quality assurance program for the project will draw on these skills to assist the team in obtaining its goals for a design of vision that delivers the maximum functional and ADA Compliance solution to the user that addresses the needs of the client and does so with the most efficient construction process. BOA has an established Quality Control program that is based on three mechanisms:

**Quality Control Manual:** The Quality Control Manual documents, activities, tasks, and deliverables are to be achieved in each phase of work. Checklists are included and, at the completion of each phase, are signed off by the Project Manager. The manual also includes exemplary forecasts for meetings, programs, schedules and Agendas. We have a quality control checklist that is customized especially for Public Works Exterior/Interior and ADA Compliance Modernization projects. Checklist items range from handrail and curb ramp standards, to City department clearances, to record drawing procedures, to amount to copies needed for review submittals, and much more.

**Quality Control Review:** Quality Control Reviews occur prior to Submittals and at key points in the project schedule. During these reviews, the entire sets of documents are checked by an experienced, a licensed architect who has had major experience in the design of similar projects to ensure a "questioning character" in this process. Major emphasis is placed on Constructability and on satisfying the operational requirements of the user and thoroughness of documentation. As a part of this project, BOA will commit Mr. Leonardo Arteaga, CASp, as Quality Review Officer. Mr. Arteaga will be ideal for this role because of his extensive ADA Compliance and Public Works renovation/repair experience and familiarity with processes and procedures for these types of projects. Mr. Arteaga will review all deliverables at, 75%, and 95% completion. This involvement is formalized and part of the quality control manual procedures. We are committed to providing quality design services and trust that our past work with your city and other local cities is indicative of that commitment.

**Project Standards:** From our experience of over 400 ADA Compliance Public Works projects, and 400 interior renovation projects, BOA has developed its own Project Standard that can be customized to the Client that enhances quality control of bid documents and the construction process. Project Standards include:

**A.** Construction document detail drawings: With the input of past governmental clients, BOA has developed, refined, and field tested over 300 Standard construction details that are geared for both interiors and ADA Compliant public works renovation/repair projects. We have Standard, field tested, construction document details for just about every field condition possible; flooring/wall/ceiling details, roof repair, public counters, wall partitions, ceiling soffits, bullet-proofing, accessible lavatory counters, ADA Compliant transitions of existing to new flooring, restrooms upgrade, ADA signage, ADA compliant railings, ADA Compliant entry doors, stairs, ramps, site work, parking lot, etc.

**B.** BOA has developed a standard ADA Compliance equipment list e.g., types of new handrails, access lifts, curb ramps, plumbing fixtures, drinking fountains, furniture, restroom accessories, assistive listening devices, audio-visual equipment, etc., complete with manufacturer Model # and their acceptable approved equal. The Standard equipment list has been field tested and proven to be of high quality, durability, parts availability, and acceptable to the many past county/municipal clients.

**C.** BOA has developed a standard keynoting system with over 150 items that addresses virtually every facility field condition and many retrofit/repair conditions. These standard keynotes have been field tested and refined, and have proven to be clear and concise to construction contractors.

**Project Schedule, Monitoring, and Performance:** BOA is sensitive to the fact that the client's requirement of schedules and deadlines are paramount. We take pride in our reputation as a service-oriented design firm. BOA has an established project management approach that includes a written Work Plan and comprehensive design schedule prior to start of the design process. It includes forecast of submittals and milestones and deliverables. It will be the duty of the Project Manager, Edward Lok Ng, to adhere to the project Work Plan and Design Schedule. He will keep tabs on the progress of your project every week. He will alert you of any schedule delays. In addition, BOA will not hesitate to hire needed staff or work overtime, and demand the same of our consultants in order to meet deadlines. Our commitment to meeting client deadlines has resulted in client satisfaction and repeats work. Because of the page limit we have not included a Sample Work Plan, instead it will be available upon request.

## 1-D. RELEVANT PROJECT EXPERIENCE

### CITY COUNCIL CHAMBERS REMODEL & AUDIO-VISUAL TECHNOLOGY UPGRADE – CITY OF IRVINE



BEFORE



AFTER: COMPLETED DEC. 2018

**Client:** City of Irvine, Department of Public Works

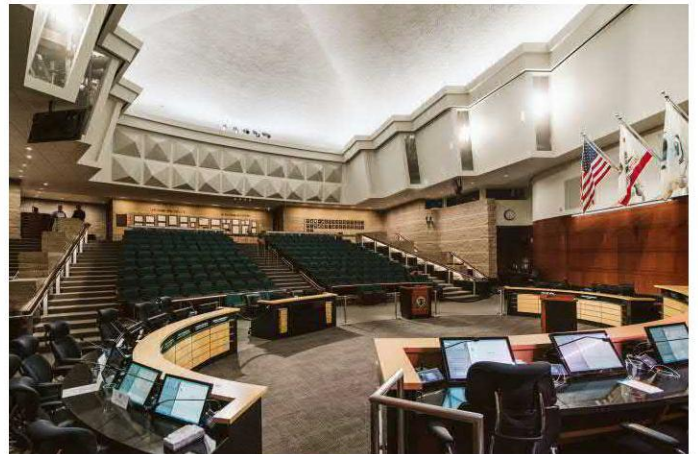
**Contact:** Alex Salazar, Public Works Senior Project Manager (949) 724-7408

**Started Project:** Nov 2017; **Construction Completed:** December 2018

**Construction Cost:** \$2,600,000

**Architect Team:** Edward Lok Ng, Leonardo Arteaga, & Miguel Andrade

**Project Description:** BOA Architecture provided architectural design to entirely modernize the City Council Chambers for workplace safety, ADA Compliance and a new Audio-Visual system with latest state-of-the-art technology. The architectural renovation included the replacement of the City Council Dais, City Clerk's desk, Director's desk, presenter's desk and both public address podiums. The Dais was re-organized in an oval shape to allow Council to speak directly with the Directors and public presenters directly. The existing awkwardly placed access ramp was moved to behind a wall to give the Chambers symmetry while maintaining access for the disabled up to the Dais. Each Dais desk station has internet/intranet access, individual computer screens for voting and to view PowerPoint presentation and access staff reports. Other areas of renovation include new carpeting, new acoustic ceiling with new LED lighting, special broadcast lighting, and sound system. New acoustical wall diffusers help to mitigate echoing and reverberation. This project incorporated many security components and workplace safety features such as, bullet-resistant panels (under the desk counter) for Council members and staff, and 2 desk stations for public safety officers. The added protection will allow staff to "duck and cover" in case of danger. BOA worked intimately with our AV Technology and Information Technology consultant (Triton Technology) to create a hardware and software plan to provide utilities, locate new computer equipment, ambient and broadcast lighting, dedicated computer servers, state-of-the-art new "cube screens" video LED wall, and customized workstations for the City's broadcast staff. The same level of attention to the details was given to the retrofit of the locating of fire sprinkler heads and alarm devices. The greatest challenge for this project was the extremely compact schedule of 10.5 months for design, public bidding, and construction. BOA coordinated closely with the City for the Building-Safety Dept. plan reviewer to perform plancheck in the preliminary design phases to resolve accessibility and outstanding issues before starting construction documents, making the formal plancheck and building permit approval easy and seamless. BOA and its Design Team worked weekends and overtime to meet every critical path deadline. During the bidding process and construction phase, BOA gave this project the highest priority by answering and resolving RFI's within 1-2 days, and being on-call to meet with the construction team to expedite the construction process. The construction completed "on-time" to accommodate a very important citywide City Council Meeting. The city was proud to showcase its newly remodeled City Council Chambers with its State-of-the-Art architecture and AV Systems.



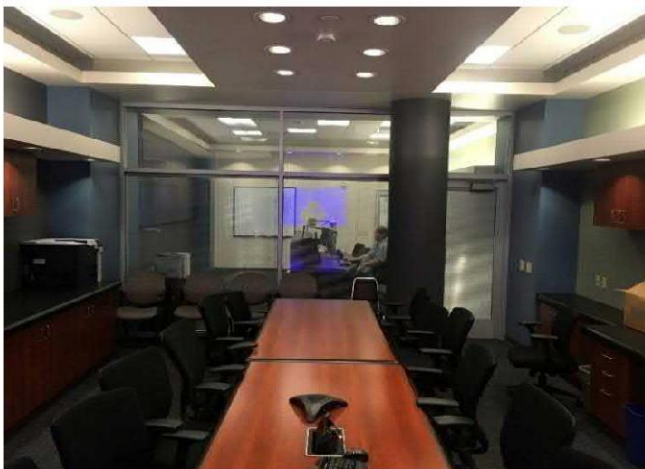
## INTERIOR RENOVATION LONG BEACH TRAFFIC MANAGEMENT CENTER

**Client:** City of Long Beach; **Construction Cost:** \$300,000  
**Architect Team:** Edward Lok Ng, Leonardo Arteaga, & Miguel Andrade  
**Started Project in 2012; Project Completed in 2014**

**Project Description:** BOA Architecture was commissioned to design an interior renovation project to transform an existing 1000 S.F. municipal classroom/training room in the basement of the City Hall into a new Traffic Management Center that would have a new conference room with seating capacity of 16 people and new “operations hub” to monitor and assist in the migration of traffic gridlock throughout the City. We worked extensively with our Electrical Engineers and Owner's Users to ensure climate control as the AV equipment are temperature/humidity sensitive. BOA worked with the City's AV Technology and Information Technology consultant to create a function plan to provide utilities and locate equipment, lighting, dedicated server, state-of-the-art new “cube screens” video display, Audio-Visual Technology, and customized workstations.



◀ New state-of-the-art new  
“cube screens” video  
display



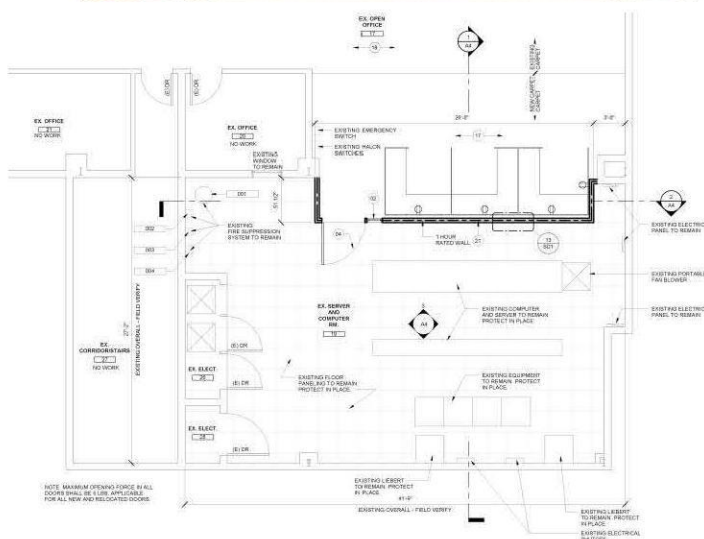
▲ New conference room w seating for 16  
people with “operations hub” beyond



▲ New customized workstations

45 CUBICLES  
4 CONFERENCE ROOMS  
9 PRIVATE OFFICES

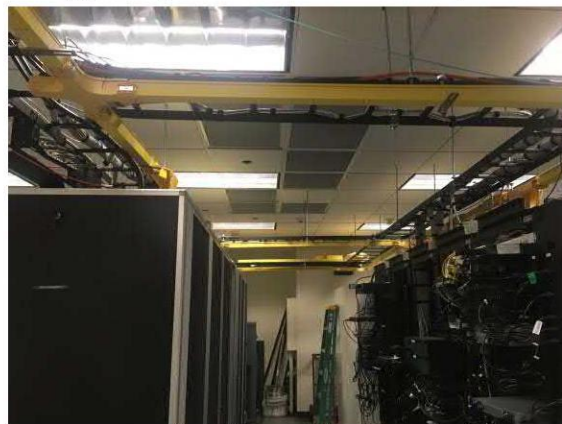
### I.T. DEPT. 3<sup>RD</sup> FLOOR PLAN



## COMPUTER ROOM FLOOR PLAN

**Architect Team:** Edward Lok Ng, & Kyle Ng; **Construction Cost:** \$800,000

**Project Description:** Currently in the bidding phase. Construction to start May 2020. BOA Architecture provided a workplace needs assessment study and space planning of the City's Information Services Department. The final selected floor plan design was an "open plan" concept that allowed visual access to almost every corner of the department. The plan consolidated the existing Information Technology and, TI Customer Service, and GIS Departments. Liberal use of glass partitions at private offices and low-height partition desk solutions promotes internal communication. The open plan also allows for views to the exterior as well as natural lighting. Excess circulation corridors were eliminated, giving way to allow for more workstations and efficient office circulation. The entire Information Services office of this 7,800-sf area was renovated with modern HVAC/Lighting/Data systems, new furnishings, new workplace cubicles new additional private conference rooms and new addition private offices. Renovation of the existing computer room to provide a new "Clean Agent" fire suppression system (with isolated HVAC system) to protect the City's all-important computer servers that handles emergency operations, police and all City files and records.



**Provide “Clean Agent” fire suppression  
In the computer room**

## CITY COUNCIL CHAMBERS REMODEL & AUDIO-VISUAL TECHNOLOGY UPGRADE - CITY OF COSTA MESA



BEFORE



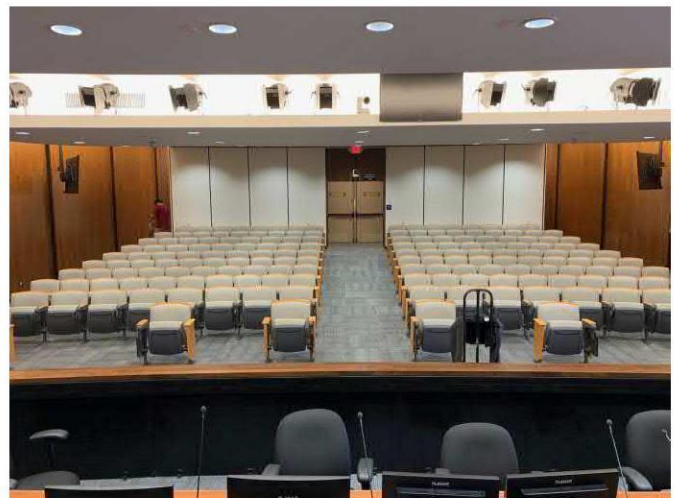
AFTER: COMPLETED MAY 2019

**Client:** City of Costa Mesa, Dept. of Public Works, **Contact:** Naz Mokarram, Sr. Engineer 714 754 5357

**Project Started:** 2018; **Construction Completed:** May 2019; **Construction Cost:** \$600,000

**Architect Team:** Edward Lok Ng, Leonardo Arteaga, & Miguel Andrade

**Project Description:** BOA Architecture provided architectural design to entirely modernize the City Council Chambers for workplace safety, ADA Compliance and a new Audio-Visual system with latest state-of-the-art technology for both the Councilmen, staff, and attendees. The architectural renovation included the renovation of the City Council Dais, City Clerk's desk, Director's desk, presenter's podium. The existing Dais was updated with new technology. Each Dais desk station has internet/intranet access, individual computer screens for voting and to view PowerPoint presentation and access staff reports. Other areas of renovation include new carpeting, resurfaced ceiling with new LED lighting, special broadcast lighting, sound system and new Council Chamber Seating. This project incorporated many security components and workplace safety features such as, bullet-resistant panels (under the desk counter) for Council members and staff, and 2 seat stations for public safety officers. The added protection will allow staff to "duck and cover" in case of danger. BOA worked intimately with our AV Technology and Information Technology consultant (Triton Technology) to create a hardware and software plan to provide utilities, locate new computer equipment, ambient and broadcast lighting, dedicated computer servers, updating the room's TV/Display system, and customized workstations for the City's broadcast staff. The same level of attention to the details was given to the renovation broadcast-computer and conference rooms located behind the dais. The greatest challenge for this project was the extremely compact schedule of 2 months for design, and 3 months construction. BOA took over this project from another architect, who had previously resigned. BOA coordinated closely with the City for the Building-Safety Dept. plan reviewer to perform plancheck in the preliminary design phases to resolve accessibility and outstanding issues before starting construction documents, making the formal plancheck and building permit approval easy and seamless. During the bidding process and construction phase, BOA gave this project the highest priority by answering and resolving RFI's within 1-2 days, and being on-call to meet with the construction team to expedite the construction process. The construction completed "on-time" to accommodate a very important citywide City Council Meeting. The city was proud to showcase its newly remodeled City Council Chambers with its State-of-the-Art architecture and AV Systems. Other parts of this project designed by BOA included the renovation of the first floor City Hall restrooms, community conference rooms and with new accessible ramps and entry doors.



## AS-NEEDED CITYWIDE ADA FACILITIES COMPLIANCE CITY OF LONG BEACH

Select projects completed are listed below, followed by their construction cost:

- North Long Beach Branch Library \$150,000
- Burnett Branch Library \$150,000
- Bret Harte Branch Library \$100,000
- Main Library \$300,000
- Long Beach Sports Arena \$1,000,000
- Terrace Theater and Convention Center \$1,500,000
- Center Theater \$100,000
- Long Beach Senior Center \$400,000
- El Dorado Park Nature Center \$150,000
- Convention Center Parking Structure \$100,000
- Belmont Plaza Pool & Community Center \$400,000
- Elevators – Citywide \$300,000
- El Dorado Regional Park – West \$700,000
- Blair Field, 3000 seat baseball stadium \$400,000
- Long Beach Marina Restrooms \$100,000
- MacArthur Park and Community Center \$200,000
- Whaley Park and Community Center \$500,000
- El Dorado Park West Community Centers \$800,000
- North Health Center \$200,000
- Mothers Beach Restroom & Concession \$700,000
- Fire Station #11 Renovation \$300,000

Architect Team: Edward Lok Ng,  
Leo Arteaga, & Miguel Andrade  
Projects Started: 1996  
Completed: *Contract in Progress*

For the 60 projects BOA managed and designed, none were ever delivered late. All were “on time” and “on budget”. The accuracy of our construction cost estimates for each project was 96% comparing Final estimate vs. Actual Bid. BOA successfully managed and designed as many as 9 facilities projects concurrently. This As-Needed contract has been renewed every year since 1995.

Since 1995 to date, BOA has had an As-Needed contract with the City of Long Beach, Public Works Dept. to design ADA Compliance architectural improvement projects and other A/E renovation projects. BOA has completed over 50 ADA compliance projects to date (totaling over 1,000,000 GSF of building area) as part of the City’s implementation of its ADA Transition Plan. Two projects were part of a \$40 million CDBG grant dedicated specifically for ADA Compliance projects.

BOA was responsible for ADA Transition Plan validation, field surveys, cost estimates, architecture design for ADA Compliance corrective actions, specifications, construction documents, and construction administration. BOA often managed multiple projects, as many as 10 ADA Compliance projects concurrently. In addition to ADA compliance, BOA also designed a fire station, and many parks/ recreation/ marine facilities projects in the \$100,000 to \$1,000,000 range.



▲ City Hall Renovation  
City of Long Beach



▲ Addition and Renovation Project  
Community Center at Colorado Lagoon  
Long Beach



El Dorado Park, Long Beach

Contact: Marilyn Surakas  
Project Manager  
562.570.5793

[Marilyn.Surakas@longbeach.gov](mailto:Marilyn.Surakas@longbeach.gov)

## MODERNIZE 3 DMV'S AT HAWTHORNE, EL CAJON, AND OXNARD

**Client:** Dept. of Motor Vehicles (DMV), California State DGS, RESD, PMB

**Contact:** Rick Allen, (916) 718-3789; **Year Completed:** Hawthorne 2015, El Cajon 2016, Oxnard- 2019

**Construction Cost:** \$3.4 million; **A/E Fee:** \$900,000

**Location:** Locations at California at Hawthorne, El Cajon, Oxnard

**Architect Team:** Edward Lok Ng, Miguel Andrade, & Leonardo Arteaga

### Project Description:

BOA Architecture was commissioned to provide investigative and design services to bring 3 DMV facilities into compliance with current ADA and CBC accessibility standards and to modernize its electrical, computer data, HVAC, and Customer service systems to better serve the public:

- Hawthorne DMV, LA County, \$900,000 construction cost
- El Cajon DMV, San Diego County, \$1,100,000 construction cost
- Oxnard DMV, Ventura County, \$1,400,000 construction cost

The projects addressed many accessibility issues such as exterior paths-of-travel, parking, ramps/stairs, handrails, hi-low drinking fountains, entrances, door hardware, automatic access doors, counters, restrooms, employee lounges, interior paths-of-travel for both employees and the public, and interior/exterior signage. New signage included directional wayfinding, tactile room ID signs, and means of egress signage including tactile exit signs. The projects also addressed many deferred maintenance issues such as indoor and outdoor lighting replacement to LED's, parking lot repaving, new landscaping, replace wood siding with plaster, HVAC duct cleaning, upgrade electrical service, and new interior and exterior signage. Other issues addressed were the modernization of its electrical, computer data, HVAC, and Customer Service systems to better serve the public. Construction cost of completed projects ranged from \$900,000 to \$1,400,000 per DMV. Full-service ADA surveys (to determine all access compliance deficiencies) and Schematic Design (derived design options to best resolve barriers to the disabled), were completed for each DMV and DSA and State Fire Marshall plan review and approval were secured for each DMV facility. To ensure proper technology function, BOA worked closely with AV Technology and Information Technology to coordinate elect. Power needs and location of TV's, cable trays, audio speakers, data/power for workstations, and DMV cueing system.



Existing at DMV El Cajon



New Modernization with  
New IT and AV technology  
DMV - El Cajon



▲ Modernized ADA Parking  
& Accessible Entry  
DMV - El Cajon



▲ New ADA Accessible  
Public Counter  
DMV - Hawthorne



▲ New ADA Restrooms  
DMV - Hawthorne

## LOS ANGELES COUNTY FIRE DEPARTMENT AS-NEEDED ARCHITECTURAL SERVICES



**New Fire Station #71,  
Completed 2015  
Malibu - California**



**New Fire Station #83  
Rancho Palos Verdes  
California**

**Client:** LA County Fire Department; **Completed:** 2015; **Construction Project Costs Varied**

**Project Architecture:** Edward Lok Ng

**Project Description:** For the 40 projects BOA managed and designed, all were “on time” and “on budget”. The accuracy of our construction cost estimates, Quality Control, and response to potential problems were deemed exceptional. BOA successfully managed and designed as many as 5 facilities projects concurrently. From 1989 to present, BOA has completed approximately 40 projects, ranging from \$20,000 to \$4,000,000 in construction cost. Although we designed 2 new Fire Stations, all other assignments were renovation/repair of existing fire stations. BOA expedited all services from facilities programming, design conception, construction documents, to construction administration. Projects ranged from new fire stations, facilities additions, renovations, tenant improvements, HVAC upgrades, structural seismic evaluation, gender accommodations, and parking lot/landscape upgrades, facilities expansions to accommodate fire apparatus, ADA Compliance upgrades, feasibility assessment reports/studies, and roof repairs.

The following is a list of select fire station projects:

**Projects Started in 2010; Completed 2015**

- New Fire Station #83 – 4000 sf facility with 2 apparatus bays
- Temporary Fire Station #83 – Renovation of Parks building for fire station use
- New Fire Station #71 in Malibu – 4000 sf facility with 2 apparatus bays and 6 dorms
- Fire Station #110 – Expansion of Apparatus bays, and offices, and interior modernization
- Fire Station #56 – Added 2 new Apparatus garages
- Fire Station #187 – retrofit of entire exterior hardscape and parking lot paving
- Fire Station #107 – 12 new dorm rooms
- Fire Station #44 – renovate 8 dorm room and restrooms for gender accommodation
- Fire Station #70 – renovation entry lobby and offices, ADA improvements
- Fire Station #66 – Septic Tank sewage pipe upgrades
- LA County Fire Dept. Headquarters – plumbing modernization to all facilities at Headquarters



**Fire Station #110  
Addition and Renovation  
Marina Del Rey - California**

## INTERNATIONAL LONGSHORE & WAREHOUSE UNION (ILWU) LOCAL 13 DISPATCH HALL



▲ ILWU Dispatch Center main entry



▲ Dispatchers workstation overlooking Dispatch Hall



▲ Dispatch Hall with 14 large high definition 10'x7' rear-projection screens



**Client:** Port of LA and PMA-ILWU, **Contact:** Daniel Caruthers: (310) 351-4280

**Completion Date:** Dec. 2014 - LEED Gold Certification

**Architectural Team:** Edward Lok Ng & Miguel Andrade

**Project Description:** This \$20,000,000 (Construction cost with \$1,000,000 A/E fee), 35,000 sq. ft. Dispatch Hall/Auditorium project provides a new administration & dispatch center & meeting hall for the ILWU Local 13's 15,000 membership. The exterior and interior design is compatible with the PMA's corporate image and "harbor and nautical" theme of the ILWU. This was achieved by using colors, shapes, and textures common to the Ports of Long Beach and Los Angeles. The front of the building looks like an ocean going ship. Project scope also includes a 4000 occupant dispatch/meeting hall with a

"state of the art", large screen computer display of Port job assignments and computer dispatching of Union Workers. The Dispatch Hall has wall mounted folding bleachers, folding stage and loft seating to accommodate very large union meetings. Also included; dispatch offices, workrooms shower for cyclists, restrooms, and conference rooms. BOA assisted the ILWU with the Conditional Use Permit (CUP) process and expedited plancheck approval through both the City of Los Angeles. An extensive user audit was completed to ensure proper functional relationships of each Union service and the Dispatch Center the fastest dispatch of available union workers. Sustainable design features includes, combined natural ventilation with high-efficiency HVAC, recycled building materials, Roof-top mounted Photovoltaic renewable energy, and extremely low water usage. Site sustainability include, bio-filtration planters filters all roof and storm water, drought tolerant planting, and over 500 trees provide shade for the parking lot. Our innovative sustainable efforts with LEED Gold Certification. AV Technology was a big part of the design effort for this project. Acoustics and sound equipment selection for the main assembly hall were critical issues to the use-ability of the Dispatch Center. It was vital that the announcement of available daily jobs be very audibly clear to the thousands of dockworkers that are in the Dispatch Center on a daily basis. We worked carefully with our Acoustic Engineer and AV Technology and IT Consultant, and ILWU dispatchers to produce proper indoor sound and amplified announcements at specified locations within the huge assembly space. Fourteen (14) large high definition 10'x7' rear-projection screens display the Port of LA's work assignments. This Dispatch Hall is used for dispatching dockworkers daily and for monthly union member meetings.

## BOA ARCHITECTURE

## RELEVANT PROJECT EXPERIENCE



### ON-CALL ARCHITECTURE SERVICES – CITY OF IRVINE

**Client:** City of Irvine, Public Works Dept.

**Contact:** Alex Salazar 949/724-7408, Kal Lambaz 949-724-7555

**Architect Team:** Edward Lok Ng, Leonardo Arteaga, & Miguel Andrade

**Project Started:** 2014; **Construction Completed:** 2019; **Construction Cost:** \$400,000



**Project Description:** In 2015, BOA was granted an On-Call Contract for Architecture Services for the City of Irvine, Public Works Dept. Since then, BOA designed multiple projects. One project was a new roof structure with operable roof hatch, to change large filter, over existing water pump equipment for weather protection, Construction Cost: \$300,000. Another unique project was to provide workplace safety elements (fencing, new lighting, bullet-resistant fabric panels and glazing) at multiple locations at Irvine City Hall and at Operation Support Facility, Construction Cost: \$500,000. A project just completed was the ADA Compliance improvements and interior renovations for modernization and accessibility to 4 community centers at; Fine Arts Center, Heritage Park Community Center, Harvard Park Community Center, and Deerfield Park Community Center. Every effort was made to isolate construction areas and to minimize construction cost, and to be architecturally compatible with the existing architecture at each separate community center. The project scope of work at these 4 community centers included renovation work to create accessible restrooms, new indoor ramps and stair handrails, access lift, signage, new doors and door hardware drinking fountains. Site elements included concrete accessible ramps, stair handrails drinking fountains.

### POLICE DEPARTMENT RENOVATION & CITY HALL WORKPLACE SAFETY – CITY OF IRVINE

**Client:** City of Irvine; **Contact:** Alex Salazar, Public Works Senior Project Manager 949-724-7408

**Project Started:** 2016; **Completed:** November 2017; **Construction Cost:** \$700,000 to \$800,000

**Architect Team:** Edward Lok Ng, Miguel Andrade, & Leonardo Arteaga

**Project Description:** BOA Architecture provided architectural design to the renovation and Tenant Improvement of the public lobby, secured public counter, and secured back-of-the-counter staff areas for the Irvine Police Department Headquarters at City Hall. This project incorporated many security components and workplace safety features such as, restricted access to the public, and bullet-resistant panels (under the counter) and sliding bullet-proof glazing which allowed staff to manually close themselves off from the public in-case of danger. All these were added to safeguard the front reception counters and allow staff to have visual access to the lobby to view possible threats and maintain personal customer service. New light and dark colors for the new countertops/cabinets create “invitingness” and a bold contemporary style to the new lobby interior design. Existing lights, fire sprinklers, and HVAC ducting retained to save on construction cost. Also, a part of this workplace safety project was installing bullet-proof panels under the public counter at 5 other city departments; including Public Works Dept. (OSF facilities), Community Development Dept., Community Service Dept., Main City Hall Reception, and the City Council Chamber Dais. The added protection allows the staff to “duck and cover” in case of danger.





**State of California / Department of General Services  
Division of the State Architect / Los Angeles Basin Regional Office  
Consultant Access Compliance Plan Review Services**

**Contact:** Ronald F. Vaughn, Senior Architect, Tel: (213) 897-0744

**Email:** [ronald.vaughn@dgs.ca.gov](mailto:ronald.vaughn@dgs.ca.gov)

**Project Began:** Sept. 2009; **Completed:** 2015

**Architect Team:** Edward Lok Ng, Architect, LEEP AP & Leo Arteaga, CASp

**Project Description:** Access Compliance Plan Review services for the Los Angeles Basin Regional Office of the Division of the State Architect. Our role is to provide plan review services to ensure that construction drawings and specifications comply with accessibility standards based on the California Building Code, the Americans with Disabilities Act Accessibility Guidelines, and DSA's Accessibility Plan Review Guidelines. Access Compliance Plan Review is a requirement for new and renovated state owned and state leased facilities so that accessibility and usability of these buildings comply with the intent of the California Government Code Section 4450, the California Health and Safety Code Section 19955, the California Civil Code Section 51, and Section 35.130(b)(4) of Title II of the Americans with Disabilities Act. We have reviewed a wide range of facilities under jurisdiction of DSA's Los Angeles Basin Regional Office, including single and multi-story school facilities encompassing grades K thru 12 (elementary, middle, and high schools); college and university projects; libraries; administrative offices; auditoriums; dining and kitchen facilities; gymnasiums; laboratories; and related site improvements. BOA's plan review service provides timely, accurate plan reviews and back reviews coordinated with DSA's project submittal processes. A BOA accessibility plan review includes accurate code interpretation, review of construction plans and specifications, identification of areas of nonconformance, and follow-up consultation with project designers prior to back review.



**CITY OF COMMERCE - INDOOR POOL LOCKER ROOM RENOVATION**

**Construction Cost:** \$1,000,000; **A/E Fee:** \$90,000; **Architect Team:** Edward Lok Ng & Miguel Andrade

**Client:** City of Commerce Dept. of Public Works, **Contact:** Mike Halsey (213)820-5889

**Project Started:** 2011; **Completed:** 2012

**Project Description:** Our renovation challenge was to fully integrate floor drains into an existing swimming pool locker room that did not have any floor drains. The maintenance staff "hose down" the floor twice per day and pool operations (patrons are typically dripping wet when using the locker rooms) demanded a lot of floor drains to expel water quickly. BOA's solution was to carefully sawcut out the entire concrete floor while leaving the interior walls in-place, and install new concrete floors sloping to new drains. We provided new concrete wall curbs to protect existing metal stud walls from moisture damage and corrosion. New, large, heavy duty exhaust fans and added air conditioning promoted ventilation with slow air movement (for patron comfort)

while moving large volumes of air. This enhancement to the existing mechanical system also expelled pool chemical odor and moisture before its corrosive effects can harm the steel sub-structure. All rooms have at least 2 floor drains to push water out of each room quickly. New fiberglass doors and aluminum door frames were raised 4" to enhance corrosion protection and allow "hosing-down" of concrete floors in every room. The swimming pool locker rooms can accommodate over 300 swimmers. This newly renovated facility also included; central bag check-in, men & women locker room/showers/restroom, swimmer sauna rooms, private dressing stalls, staff locker rooms with showers, family dressing rooms. Plumbing fixtures and toilet room accessories were chosen for their reliability, low-maintenance and durability in a wet environment.

**ADA TRANSITION PLAN FOR THE CITY OF SANTA MARIA  
CENTRAL COAST OF CALIFORNIA**

**Client:** City of Santa Maria, Wendy Stockton, Deputy City Attorney

**Architect:** Edward Lok Ng; **Project Started:** 2008; **Completed** 2009

**Project Description:** BOA was commissioned for the specific purpose of providing an ADA Transition Plan for 52 large City owned facilities totaling 600,000 s.f. & 200 acres (building and sitework) to comply with Federal ADA Guidelines. A sampling of the list of facilities included City Hall, large assembly halls, classroom buildings, libraries, Police Dept. Parks and Recreation Dept., City and regional Parks, ball fields, Community centers, museums, City maintenance yards, City administrative offices, City lease facilities, airport facilities, large Municipal parking structures, on-site City parking lots, etc. Scope of work, included working with various disabled user groups to prioritize items of work, facilities field survey, "line item" construction cost estimate, accessibility design mitigation and ADA compliance modification recommendations, and finally, compile all recommendations and construction cost into a comprehensive ADA Transition Plan Database. We

also created floor plan drawings, for example, showing how a non-ADA compliant restroom could be modified to be compliant. Access Compliance issues included identification of very item of deficiency and a recommended corrective action for capital improvement. Corrective actions included, retrofit of elevators, new access lift, handrails, stairs, new access ramps, new parking for the Disabled, ADA signage, and automatic doors, assistive listening devices, path of travel, concrete walkway repair, wheelchair and companion seating, and many more. Many of the buildings we worked on were listed as historically significant structures to the City.



## **ADDITIONAL RELEVANT EXPERIENCE**

BOA also has design experience on nearly every municipal and county building type. One needs only to examine BOA's ADA project experience and the expertise of their staff to see the merit and justification for the above-mentioned commissions. BOA has the philosophy that building remodel projects and ADA retrofit projects should not be a "tacked-on" solution. Building modifications should be well integrated into the building's function and not only compatible with the existing architecture, but aesthetically enhance it. BOA has extensive experience in the design of ADA Compliance projects and building modernization for both governmental agencies and private clients. The following lists of projects exemplify our architectural design experience. We have also provided their construction cost and photos and detailed project descriptions of some of these projects. This experience will not only aid in meeting functional needs but also the aesthetic desires of visitors and staff of your facilities.

### **CITY HALLS:**

- City of Commerce City Hall Frontage Renovation; Exterior path-of-travel, entry plazas, landscaping, access ramps, stairs, and accessible parking; Client: City of Commerce, Danilo Batson  
Cost: \$400,000
- Torrance City Hall - Renovation and Addition; Client: City of Torrance; Cost: \$3,200,000
- Rosemead City Hall - Renovation, ADA Compliance; Client: City of Rosemead; Cost: \$200,000
- La Puente City Hall - Renovation, ADA Compliance; Client: City of La Puente; Cost: \$400,000
- Hawaiian Gardens City Hall - New City Hall; Client: City of Hawaiian Gardens; Cost: \$6,000,000
- Carson City Hall – Renovation; Client: City of Carson Cost: \$100,000;
- Hawthorne City Hall Renovation, ADA Compliance; Client: City of Hawthorne; Cost: \$400,000
- Redondo Beach City Hall, Renovated 3 public restrooms for ADA Compliance; Cost: \$300,000
- Long Beach City Hall, New ADA accessible City Council dais and podium, restroom and Tenant Improvements to offices and elevator retrofits, ADA Compliance; Client: City of Long Beach; Cost: \$200,000
- Lomita City Hall, ADA Compliance, Doors, reconfigure City Council Chamber for new ramp, new accessible seating; Client: City of Lomita; Cost: \$200,000
- Redlands Civic Center ADA Compliance; Client: City of Redlands; Cost: \$350,000
- City of Vista: ADA Transition Plan and Schematic Designs of Civic Center
- City of Rancho Palos Verdes: New main entry lobby and public center
- City of Cypress: Exterior access ramps, stairs, accessible park, restroom doors
- City of El Segundo: Renovation of public restrooms, conference room, staff lunch room, Council Chambers modernization
- **City of Alhambra:** New public restrooms for City Council lobby
- City of Carson: Renovation City Council lobby
- City of Santa Maria: ADA Transition plan and Schematic Designs of Civic Center

### **PARKS/RECREATION/COMMUNITY CENTERS:**

- Sierra Madre Teen Center Client: City of Sierra Madre, \$900,000.
- Hawaiian Gardens Youth Center Head Start Program Client: City of Hawaiian Gardens, \$800,000.
- Jesse Owens In-door Swimming Pool Facility; Client: L.A. Co., Dept. of Rec. & Parks, \$4,000,000.
- Bartlett Annex Senior Social Services Center; Client: City Torrance, \$200,000.
- Hawaiian Gardens Senior Center; Client: City of Hawaiian Gardens, \$1,000,000.
- Veterans Park Senior Center; Client: City of Redondo Beach, \$800,000.
- Perry Park Youth Community Center/Addition/Renovation Client: City of Redondo Beach, \$400,000.
- Rancho Carlsbad Community/Senior Center; Client: City of Carlsbad, \$900,000.
- Banning Parking Senior Center; Client: City of Los Angeles, \$2,700,000.
- Memorial Park Community/Senior Ctr. Renovation Client: City of Hawthorne, \$500,000.
- Green Meadows Recreation Center/Gym; Client: City of Los Angeles, \$300,000.
- Hawaiian Gardens Community/Recreation Ctr./Gym; Client: City of Hawaiian Gardens, \$2,000,000.
- Bartlett Senior Citizen Center; Client: City of Torrance, \$1,300,000.
- Sierra Vista Park Recreation Ctr. ADA Modifications Client: City of Sierra Madre, \$100,000
- Miller Community Center; Client: City of Torrance, \$300,000
- Black Box Theater Client: City of Torrance, \$500,000, Addition & Renovation
- Sea Scout Facilities & Community Center; Client: LA County ISD, \$300,000, Renovation
- Banning Lions Park ADA Compliance, Client: City of Banning Cost: \$300,000

**POLICE FACILITIES:**

- Torrance Police Dept. Renovation/Addition; Client: City of Torrance; Cost: \$1,500,000
- Hawthorne Police Dept., ADA Compliance; Client: City of Hawthorne; Cost: \$300,000
- Garvey Park Sheriff's Substation - New Facility; Client: City of Rosemead; Cost: \$400,000
- Rancho Los Amigos Medical Ctr. Police Station-New Facility - Client: Los Angeles County ISD  
Cost: \$600,000
- Huntington Beach Police Dept. Lobby Security; Client: City of Huntington Beach; Cost: \$500,000
- City of Cypress Police Dept. Renovation; Client: City of Cypress; Cost: \$4,000,000
- Placentia Police dept. Work place Security; Client: City of Placentia; Cost: \$200,00
- Port of Los Angeles Customs & Border Patrol Work Place Safety/Site security; Client: Port of LA; Cost: \$200,000

**FIRE STATIONS:**

- Los Angeles County Fire Station #83, new facility; Client: L. A. County Fire Dept; Cost: \$1,100,000
- Los Angeles County Fire Station #106, new facility; Client: L. A. County Fire Dept.; Cost: \$200,000
- Los Angeles County Fire Station #107, addition/renovate; Client L.A. County Fire Dept; Cost: \$400,000
- Los Angeles County #56-ADA Compliance & gender accommodations; Client: L.A. County Fire Department; Cost: \$100,000
- Los Angeles County Fire Station #110, addition and renovation; Client; L.A. County Fire Dept; Cost: \$200,000
- Los Angeles County New Fire Station/Lifeguard Station on Catalina Island, new facility; Client: L.A. County; Cost: \$800,000
- Hawthorne Fire Station #1, ADA retrofit; Client: City of Hawthorne; Cost: \$100,000
- Long Beach Fire Station #11, addition and renovation; Client: City of Long Beach; Cost: \$225,000
- Torrance Fire Station #1, gender accommodation, seismic retrofit; Client: City of Torrance; Cost: 460,000
- Torrance Fire Station #2, gender accommodation and addition; Client: City of Torrance; Cost: 160,000
- Torrance Fire Station #3 gender accommodation and interior modification; Client: City of Torrance; Cost \$150,000
- Los Angeles County Headquarters - plumbing system replacement; Client: L.A. County Fire Dept; Cost: \$750,000
- Huntington Beach Fire Station #8, Gender Equality and new restroom and kitchen; Client: City of Huntington Beach; Cost: \$300,000
- Yucaipa Fire Station #2 Seismic Retrofit and Restrooms/Kitchen Renovation; Client: City of Yucaipa; Cost: \$350,000

**LIBRARIES:**

- Library/Multi-Media Center of LA Harbor College; Client: L.A. Community College; Cost: \$500,000
- Medical Library for Rancho Los Amigos Hospital; Client: L.A. County ISD; Cost: \$1,200,000
- Chadwick School Library; Client: Chadwick School; Cost: \$1,700,000
- Orange County Library and Learning Center, Westminster Branch; Client: County of Orange; Cost: \$1,500,000
- Long Beach Main Library Renovation; Client: City of Long Beach; Cost: \$700,000
- Long Beach North Branch Library Renovation; Client: City of Long Beach; Cost: \$300,000
- Redondo Beach Main Library; Client: City of Redondo Beach; Cost: \$10,000,000
- Temecula Library; Client: City of Temecula; Cost: \$1,800,000
- Vista Library; Client: City of Vista; Cost: \$4,000,000
- Cathedral City Public Library; Client: City of Cathedral City; Cost: \$3,500,000
- Rancho Mirage Library; Client: City of Rancho Mirage; Cost: \$1,000,000

**AIRPORT FACILITIES:**

- Torrance Airport, General Aviation Center; Client: City of Torrance; Cost: \$2,200,000
- El Monte General Aviation Center; Client: L.A. County, Public Works Dept.; Cost: \$1,400,000
- LAX Bradley Terminal Restrooms Addition; Client: L.A. City, Dept. of Airports; Cost: \$400,000
- City of Hawthorne Airport ADA Compliance; Client: City of Hawthorne; Cost: \$400,000

## **PARKS & RECREATION RENOVATION PROJECTS:**

### ***For the City of Tustin:***

- Tustin Frontier Park, ADA Retrofit/Audit
- Pine Tree Park, ADA Retrofit/Audit

### ***For the City of Long Beach:***

- Long Beach Sports Arena, 11,500 seat sports arena ADA retrofit Cost: \$1,400,000.
- El Dorado Park Nature Center- ADA Renovation Cost: \$200,000
- Long Beach Senior Center–Renovation Cost: \$300,000
- Belmont Plaza Pool & Community Center –Renovation Cost: \$500,000
- El Dorado Regional Park-West Community Center and Site Renovation Cost: \$700,000
- Blair Field, 3000 seat baseball stadium – Renovation Cost: \$400,000
- Long Beach Marina Restrooms - Addition//renovation Cost: \$200,000
- Drake Park – Renovation Cost: \$300,000
- MacArthur Park ADA Renovation; Cost: \$200,000
- Whaley Park and Community Center – Renovation Cost: \$500,000
- El Dorado Park Youth Center Restrooms – Renovation Cost: \$200,000
- 10 Tidelands Beach Restrooms – New facilities and site work Cost: \$6,000,000

### ***For the City of Montebello:***

- Ashiya Park - Addition/Renovation
- City Park - Addition/Renovation
- Holifield Park - Addition/Renovation

### ***For the City of La Puente:***

- La Puente Community Center/ Renovation
- La Puente 22 Acre Park with 3 sets of park restrooms and Community Ctr Renovations

### ***For the City of Hawthorne:***

- Senior Citizen Center - Renovation
- Memorial Park - Renovation
- Hawthorne Pool - Renovation
- Ramona Park - Renovation
- Jim Thorpe Park & Comm. Ctr. - Renovation
- Holly Park – Renovation
- Holly Glen Park - Renovation

### ***City of Rosemead:***

- Rosemead Sr. Ctr. - Renovation/Addition/ADA Compliance
- Rosemead City Hall ADA Compliance
- Garvey Park Restroom/Concession and Ball Fields/Playground
- Garvey Park Community Center - Addition/ADA Compliance

## **PUBLIC HEALTH CARE FACILITIES:**

- Long Beach Comprehensive Health Center; Client: L.A. County ISD Cost: \$9,000,000
- Rancho Los Amigos Medical Ctr. Facilities Operation/Safety Police/ 1000 Car Parking Structure - Client: L.A. County ISD; Cost: \$21,000,000
- 80,000 S.F. Renovation of Buxton Medical Office Building in Torrance - Client: David Buxton  
Cost: \$10,000,000

## **PORT PROJECTS**

- Berth 161 Master Plan/Schematic Design, Consolidated Construction & Maintenance Facilities, parking structure; Client: Port of Los Angeles; Cost: \$15,000,000
- ILWU (International Longshore & Warehouse Union) Local 13, Headquarters & Dispatch Hall; Client: ILWU Local 13 & Pacific Maritime Assoc. Cost: \$10,000,000
- ILWU (International Longshore & Warehouse Union) Local 63, Headquarters & Dispatch Hall; Client: ILWU Local 63 & Pacific Maritime Assoc. Cost: \$600,000

## **FACILITIES DESIGNED FOR CHILDREN:**

- Greenwood Child Care Center; Client: City of Torrance- Cost: \$600,000
- Three Child Care Centers for the Navy; Client: City of Long Beach Cost: \$1,500,000
- Lee Ware Park-Head Start-Children Ctr.; Client: City of Hawaiian Gardens Cost: \$1,500,000
- Chadwick Library-Children Learning Ctr.; Client: Chadwick School Cost: \$1,600,000
- Rosemead Community Child Care Center; Client: City of Rosemead Cost: \$600,000
- Hawaiian Gardens Civic Center Child Care; Client: City of Hawaiian Gardens

# 1-E. REFERENCES

## ALL REFERENCES LISTED ARE PUBLIC ENTITIES

PUBLIC AGENCY	CONTACT	PROJECT	PHONE
Anaheim, City of 955 S. Melrose Street Anaheim, CA 92805	<u>Nadine Tengan, ADA Coordinator</u> Project Manager for 3 ADA Compliance and modernization projects at the City Hall, parks, and city offices.	<b>On-Call Assessments, ADA Compliance for Micro-Transit-9 locations, Utility Center and Lobby</b> Renewed contract in November <i>Currently multiple projects in progress</i>	(714) 765-6803 <a href="mailto:ntengan@anaheim.net">ntengan@anaheim.net</a>
Costa Mesa, City of 77 Fair Drive, 1 <sup>st</sup> Floor Costa Mesa, CA 92626	<u>Naz Mokarram – Senior Project Manager</u> for the City Council Chambers renovation project, community room & restroom renovation at the City Hall, & Tenant Improvement for the Finance Dept.	<b>Community Room and Restroom Renovation at the City Hall and also the Finance Department Tenant Improvement Project</b> City Council Chambers Remodel began in 2017; <i>Completed in Dec 2018</i> Project is listed in proposal	(714) 754-5357 <a href="mailto:Naz.Mokarram@costamesaca.gov">Naz.Mokarram@costamesaca.gov</a>
Irvine, City of 6427 Oak Canyon Irvine, CA 92618	<u>Alex Salazar, Public Works, Senior Project Manager</u> 4 ADA Compliance projects @ Council Chambers, 4 Community Centers, and 4 Workplace Safety Projects at City Hall.	<b>On-Call Architectural Services &amp; a recent project was City Council Chambers Remodel &amp; AV technology Upgrade</b> <i>Started Nov 2017- completed Dec. 2018</i> Project is listed in proposal	949-724-7408 <a href="mailto:ASalazar@cityofirvine.org">ASalazar@cityofirvine.org</a>
Los Angeles County ISD 1100 N. Eastern Avenue Los Angeles, Ca 90063	<u>Keith Andersen – Project Manager</u> <i>Currently we are engaged with ISD for 10 projects.</i>	<b>As-Needed Architectural Services</b> Projects range from renovations, remodels, additions, parks & recreation, parking, ADA compliance, restrooms <i>Currently 10 projects are in progress</i>	(310) 720-2921 <a href="mailto:K.Andersen@isd.lacounty.gov">K.Andersen@isd.lacounty.gov</a>
Montebello City Hall 1600 W. Beverly Blvd. Montebello, CA 90640	<u>Danilo Batson, Public Works Director, Senior Project Manager</u> Community Center projects	<b>Grant Rea Park Modernization &amp; ADA Compliance</b> <i>Began project in 2014 – Completed in 2016</i>	(323) 887-1200 ext. 462 <a href="mailto:dbatson@cityofmontebello.com">dbatson@cityofmontebello.com</a>
Pasadena, City of 100 N. Garfield Pasadena, CA	<u>Tiffany Chen, P.E., Dept. of PW, Project Manager</u> Currently managing multiple projects with the City of Pasadena	<b>On-Call Architectural Services</b> We are currently involved in 15 projects, including modernizing and renovations of: restrooms, dorms, HVAC, roofing, & kitchen for 3 fire stations, & workplace safety for Police Stations citywide <i>Multiple projects are currently in progress</i>	(626) 744-6771 <a href="mailto:ttran@cityofpasadena.net">ttran@cityofpasadena.net</a>
Placentia, City of 401 E. Chapman Avenue Placentia, CA 92870	<u>Luis Estevez – Public Works Director</u> <i>Currently managing multiple projects with BOA, over 10 in the last 3 years</i>	<b>On-Call for the City of Placentia</b> Renovations, remodels, ADA compliance projects that involved all levels of compliance, including curbs throughout the city. <i>9 projects are currently in progress</i>	(714) 993-8120 <a href="mailto:lestevez@placentia.org">lestevez@placentia.org</a>

NOTE: Refer to the projects listed in this proposal for details and dates of projects mentioned in references and Staff assigned to the specific project.

## 2. SCOPE OF SERVICES & SCHEDULE

### **BOA AGREES TO THE SCOPE OF SERVICES LISTED IN THE RFP**

**The Scope of Services may involve all or some of the phases of the project development listed, and shall include, but not necessarily be limited to, the following activities:**

- **Site Analysis** – BOA will perform site visit(s) to verify dimensions of impacted area, photos, site observation, analysis, meetings with City departments to discuss specific space requirements.
  - BOA will prepare “as-built” drawings, in current CADD format, as required by the Client.
- **Conceptual Layouts/Space Planning**- Will prepare alternative space layouts with estimates.
- **Permits/City Approvals** – BOA will assist City depts in securing all relevant City/County Plancheck and building permit approvals, as required.
- **Architectural, Interior Design, and Engineering Services**  
BOA will provide all the customary Plans, Specifications, & Estimates (PS&E) for Public Works bidding to contractors. BOA will provide architectural, structural, mechanical, and electrical engineering services and cost estimating services during the schematic design, design development and construction document phases.
  - 1. Schematic Design
  - 2. Design Development
  - 3. Construction Documents
- **Post Design Services**
  - 1. Bidding
  - 2. Construction and Construction Management
    - Visit construction site as needed to monitor quality of the work and resolve construction issues.
    - Manage the construction phase and coordinate construction meetings to ensure the project is completed on time and within budget.
- **Move Management Services** BOA will assist the City Departments with the services listed in the RFP.
- **Special Services**
  - 1. BOA will complete the State of California ADA surveys
  - 2. BOA will provide value engineering services, upon request
  - 3. BOA will complete LEED Certification documentation, upon request.
- **Plans and Documents**- Plans and documents will become sole property of the City. All documents and files will comply with current requirements set forth by the various entities for record retention.
- **Fee Proposal** – Standard Hourly Fee Schedule and a Project Fee Proposal will be submitted
- **Other Terms and Conditions:** BOA agrees to all **Other Terms and Conditions** listed in RFP.

### **SAMPLE TIME SCHEDULE FOR DESIGN PHASE**

Items of Work	Time
NTP and Kick-off meeting, site observations, interview staff	0.5 month
Submitted Schematic Design Drawings	1 month
City of Santa Ana Review	0.5 month
Submitted 50% Working Drawings	1.5 months
City of Santa Ana Review	0.5 month
Submit 90% Working Drawings, submit to Building Dept.	1.5 months
City of Santa Ana Review	1.5 months
Submit 100% Working Drawings addressed City comments	1 month
<b>TOTAL DESIGN</b>	<b>8 months</b>

**Appendix  
ATTACHMENT 3  
CERTIFICATIONS**

**NON-COLLUSION AFFIDAVIT**

(Title 23 United States Code Section 112 and Public Contract Code Section 7106)

In conformance with Title 23 United States Code Section 112 and Public Contract Code 7106 the BIDDER declares that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the BIDDER has not directly or indirectly induced or solicited any other BIDDER to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any BIDDER or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the BIDDER has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the BIDDER or any other BIDDER, or to fix any overhead, profit, or cost element of the bid price, or of that of any other BIDDER, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the BIDDER has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Note: The above Non-collusion Affidavit is part of the Proposal. BIDDERS are cautioned that making a false certification may subject the certifier to criminal prosecution.

Signed \_\_\_\_\_

*[Handwritten signature]*

April 20, 2020

State of California

County of \_\_\_\_\_

Subscribed and sworn to (or affirmed) before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Seal

### NON-LOBBYING CERTIFICATION

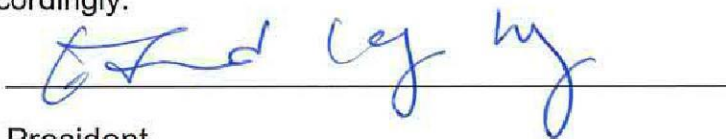
The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in conformance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Signed: \_\_\_\_\_



Title: President

Firm: Black O'Dowd and Associates, DBA BOA Architecture

Date: April 20, 2020

## **NON-DISCRIMINATION CERTIFICATION**

The undersigned Contractor or corporate officer, during the performance of this contract, certifies as follows:

1. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
2. The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
3. The Contractor shall send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The Contractor shall comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The Contractor shall furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation, to ascertain compliance with such rules, regulations, and orders.
6. In the event of the Contractor's non-compliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, the contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulations, or order of the Secretary of Labor, or as otherwise provided by law.

7. The Contractor shall include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontract or purchase order as the administering agency may direct as means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subContractor or Contractor as a result of such direction by the administering agency, the Contractor may request that the United States enter into such litigation to protect the interests of the United States.
8. Pursuant to California Labor Code Section 1735, as added by Chapter 643 Stats. 1939, and as amended, no discrimination shall be made in the employment of persons upon public works because of race, religious creed, color, national origin, ancestry, physical handicaps, mental condition, marital status, or sex of such persons, except as provided in Section 1420, and any Contractor of public works violating this Section is subject to all the penalties imposed for a violation of the Chapter.

Signed: \_\_\_\_\_



Title: President

Firm: Black O'Dowd and Associates, Inc. DBA BOA Architecture

Date: April 20, 2020



## ***5. EXHIBIT A & APPENDICES***

- Exhibit A – Organization Chart
- Appendices:

- ✚ Resumes

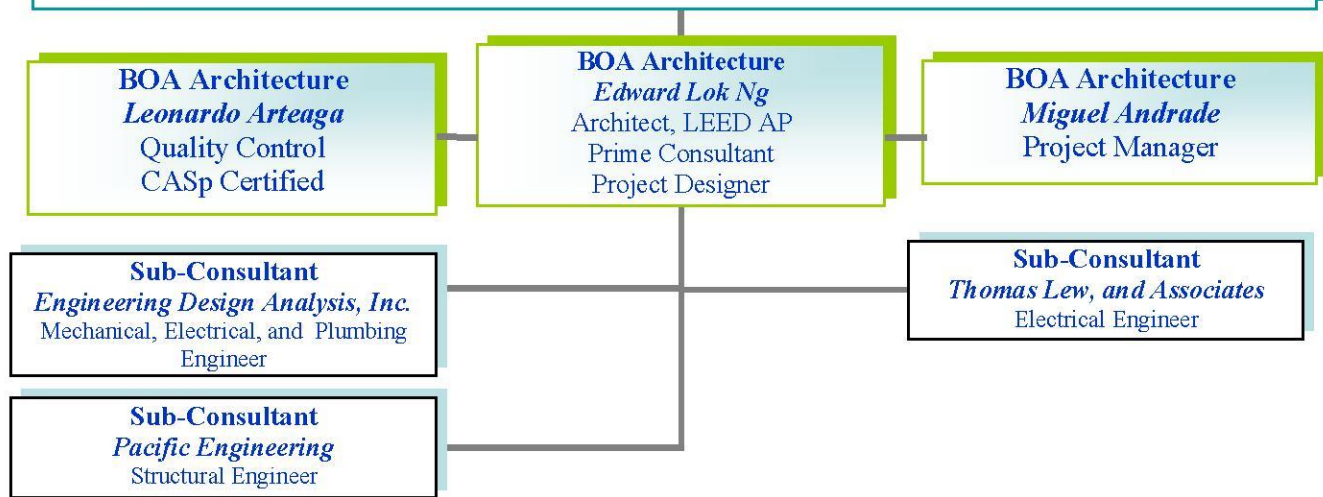
- ✚ Addendums

- 1) Addendum 1

- 2) Addendum 2

## EXHIBIT A: ORGANIZATION CHART

### CITY OF SANTA ANA



Please note that BOA Architecture, as the prime-consultant, will be responsible for all aspects of your project, including architect and engineering. Our sub-consultants that are listed above are all State of California licensed professionals in their respective disciplines. Their qualifications are available upon request.

#### Mechanical Engineer

**Engineering- Design-Analysis, Inc.**, 10231 Slater Ave., # 203, Fountain Valley, CA 92708  
Kevin Friedman, P.E. CA State License# 27267- Mr. Friedman has over 30 years' experience in facilities planning and design, interiors design, special building systems planning and design, laboratory design, controls, energy conservation, and computerized building modeling and simulation.

#### Structural Engineer

**Pacific Engineering**, 17703 Crenshaw Blvd. Torrance, CA 90504  
Victor Chaiprasert CA State License #C36235 - Mr. Chaiprasert is a registered structural engineer in the State of California with over 30 years of experience in steel, timber, masonry and reinforced concrete construction of all types of structures.

#### Electrical Engineer

**Thomas Lew, and Associates**, 19521 Reinhart Avenue, Carson, CA 90746-1935  
Thomas Lew, P.E. CA State License #15593 - Mr. Lew has been in continuous practice since 1996. The firm currently has 2 employees. Mr. Lew has been the Principal for over 17 years and holds a Bachelor's of Science, in Engineering.

**BOA Architecture**  
1511 Cota Avenue, Long Beach, CA 90813  
Office: 562/912-7900  
email: [lok.ng@boaarchitecture.com](mailto:lok.ng@boaarchitecture.com)

## RESUMES

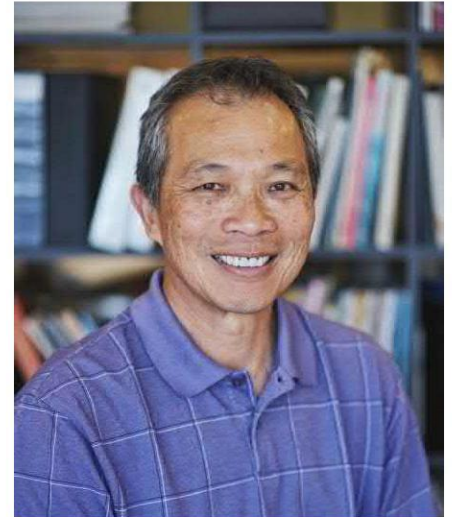
### EDWARD LOK NG, ARCHITECT, LEED AP President/ Sr. Project Manager and Designer

#### PROJECT RESPONSIBILITY

Maintain Client communication, lead overall design effort in form and function, compile client and user group input and day-to-day contact with Client.

**EXPERIENCE** - Edward Lok Ng has been a member of BOA since 1982. Principal and Director of Design, Mr. Ng has over 40 years of experience in all phases of the design process. He has personally designed and managed over 500 municipal facility projects for local cities. He leads a talented team of designers and consultants to ensure that design solutions effectively meet the clients' and users' needs while adhering to client schedules and budget constraints. He has been the Project Manager and Designer for numerous projects within civic/public buildings, the Parks and Recreation facilities, City Halls, Fire Station facilities, Police Departments, and ADA retrofit/transition plan projects. This experience coupled with Mr. Ng's dedication and commitment to sustainability and design excellence has led to numerous honors and repeat clients for BOA. Finally, Mr. Ng has personally designed numerous public entities, including the Cities of: Anaheim, Irvine, Huntington Beach, Tustin, Cypress, State of California, and the City of Long Beach.

A certified plan review consultant to California's Division of the State Architect, Mr. Lok Ng has completed DSA-sponsored training as an Access Compliance Plan Reviewer and Accessibility Surveyor. As a member of the City of Long Beach Disabled Access Appeals Board since 1994 and the Design Review Board for the City of Downey since 1989, he has reviewed applications and appeals for a broad range of commercial and municipal design projects. He is also LEED, AP Certified and has design several LEED Certified projects, which will be a great asset for the sustainability and seamless transition between old work and new work in renovation projects.



**DESCRIPTION OF CURRENT POSITION**  
Principal, Director of Design

**EDUCATION**  
Bachelor of Architecture  
University of Hawaii, 1981

Continuing Education  
University of California, Los Angeles

**PROFESSIONAL REGISTRATION**  
Licensed Architect, C-16840  
State of California, 1986

LEED Accredited Professional, 2009

Disabled Access Appeals Board  
City of Long Beach, since 1989

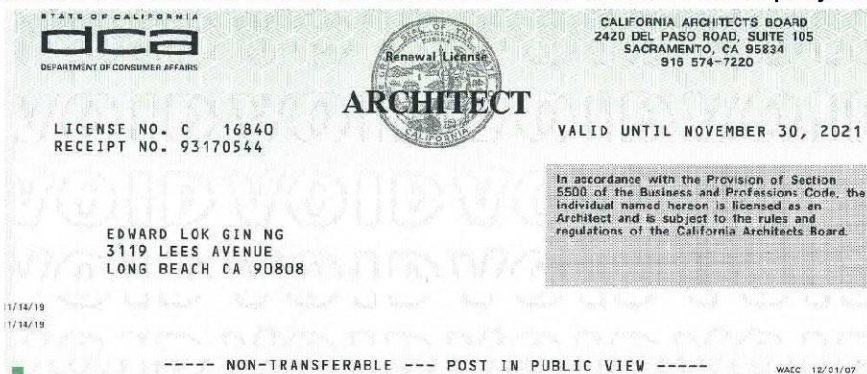
Certified Access Review Board and Design  
Review Board  
City of Downey, since 1992

Completed Accessibility Surveyor Training  
for State Leased Buildings and Facilities,  
State of California, since 2003

**TRAINING**  
DSA Academy Access Plan Review Training,  
2004, 2008 & 2010

#### YEARS OF EXPERIENCE

Employed by BOA since 1982  
Employed by other firms - 6 years



**LEONARDO ARTEAGA, CASp**  
**Project Manager**

Phone: (562)912-7900

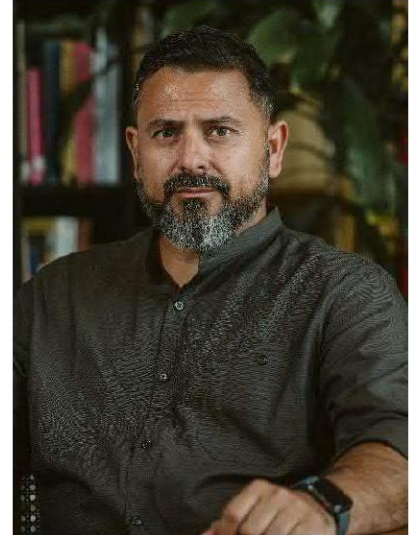
Email: leo.artega@boaarchitecture.com

**PROJECT RESPONSIBILITY**

Apply and interpret technical requirements of the Americans with Disabilities Act and access provisions of the California Building Code(CBC), will perform all accessibility surveys of your facilities.

**EXPERIENCE**

Leonardo Arteaga is a Project Manager with expertise in applying and interpreting technical requirements of the Americans with Disabilities Act (ADA) and Access Provisions of the California Building Code (CBC). Mr. Arteaga is a California Certified Access Specialist, (CASp). He graduated from California State Polytechnic University, Pomona, in 2002 with a Bachelor of Architecture degree and has been at BOA Architecture since 1997. In 2009, he successfully fulfilled the experience and testing requirements set forth by the Division of the State Architect (DSA) and became a California Certified Access Specialist. His ADA Compliance experience includes accessibility plan check services on behalf of the DSA-Los Angeles Basin Regional Office and the County of San Bernardino-Department of Risk Management, ADA Transition Plan and accessibility inspections, compiling inspection information into *accurate and concise accessibility reports*, *cost feasibility* reports, and code analysis roles covering all phases of barrier removal. His relevant experience and expertise includes all types of municipal facilities (City Halls, Theaters, Auditorium, Community Centers) for ADA Compliance for the Cities of Long Beach, Placentia, Irvine, Huntington Beach, and for the State of California DMV at Oxnard. Other experience include DSA-LA Basin Region Office – Consultant Access Compliance Plan Reviewer (2008-2011), County of San Bernardino, CA – Inspection, Review and Analysis, and ADA Title III Private Entity Accessibility Surveys – multiple facilities.



**DESCRIPTION OF CURRENT POSITION**

ADA compliance of all BOA Projects

**EDUCATION**

Bachelor of Architecture  
California State Polytechnic  
University of Pomona, 2002

**PROFESSIONAL REGISTRATION**

California Certified Access  
Specialist, 2009 - CASp #055

ICC-Certified Accessibility Inspector  
& Plan Examiner - #8088179

**YEARS OF EXPERIENCE**

Employed by BOA since 1997

**MIGUEL ANDRADE, PROJECT MANAGER**  
Senior Project Manager and Designer

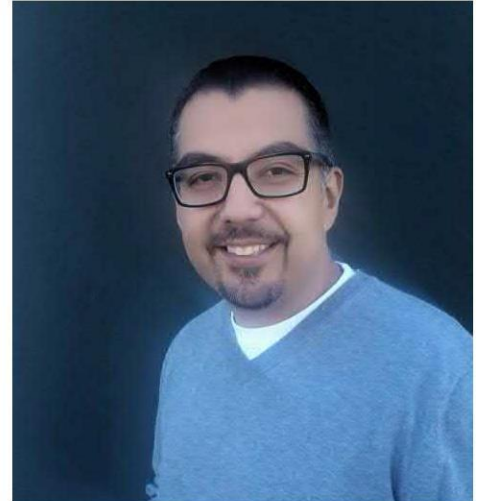
**Contact Information:**

**Phone (562)912-7900**

**Email: [Miguel.Andrade@Boaarchitecture.com](mailto:Miguel.Andrade@Boaarchitecture.com)**

**PROJECT RESPONSIBILITY**

Mr. Andrade spearheads the production of all construction documents, drawing, specifications and 3-dimensional modeling. He also assists the project architect to coordinate sub-consultants and resolve critical design issues. Miguel Andrade has been a member of BOA since 2001, with over 16 years of architectural experience in all phases of a project, from conception to construction support. He has experience in both new and renovation work for mainly our public clients; understanding that open communications is the key to minimizing disruption along the critical path to completion. He leads a team to ensure that design solutions effectively meet the clients' and users' needs while adhering to client schedules and budget constraints. He is proficient in Computer Aided Design (CADD) and advanced expertise in BIM Revit 3D. He has been the Project Manager for numerous Parks and Recreation facilities, including new construction, historic rehabilitation projects, including municipal and commercial/retail facilities, façade, and tenant improvement. Mr. Andrade's wide variety of work experience includes the City Council Chambers in the City of Irvine, Wilson Park Amphitheater structure in the City of Torrance, CRA-LA Façade Improvement Program, the modernization of the Long Beach Nature Center and Long Beach El Dorado Park, and ADA Compliance and a new Vehicle Maintenance Facility for Metropolitan Transportation Authority (MTA).



**DESCRIPTION OF CURRENT POSITION**

Production Manager and Senior Designer

**EDUCATION**

Bachelor of Architecture  
Woodbury University, 2008  
Licensure in Process

**YEARS OF EXPERIENCE**

Employed by BOA since 2003

MAYOR  
Miguel A. Pulido  
MAYOR PRO TEM  
Juan Villegas  
COUNCILMEMBERS  
Cecilia Iglesias  
Phil Bacerra  
David Penaloza  
Vicente Sarmiento  
Jose Solorio



CITY MANAGER  
Kristine Ridge  
CITY ATTORNEY  
Sonia R. Carvalho  
CLERK OF THE COUNCIL  
Daisy Gomez

## CITY OF SANTA ANA

### PUBLIC WORKS AGENCY

20 Civic Center Plaza • M-21 • P.O. Box 1988  
Santa Ana, California 92702  
[www.santa-ana.org](http://www.santa-ana.org)  
(714) 647-5690

### ADDENDUM NO. 1: Q & A

#### Request for Proposal 20-040 Space Planning and Architectural Consulting Services

April 14, 2020

Notice is hereby given to bidders that, where applicable, the City of Santa Ana Public Works Agency has made certain clarifications, modifications, additions, and/or deletions, for specifications of RFP 20-040 Landscape Maintenance Services for Public Works Agency – City Yard Facility. **ALL OTHER TERMS, CONDITIONS, AND SPECIFICATIONS REMAIN UNCHANGED.**

#### **ANSWERS TO INQUIRIES/QUESTIONS SUBMITTED TO DATE ARE AS FOLLOWS:**

1. Is the intent of the City to hire more than one consultant for this project or only one firm?  
Answer: Yes.
2. Attachment 3-1: Non-Collusion Affidavit, needs to be notarized with the current state mandate of having to stay home, does this need to be notarized at this time.  
Answer: At this time, it is not a requirement to have the Non-Collusion Affidavit form notarized.
3. Is the RFP only for tenant improvement office renovation projects, or could a project be for new construction for different project types i.e. Parks, Libraries?  
Answer: The purpose of this RFP is for on-call, as needed, to provide services at any of the City facilities.

#### SANTA ANA CITY COUNCIL

Miguel A. Pulido  
Mayor  
[mpulido@santa-ana.org](mailto:mpulido@santa-ana.org)

Juan Villegas  
Mayor Pro Tem, Ward 5  
[jvillegas@santa-ana.org](mailto:jvillegas@santa-ana.org)

Vicente Sarmiento  
Ward 1  
[vsarmiento@santa-ana.org](mailto:vsarmiento@santa-ana.org)

David Penaloza  
Ward 2  
[dpenaloza@santa-ana.org](mailto:dpenaloza@santa-ana.org)

Jose Solorio  
Ward 3  
[jsolorio@santa-ana.org](mailto:jsolorio@santa-ana.org)

Phil Bacerra  
Ward 4  
[pbacerra@santa-ana.org](mailto:pbacerra@santa-ana.org)

Cecilia Iglesias  
Ward 6  
[ciglesias@santa-ana.org](mailto:ciglesias@santa-ana.org)

256-302

MAYOR  
Miguel A. Pulido  
MAYOR PRO TEM  
Juan Villegas  
COUNCILMEMBERS  
Cecilia Iglesias  
Phil Bacerra  
David Penaloza  
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CITY MANAGER  
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CLERK OF THE COUNCIL  
Daisy Gomez

## CITY OF SANTA ANA

### PUBLIC WORKS AGENCY

20 Civic Center Plaza • M-21 • P.O. Box 1988  
Santa Ana, California 92702  
[www.santa-ana.org](http://www.santa-ana.org)  
(714) 647-5690

### ADDENDUM NO. 2: Clarification

#### Request for Proposal 20-040 Space Planning and Architectural Consulting Services

April 15, 2020

Notice is hereby given to bidders that, where applicable, the City of Santa Ana Public Works Agency has made certain clarifications, modifications, additions, and/or deletions, for specifications of RFP 20-040 Space Planning and Architectural Consulting Services. **ALL OTHER TERMS, CONDITIONS, AND SPECIFICATIONS REMAIN UNCHANGED.**

#### I. INTRODUCTION/PROJECT DESCRIPTION

##### Number of Proposals and Signature:

Second paragraph reads as follows:

The Statement of Qualifications shall be limited to a **maximum of (20) single-sided pages** (excluding front and back covers, section dividers and attachments such as resumes, forms). Font size shall be minimum 11-point Arial. Proposal exhibits shall be maximum 11"x17".

#### SANTA ANA CITY COUNCIL

Miguel A. Pulido  
Mayor  
[mpulido@santa-ana.org](mailto:mpulido@santa-ana.org)

Juan Villegas  
Mayor Pro Tem, Ward 5  
[jvillegas@santa-ana.org](mailto:jvillegas@santa-ana.org)

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David Penaloza  
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Phil Bacerra  
Ward 4  
[pbacerra@santa-ana.org](mailto:pbacerra@santa-ana.org)

Cecilia Iglesias  
Ward 6  
[ciglesias@santa-ana.org](mailto:ciglesias@santa-ana.org)

25C-303

**AGREEMENT TO PROVIDE ON-CALL SPACE PLANNING AND  
ARCHITECTURAL CONSULTING SERVICES**

THIS AGREEMENT is made and entered into this 17th day of November, 2020 by and between Gruen Associates (“Consultant”), and the City of Santa Ana, a charter city and municipal corporation organized and existing under the Constitution and laws of the State of California (“City”).

**RECITALS**

- A. On March 30, 2020, the City issued Request for Proposal No. 20-040, by which it sought qualified consultants to provide on-call space planning and architectural consulting services for the City’s Public Works Agency.
- B. Consultant submitted a responsive proposal that was among those selected by the City. Consultant represents that it is able and willing to provide the services described in the scope of work that was included in RFP No. 20-040.
- C. In undertaking the performance of this Agreement, Consultant represents that it is knowledgeable in its field and that any services performed by Consultant under this Agreement will be performed in compliance with such standards as may reasonably be expected from a professional contracting firm in the field.

**NOW THEREFORE**, in consideration of the mutual and respective promises, and subject to the terms and conditions hereinafter set forth, the parties agree as follows:

**1. SCOPE OF SERVICES**

On an on-call basis, and at the City’s sole discretion, Consultant shall perform the services described in the scope of work that was included in RFP No. 20-040, which is attached as Exhibit A, and as more specifically delineated in Consultant’s proposal, which is attached as Exhibit B and incorporated in full.

**2. COMPENSATION**

- a. City neither warrants nor guarantees any minimum or maximum compensation to Consultant under this Agreement. Consultant shall be paid only for actual services performed under this Agreement at the rates and charges identified in Exhibit B. Consultant is one of ten (10) consultants selected to provide services on an on-call basis under RFP No. 20-040. The total annual compensation for these services provided by all such consultants selected under RFP No. 20-040 shall not exceed the shared aggregate amount of \$300,000 during the term of the Agreement, including any extension periods.
- b. Payment by City shall be made within forty-five (45) days following receipt of proper invoice evidencing work performed, subject to City accounting procedures.

Payment need not be made for work which fails to meet the standards of performance set forth in the Recitals and Scope of Work, which may reasonably be expected by City.

### **3. TERM**

This Agreement shall commence on the date first written above and terminate on November 16, 2023, unless terminated earlier in accordance with Section 17, below. The term of this Agreement may be extended for two 1-year periods upon a writing executed by the City Manager and City Attorney.

### **4. PREVAILING WAGES**

Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the services being performed are part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. Consultant shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

### **5. INDEPENDENT CONSULTANT**

Consultant shall, during the entire term of this Agreement, be construed to be an independent Consultant and not an employee of the City. This Agreement is not intended nor shall it be construed to create an employer-employee relationship, a joint venture relationship, or to allow the City to exercise discretion or control over the professional manner in which Consultant performs the services which are the subject matter of this Agreement; however, the services to be provided by Consultant shall be provided in a manner consistent with all applicable standards and regulations governing such services. Consultant shall pay all salaries and wages, employer's social security taxes, unemployment insurance and similar taxes relating to employees and shall be responsible for all applicable withholding taxes.

### **6. OWNERSHIP OF MATERIALS**

This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents & Data"). Consultant shall require all subconsultants to agree in writing that City is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all

Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were provided to Consultant by the City. City shall not be limited in any way in its use of the Documents and Data at any time, provided that any such use not within the purposes intended by this Agreement shall be at City's sole risk.

## **7. INSURANCE**

Prior to undertaking performance of work under this Agreement, Consultant shall maintain and shall require its subconsultants, if any, to obtain and maintain insurance as described below:

- a. Commercial General Liability Insurance. Consultant shall maintain commercial general liability insurance naming the City, its officers, employees, agents, volunteers and representatives as additional insured(s) and shall include, but not be limited to protection against claims arising from bodily and personal injury, including death resulting therefrom and damage to property, resulting from any act or occurrence arising out of Consultant's operations in the performance of this Agreement, including, without limitation, acts involving vehicles. The amounts of insurance shall be not less than the following: single limit coverage applying to bodily and personal injury, including death resulting therefrom, and property damage, in the total amount of \$1,000,000 per occurrence, with \$2,000,000 in the aggregate. Such insurance shall (a) name the City, its officers, employees, agents, volunteers and representatives as additional insured(s); (b) be primary with respect to insurance or self-insurance programs maintained by the City; and (c) contain standard separation of insureds provisions.
- b. Business automobile liability insurance, or equivalent form, with a combined single limit of not less than \$1,000,000 per occurrence. Such insurance shall include coverage for owned, hired and non-owned automobiles.
- c. Worker's Compensation Insurance. In accordance with the California Labor Code, Consultant, if Consultant has any employees, is required to be insured against liability for worker's compensation or to undertake self-insurance. Prior to commencing the performance of the work under this Agreement, Consultant agrees to obtain and maintain any employer's liability insurance with limits not less than \$1,000,000 per accident.
- d. If Consultant is or employs a licensed professional such as an architect or engineer: Professional liability (errors and omissions) insurance, with a combined single limit of not less than \$1,000,000 per claim with \$2,000,000 in the aggregate.
- e. The following requirements apply to the insurance to be provided by Consultant pursuant to this section:
  - (i) Consultant shall maintain all insurance required above in full force and effect for the entire period covered by this Agreement.
  - (ii) Certificates of insurance shall be furnished to the City upon execution of this Agreement and shall be approved by the City.

- (iii) Certificates and policies shall state that the policies shall not be cancelled or reduced in coverage or changed in any other material aspect, by Consultant, without thirty (30) days prior written notice to the City.
  - (iv) Consultant shall supply City with a fully executed additional insured endorsement.
- f. If Consultant fails or refuses to produce or maintain the insurance required by this section or fails or refuses to furnish the City with required proof that insurance has been procured and is in force and paid for, the City shall have the right, at the City's election, to forthwith terminate this Agreement. Such termination shall not affect Consultant's right to be paid for its time and materials expended prior to notification of termination. Consultant waives the right to receive compensation and agrees to indemnify the City for any work performed prior to approval of insurance by the City.

## **8. INDEMNIFICATION**

Consultant agrees to defend, and shall indemnify and hold harmless the City, its officers, agents, employees, Consultants, special counsel, and representatives from liability: (1) for personal injury, damages, just compensation, restitution, judicial or equitable relief arising out of claims for personal injury, including death, and claims for property damage, which may arise from the negligent operations of the Consultant or its subconsultants, agents, employees, or other persons acting on their behalf which relates to the services described in section 1 of this Agreement; and (2) from any claim that personal injury, damages, just compensation, restitution, judicial or equitable relief is due by reason of the terms of or effects arising from this Agreement. This indemnity and hold harmless agreement applies to all claims for damages, just compensation, restitution, judicial or equitable relief suffered, or alleged to have been suffered, by reason of the events referred to in this Section or by reason of the terms of, or effects, arising from this Agreement. The Consultant further agrees to indemnify, hold harmless, and pay all costs for the defense of the City, including fees and costs for special counsel to be selected by the City, regarding any action by a third party challenging the validity of this Agreement, or asserting that personal injury, damages, just compensation, restitution, judicial or equitable relief due to personal or property rights arises by reason of the terms of, or effects arising from this Agreement. City may make all reasonable decisions with respect to its representation in any legal proceeding. Notwithstanding the foregoing, to the extent Consultant's services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.

## **9. INTELLECTUAL PROPERTY INDEMNIFICATION**

Consultant shall defend, indemnify and hold harmless the City, its officers, agents, representatives, and employees against any and all liability, including costs, and attorney's fees, for infringement of any United States' letters patent, trademark, or copyright contained in the work product or documents provided by Consultant to the City pursuant to this Agreement.

## **10. RECORDS**

Consultant shall keep records and invoices in connection with the work to be performed under this Agreement. Consultant shall maintain complete and accurate records with respect to the costs incurred under this Agreement and any services, expenditures, and disbursements charged to the City for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement. All such records and invoices shall be clearly identifiable. Consultant shall allow a representative of the City to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement during regular business hours. Consultant shall allow inspection of all work, data, documents, proceedings, and activities related to this Agreement for a period of three (3) years from the date of final payment to Consultant under this Agreement.

## **11. CONFIDENTIALITY**

If Consultant receives from the City information which due to the nature of such information is reasonably understood to be confidential and/or proprietary, Consultant agrees that it shall not use or disclose such information except in the performance of this Agreement, and further agrees to exercise the same degree of care it uses to protect its own information of like importance, but in no event less than reasonable care. "Confidential Information" shall include all nonpublic information. Confidential information includes not only written information, but also information transferred orally, visually, electronically, or by other means. Confidential information disclosed to either party by any subsidiary and/or agent of the other party is covered by this Agreement. The foregoing obligations of non-use and nondisclosure shall not apply to any information that (a) has been disclosed in publicly available sources; (b) is, through no fault of the Consultant disclosed in a publicly available source; (c) is in rightful possession of the Consultant without an obligation of confidentiality; (d) is required to be disclosed by operation of law; or (e) is independently developed by the Consultant without reference to information disclosed by the City.

## **12. CONFLICT OF INTEREST CLAUSE**

Consultant covenants that it presently has no interest and shall not have interests, direct or indirect, which would conflict in any manner with performance of services specified under this Agreement.

## **13. NOTICE**

Any notice, tender, demand, delivery, or other communication pursuant to this Agreement shall be in writing and shall be deemed to be properly given if delivered in person or mailed by first class or certified mail, postage prepaid, or sent by fax or other telegraphic communication in the manner provided in this Section, to the following persons:

To City:           Clerk of the City Council  
                      City of Santa Ana

20 Civic Center Plaza (M-30)  
P.O. Box 1988  
Santa Ana, CA 92702-1988  
Fax: (714) 647-6956

Executive Director  
Public Works Agency  
City of Santa Ana  
20 Civic Center Plaza (M-21)  
P.O. Box 1988  
Santa Ana, CA 92702

To Consultant: Gruen Associates  
6330 San Vicente Blvd, Suite 200  
Los Angeles, CA 90048

A party may change its address by giving notice in writing to the other party. Thereafter, any communication shall be addressed and transmitted to the new address. If sent by mail, communication shall be effective or deemed to have been given three (3) days after it has been deposited in the United States mail, duly registered or certified, with postage prepaid, and addressed as set forth above. If sent by fax, communication shall be effective or deemed to have been given twenty-four (24) hours after the time set forth on the transmission report issued by the transmitting facsimile machine, addressed as set forth above. For purposes of calculating these timeframes, weekends, federal, state, County or City holidays shall be excluded.

#### **14. EXCLUSIVITY AND AMENDMENT**

This Agreement represents the complete and exclusive statement between the City and Consultant regarding the subject matter herein, and supersedes any and all other agreements, oral or written, between the parties. In the event of a conflict between the terms of this Agreement and any attachments hereto, the terms of this Agreement shall prevail. This Agreement may not be modified except by written instrument signed by the City and by an authorized representative of Consultant. The parties agree that any terms or conditions of any purchase order or other instrument that are inconsistent with, or in addition to, the terms and conditions hereof, shall not bind or obligate Consultant or the City. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein.

#### **15. ASSIGNMENT**

Inasmuch as this Agreement is intended to secure the specialized services of Consultant, Consultant may not assign, transfer, delegate, or subcontract any interest herein without the prior written consent of the City and any such assignment, transfer, delegation or subcontract without the City's prior written consent shall be considered null and void. Nothing in this Agreement shall be construed to limit the City's ability to have any of the services which are the subject to this Agreement performed by City personnel or by other Consultants retained by City.

## **16. WAIVER**

No waiver of breach, failure of any condition, or any right or remedy contained in or granted by the provisions of this Agreement shall be effective unless it is in writing and signed by the party waiving the breach, failure, right or remedy. No waiver of any breach, failure or right, or remedy shall be deemed a waiver of any other breach, failure, right or remedy, whether or not similar, nor shall any waiver constitute a continuing waiver unless the writing so specifies.

## **17. TERMINATION**

This Agreement may be terminated by the City upon thirty (30) days written notice of termination. In such event, Consultant shall be entitled to receive and the City shall pay Consultant compensation for all services performed by Consultant prior to receipt of such notice of termination, subject to the following conditions:

- a. As a condition of such payment, the Executive Director may require Consultant to deliver to the City all work product completed as of such date, and in such case such work product shall be the property of the City unless prohibited by law, and Consultant consents to the City's use thereof for such purposes as the City deems appropriate.
- b. Payment need not be made for work which fails to meet the standard of performance specified in the Recitals of this Agreement.

## **18. NON-DISCRIMINATION**

Consultant shall not discriminate because of race, color, creed, relation, sex, marital status, sexual orientation, age, national origin, ancestry, or disability, as defined and prohibited by applicable law, in the recruitment, selection, training, utilization, promotion, termination or other employment related activities or in connection with any activities under this Agreement. Consultant affirms that it is an equal opportunity employer and shall comply with all applicable federal, state and local laws and regulations.

## **19. JURISDICTION-VENUE**

This Agreement has been executed and delivered in the State of California and the validity, interpretation, performance, and enforcement of any of the clauses of this Agreement shall be determined and governed by the laws of the State of California. Both parties further agree that Orange County, California, shall be the venue for any action or proceeding that may be brought or arise out of, in connection with or by reason of this Agreement.

## **20. PROFESSIONAL LICENSES**

Consultant shall, throughout the term of this Agreement, maintain all necessary licenses, permits, approvals, waivers, and exemptions necessary for the provision of the services hereunder

and required by the laws and regulations of the United States, the State of California, the City of Santa Ana and all other governmental agencies. Consultant shall notify the City immediately and in writing of its inability to obtain or maintain such permits, licenses, approvals, waivers, and exemptions. Said inability shall be cause for termination of this Agreement.

## **21. MISCELLANEOUS PROVISIONS**

- a. Each undersigned represents and warrants that its signature herein below has the power, authority and right to bind their respective parties to each of the terms of this Agreement, and shall indemnify City fully, including reasonable costs and attorney's fees, for any injuries or damages to City in the event that such authority or power is not, in fact, held by the signatory or is withdrawn.
- b. All exhibits referenced herein and attached hereto shall be incorporated as if fully set forth in the body of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the date and year first above written.

**ATTEST:**

**CITY OF SANTA ANA**


\_\_\_\_\_  
DAISY GOMEZ  
Clerk of the Council

\_\_\_\_\_  
KRISTINE RIDGE  
City Manager

**APPROVED AS TO FORM**  
SONIA R. CARVALHO  
City Attorney

**CONSULTANT**  
GRUEN ASSOCIATES

By:   
\_\_\_\_\_  
JOHN M. FUNK  
Sr. Assistant City Attorney

  
\_\_\_\_\_  
Name: MICHAEL A. ENOMOTO, FAIA  
Title: Managing Partner

## **RECOMMENDED FOR APPROVAL**

\_\_\_\_\_  
NABIL SABA, PE  
Executive Director  
Public Works Agency

# EXHIBIT A

## Appendix ATTACHMENT 1 SCOPE OF WORK

### CITY OF SANTA ANA REQUEST FOR PROPOSALS FOR SPACE PLANNING AND ARCHITECTURAL SERVICES RFP NO.: 20-040

#### **Introduction and Background:**

The City of Santa Ana intends to retain Space Planning and Architectural Services on an as-needed or “on-call” basis. A Professional Services Agreement will be entered into with several of the qualified firms/consultant(s) to provide space planning and architectural services for a variety of projects on an on-call basis. Areas of responsibility shall include architectural, space planning, structural, construction management, mechanical and electrical engineering, ADA survey, and move management services. On an on-call, as-needed basis, the selected firm(s) may be asked to provide professional services on specific, project-by-project basis, based on an agreed-upon scope of services and fees. All proposals, plans, drawings, specifications, estimates, grant applications, and/or studies will be subject to the final approval and satisfaction of the City of Santa Ana.

The architects and engineers in the firm must be licensed and legally qualified in the State of California to practice the work for which consideration is requested. Selected firm(s) shall have the necessary qualifications and experience to provide space-planning, architectural, and engineering consulting services to the City. Services may involve all or some of the phases of project development and shall include, but not necessarily be limited to, the following activities:

#### **Site Analysis**

Perform site analysis during initial design work. This may include site visits, photographs, analysis of existing space(s), meetings with various City departments to discuss specific space requirements.

#### **Conceptual Layouts/Space Planning**

Prepare alternative preliminary space layouts, including engineering details and engineering calculations, and estimates of probable costs for each alternative. Present information to the City along with a written response of the advantages and disadvantages of each alternative plan taking into consideration operational, programmatic, adjacency needs and appropriate design standards.

#### **Permits/City Approvals (City as regulatory agency)**

Assist City departments in obtaining entitlements, permits and other City approvals, as required.

#### **Architectural, Interior Design, and Engineering Services**

Provide architectural, structural, mechanical and electrical engineering services and cost

estimating services during the schematic design, design development and construction document phases. Work products shall include engineering details, engineering calculations, architectural plans, and elevations, material specifications, cost estimate, and final plans and specifications. Prior to acceptance of design, Consultant is to prepare a summary report detailing the effort of utility coordination, IT coordination, and due diligence for the City's review and acceptance. Third-party cost estimate and constructability review may be included in the design effort at the City's request.

- 1. Schematic Design:** Develop schematic design site plan drawings illustrating the scale and relationship of project components.
- 2. Design Development:** Prepare design development package consisting of:
  - a) Drawings and other documents that outline repairs or solutions and describe the size and character of the project with respect to architectural, interior, structural, mechanical and electrical systems
  - b) Materials and samples
  - c) Other required elements based on the approved schematic design documents. Designs must comply with the current Building codes and any other City requirements. Additional site visits and coordination with City departments will be required to ensure that design development meets the department's needs.
- 3. Construction Documents:** Prepare construction documents consisting of plans and specifications, calculations, and cost estimates setting forth in detail the requirements for the construction of the project based on the approved schematic design and design development documents. The construction documents will include, but not limited to: plans, details, and specifications for structural, electrical, mechanical, plumbing, ADA requirements, parking, and landscaping; all fully coordinated with the architectural design. Plans should include recommendations for green building standards and sustainable development to reduce costs, improve the health of building occupants, and reduce the negative impacts to the environment. A refined cost estimate based on the final construction documents shall also be prepared. There shall be no additional costs due to revisions of the drawings to bring the design up to code compliance.

Assist the City departments in obtaining reviews and approvals from applicable public agencies for design reviews, plan checks, and permits.

Assist the City in obtaining all required permits, reports, and other information to bid the project. The City will pay all permit fees.

The Consultant shall be required to provide continued communication and feedback with various City personnel throughout the process to provide a cost-effective and quality design that meets the needs of the client department(s).

## **Post Design Services**

At the City's sole discretion, assist the City Department(s) with the following services.

- 1. Bidding**
  - a) Preparing bid documents and packages
  - b) Answering bidder's questions

- c) Scheduling and attending pre-bid conferences and job/site walks
- d) Preparing bid addenda
- e) Preparing bid analyses and reviewing and responding to bidders' submittals, such as shop drawings, product data, samples and proposed equivalent products and materials.

## **2. Construction and Construction Management**

- a) Prepare "as-built" drawings, in current CAD format, as required
- b) Visit construction site as needed to monitor quality of the work and resolve construction issues.
- c) Assist engineer, consultant and inspector with interpretation of the following:
  - Plans and specifications
  - Analysis of change conditions
  - Development of corrective actions
  - Review of shop drawings and other submittals
  - Review, negotiation and preparation of change orders
- d) Manage the construction phase and coordinate construction meetings to ensure the project is completed on time and within budget.
  - Provide weekly estimates of percent of work completed
  - Approve vendor invoices for submittal to the City.

## **Move Management Services**

At the City's sole discretion, assist the City Department(s) with the following services.

- Survey all existing items to relocate.
- Meet with client and the client's furniture vendor to verify the placement of all items for move.
- Third party/peer review of architectural plan(s).
- Prepare move plans to show numbering system for ease of labeling boxes and items to move.
- Prepare "move in" sketches for mover use, showing office and common area layouts.
- Coordinate with the City's Telecommunication Services and instruct staff in preparing for the move.
- Coordinate and closely supervise move labor.
- Be responsible for all post-move follow-up.

## **Special Services**

- Complete the State of California ADA surveys.
- Provide value engineering services upon request.
- Complete LEED Certification documentation upon request.

## **Plans and Documents**

All plans and other documents prepared by the Consultant on behalf of the City shall become sole property of the City. All documents and files must comply with current requirements set forth by the various entities for record retention.

## **Fee Proposal:**

In addition to Section III.B.3 (Submittal Requirements: Fee Proposal) fee schedule shall be structured as follows:

The fee proposal shall include the firm's standard hourly fee schedule, and/or project fee schedule where applicable and as outlined in this document. A list of all positions and hourly rates required to perform the services described herein. A more detailed scope of work will be provided when/if a specific project proposal is requested of a consultant.

**Other Terms and Conditions:**

1. The project will be implemented in compliance with the City of Santa Ana's policies, as well as Prevailing Wages and State/Federal Requirements.
2. The City regards the inclusion of California based designs, engineering, and construction professionals, facilities, and services as part of the Team to be highly desirable, but not mandatory.
3. The City reserves the right to amend this Request for Proposal by addendum prior to the final dates of submission.
4. All reports, proposals, or other data or materials which are submitted shall become the sole property of the City of Santa Ana with the exception of the confidential Financial Capacity information and sealed fee proposals which will be returned to all proposers after award of contract to the selected Proposer.
5. All products used or developed in the execution of any contract resulting from this request will remain in the public domain at the completion of this project.
6. The City has an affirmative action program. The purpose of the affirmative action program is to encourage certified minority business enterprises and women business enterprises. All submitting firms must have established affirmative action programs approvable by the City. During the RFP stage, all firms will need to complete a "Certification of Non-Discrimination by Contractors" for each firm on their team.



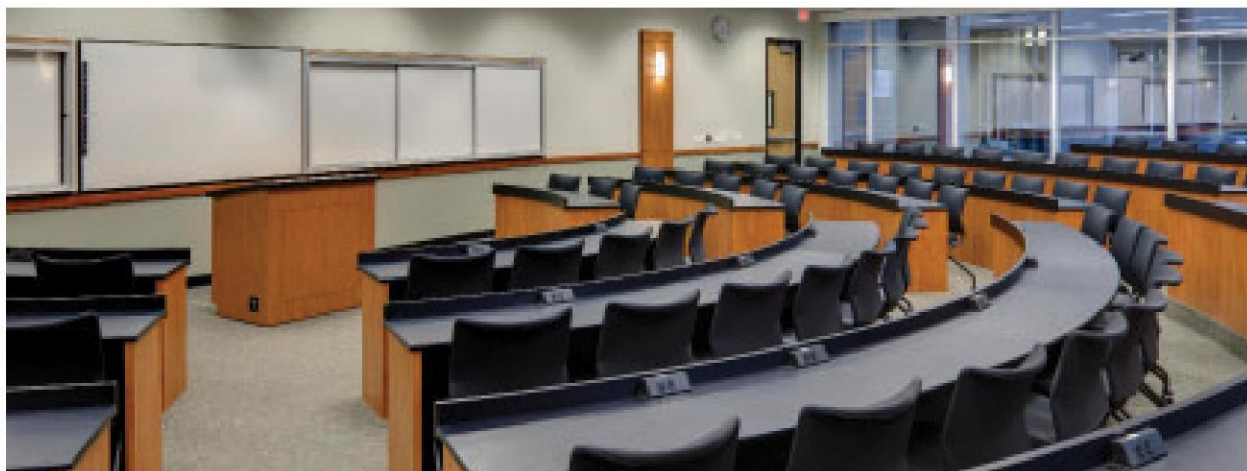
**CITY OF SANTA ANA**  
**PROPOSAL FOR SPACE PLANNING AND ARCHITECTURAL SERVICES**  
**RFP NO. 20-040**  
**APRIL 20, 2020**



**GRUEN ASSOCIATES**  
 ARCHITECTS PLANNING INTERIORS LANDSCAPE  
 25G-316

# TABLE OF CONTENTS

<b>Table of Contents</b>	<b><i>i</i></b>
<b>1. STATEMENT OF QUALIFICATIONS</b>	<b>1 - 17</b>
<i>a. Cover Letter</i>	<i>1</i>
<i>b. Contract Agreement Statement</i>	<i>2</i>
<i>c. Firm and Team Experience</i>	<i>2 - 6</i>
<i>d. Understanding of Need (In General)</i>	<i>7 - 12</i>
<i>e. Relevant Project Experience</i>	<i>13</i>
<i>f. References</i>	<i>13 - 17</i>
<b>2. SCOPE OF SERVICES AND SCHEDULE</b>	<b>18</b>
<i>General Scope and Schedule</i>	<i>18</i>
<b>3. FEE PROPOSAL</b>	<b>19</b>
<i>Fee Proposal/Standard Hourly Rates (Under Separate Cover)</i>	<i>19</i>
<b>4. CERTIFICATIONS</b>	<b>20 - 24</b>
<i>Certifications/Attachments (Forms are not part of the page count)</i>	<i>20 - 24</i>
<b>5. APPENDIX</b>	<b>25 - 36</b>
<i>Resumes (Team resumes are not part of the page count)</i>	<i>25 - 36</i>



A former office building, the UC Irvine 1131 Moot Court and Large Classroom consisted of a series of tenant improvement projects for the School of Law. Consistent with its commitment to providing skills training for its students, the Law School has a vibrant Moot Court and Mock Trial program. These projects included a new 64-student tiered classroom, and the interior demolition and new construction of three existing classrooms to accommodate a new large classroom with seating for 104 people, and a new Moot Courtroom/Classroom facility with seats for 12 jury members, three bench, four counsel and 38 audience members. Each of these classrooms integrated technology and amenities such as interactive whiteboards, audio and video recording and output to 10 monitors (Moot Courtroom).



1

## Statement of Qualifications

**25G-318**

**GRUEN ASSOCIATES**  
ARCHITECTURE PLANNING INTERIOR LANDSCAPE

## A. COVER LETTER

April 20, 2020

CITY OF SANTA ANA  
Santa Ana Public Works Agency  
20 Civic Center Plaza  
Santa Ana, CA 92701

RE: **CITY OF SANTA ANA PROPOSAL TO PROVIDE SPACE PLANNING AND  
ARCHITECTURAL SERVICES FOR RFP NO. 20-040**

Dear Ms. Gabriela P. Lomeli:

With great enthusiasm, **Gruen Associates (Gruen)** looks forward to serve the **City of Santa Ana (City)** on the various space planning and architectural projects anticipated as part of the on-call services contract. We have worked in Santa Ana, most notably on GSA's Ronald Reagan Federal Building and US Courthouse, in Orange County and other city, county, state and federal governmental agencies. We are confident that Gruen's past experience with similar administrative and governmental facilities, and support functions will prove Gruen Associates to be an excellent match in a collaborative process with the City.

Gruen Associates is an Architecture, Planning, Interior Design, Landscape Architecture and Urban Design firm headquartered in Los Angeles since 1946, providing aforementioned in addition to Transportation Planning and Design, Environmental and Community Engagement services worldwide. Our projects range in size from less than \$1 million in construction value to very large and complex billion-dollar projects. Gruen's experience with office building designs, test fits, programming, and space and site planning is extensive and includes several facilities—namely the award-winning, LEED Silver Olympic and Northeast facilities.

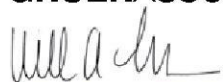
Gruen Associates and its consultant team are committed to providing architectural, space planning, structural, construction management, mechanical and electrical engineering, ADA survey, and move management services to the City and have depth of experience to provide the following Scope of Services activities:

- Site Analysis
- Conceptual Layouts/Space Planning
- Permits/City Approvals (City as regulatory agency)
- Architectural, Interior Design, and Engineering Services
- Post Design Services
- Move Management Services
- Special Services including completing State of California ADA surveys, and providing value engineering services and completing LEED Certification documentation upon request.
- Plans and Documents

I, **Michael A. Enomoto, FAIA**, will be the Partner-in-Charge. **Craig Biggi, LEED AP BD+C** will be the Project Manager and Principal Designer, who will be supported by **Alex Chow** as the Intermediate Designer and **Jasmine Choi, Assoc. AIA** as the Interior/FF&E Designer. The team will work with **Teresa Sanchez, AIA** as the Construction Administration Manager. **Dean Howell, PLA, ASLA** will be the Landscape Architect. We also have an in-house General Contractor, as well as planning and urban design staff, as needed. Gruen is also pleased to bring to the City the experience and knowledge of our subconsultant team, **Englekirk and Gannett Fleming**, highly experienced in providing Structural, MEP and Civil engineering services.

As Gruen Associates' Managing Partner, I am legally authorized to bind the firm to the terms of the contract, as well as negotiate contract terms and make decisions in all matters relating to the RFP. We are very enthusiastic and look forward to strengthening our working relationship with the City of Santa Ana.

Respectfully submitted,  
**GRUENASSOCIATES**



Michael A. Enomoto, FAIA  
Managing Partner

## B. CONTRACT AGREEMENT STATEMENT

Gruen Associates, as the Prime Consultant, concurs with and has no concerns with any and all provisions as contained in the Agreement, Attachment 2, in the Appendix section of the RFP.

## C. FIRM AND TEAM EXPERIENCE

### PRIME: GRUEN ASSOCIATES

#### Professional Design Services

##### ARCHITECTURE & INTERIOR DESIGN

Master Planning  
Programming  
Feasibility Analysis  
Conceptual Design  
Schematic Design  
Design Development  
Construction Documents  
Construction Administration  
Project Management

##### PLANNING & URBAN DESIGN

Specific Plans  
Redevelopment Plans  
Strategic Planning  
New Community Planning  
Downtown Revitalization  
Urban Design  
Master Planning and Site Planning  
Neighborhood Revitalization  
Transit-Oriented Development Planning & Design  
Transit-Oriented Community Planning & Design  
Transit Station Area Planning  
Business Revitalization  
Urban Growth Management  
Implementation Plans  
Community Participation

##### LANDSCAPE ARCHITECTURE

Landscape Design  
Streetscape Design  
Park Design  
Bikeway Design  
Recreational & Park Planning  
Construction Documents  
Construction Administration

##### TRANSPORTATION & ENVIRONMENTAL PLANNING

Transportation Corridor Planning  
Location and Design  
Transit Planning  
Urban Design of Transit Facilities  
Pedestrian and Bicycle Circulation  
Environmental Impact Assessment  
Community Participation

##### CONTACT INFORMATION

Gruen Associates  
6330 San Vicente Boulevard, Suite 200  
Los Angeles, CA 90048  
Tel: (323) 937-4270  
Fax: (323) 937-6001  
Web: [www.gruenassociates.com](http://www.gruenassociates.com)  
Attn: Craig Biggi, LEED AP BD+C  
E-mail: [biggi@gruenassociates.com](mailto:biggi@gruenassociates.com)

**Gruen Associates**, established in 1946, is a professional Partnership based in Los Angeles, California. With 80 employees, we have provided internationally-recognized architecture and interior design, landscape architecture, land use/master planning, urban design and transportation planning and design services worldwide.

As one of Los Angeles' best known legacy architecture firms, Gruen can boast a portfolio of landmark projects spanning nearly 75 years. Our significant projects enhance the urban landscape and shape the environment for millions of users. Many historic, urban neighborhoods have been revitalized through our architectural and landscape architectural design, planning, streetscape, urban design and transportation planning solutions that have ***created multi-purpose, engaging spaces for community interaction, and social and economic growth.***

Gruen Associates has been responsible for some of the most significant, complex and challenging projects worldwide. Winner of the ***2019 American Planning Association (APA) Los Angeles Segment Distinguished Leadership - Planning Firm Award*** and the ***2015 Firm Award by AIA California***—singularly or combined, the impact of Gruen Associates' projects on our communities and on our profession is without question.

Gruen Associates is deeply committed to meaningful consensus building between identified stakeholders as an integral part of its projects. We strive to blend function and efficiency with distinctive architecture, urban design, landscape and land use planning designed to respond to the clients' and stakeholders' needs. Gruen provides personal service, while taking advantage of the wide range of expertise and technical capability of a large organization.

## CONSULTANT: **ENGLEKIRK**

### Structural Engineer

#### CONTACT INFORMATION

Englekirk  
888 South Figueroa Street, 18th Floor  
Los Angeles, CA 90017  
Tel: (323) 733-6673, x327  
Web: [www.englekirk.com](http://www.englekirk.com)  
Attn: Russell Tanouye, SE, LEED AP  
E-mail: [russell.tanouye@englekirk.com](mailto:russell.tanouye@englekirk.com)



Englekirk was the structural engineer for Gruen Associates' team on Olympic Police Station. The LEED Silver, multi-award-winning project was part of the City of Los Angeles Police Department's Proposition Q program; an on-call.

Since its inception, **Englekirk** has become a recognized leader in the field of structural engineering. Their staff of 105 includes 64 engineers who hold advanced structural engineering degrees. Englekirk's headquarters is located in Los Angeles, California with branch offices in Orange County and Honolulu. They can provide a specialist in almost any area, whether it involves the structural design of steel, concrete, masonry, wood and/or advanced structural analysis, wind engineering, or earthquake engineering.

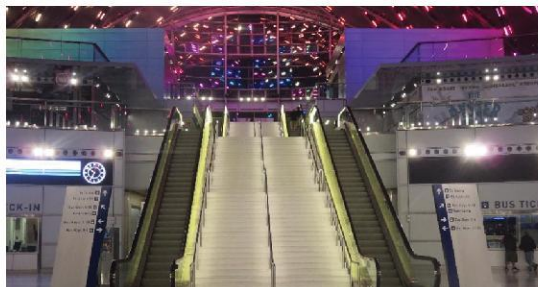
Effective design solutions for public use spaces require a special set of skills and knowledge in developing a structural system that is functional and complementary to the architectural design. Englekirk has helped owners achieve these goals through developing detailed structural systems and communicating requirements to the design team in a timely manner accurate drawings.

## CONSULTANT: **GANNETT FLEMING**

### MEP and Civil Engineer

#### CONTACT INFORMATION

Gannett Fleming, Inc.  
601 South Figueroa Street, #3800  
Los Angeles, CA 90017  
Tel: (213) 624-0347, x8722  
Fax: (213) 624-1630  
Web: [www.gannettfleming.com](http://www.gannettfleming.com)  
Attn: Hiten H. Sheth, PE  
E-mail: [hsheth@gfnet.com](mailto:hsheth@gfnet.com)



A division of Gannett Fleming specializing in vertical construction, provided vertical transportation design and construction administration services as a subconsultant on the Anaheim Regional Transportation Intermodal Center (ARTIC) project; a new iconic architectural transportation center for the City of Anaheim.

Established in 1915, **Gannett Fleming** has been at the forefront of innovation, providing cutting-edge and cost-effective engineering services for various clients throughout the US. The team of engineers, architects, and technical specialists apply a broad range of services to meet the comprehensive demands of today's modern infrastructure.

***Proud to be ISO 9001:2015 Certified and ranked by Engineering News-Record (ENR) as one of the Top 500 Design Firms,*** Gannett Fleming is routinely recognized by the industry for their projects, performance, processes, and people.

Gannett Fleming's breadth of expertise includes over 2,300 highly-qualified professionals across more than 60 offices. While each office has special knowledge of the local area it serves, Gannett's complete range of services knows no geographic boundaries, as clients depend on their expertise to solve their most critical project challenges.

#### City of Santa Ana

RFP for Space Planning and Architectural Consulting Services  
RFP No. 20-040

25G-321

**GRUEN ASSOCIATES**  
ARCHITECTURE PLANNING INTERIORS LANDSCAPE

Gruen Associates, as the Prime Consultant, has skilled in-house personnel to perform the key specialized services required for Space Planning and Architectural consulting services. Along with Englekirk and Gannett Fleming as our subconsultants, Gruen is ready to support the City of Santa Ana in meeting the various goals established.

## FIRM EXPERIENCE

Gruen Associates has developed a well-deserved reputation as a leading champion for the creation of facilities and spaces that enhance communities. We have had several on-call planning, architectural and tenant improvement/remodel projects for many clients. Gruen provides professional architectural, planning, urban design, transportation planning and design, and landscape architectural design services for many governmental and municipal entities. Our private sector experience is also plentiful and includes related, transferable strategies to lend to the City's projects. For instance, the Arup Remodel included interior tenant improvements within a 40,000-SF office while being occupied and subsequent space planning services for Arup's proposed relocation exploring four scenarios of high-rise locations within the downtown Los Angeles area. Our team performed services for the PCL Remodel for a 17,000-SF office tenant improvement and PCL Relocation space planning for four prospective locations and final interior buildout of 20,000 SF of office space in Glendale, California. ***Gruen is taking this opportunity to bring our team's latest public and private facilities design to the City, through our deep project experience for nearly 75 years.***

Our specific experience with office designs, test fits, programming and space planning is extensive and includes projects that are relevant to governmental administrative facilities; i.e., the Caltrans District 7 Headquarters' 716,000-SF office interiors project within the downtown Los Angeles area; the Southwest Museum programming and concept design for 30,000 SF of office space within an existing historic Los Angeles museum; the Los Angeles County Fire District Headquarters Complex programming, master planning and interior layouts project for an 185,000-SF mixed-use office complex; the Hollywood Bowl consisting of 11,000 SF of office tenant improvements within an occupied space; the San Fernando Valley Family Support Center programming and master planning of 250,000 SF of government office space; and the Tech Hall and Hall of Health Remodel for a 39,700-SF office tenant improvement. ***All projects were managed and/or under design supervision by Project Manager and Principal Designer, Craig Biggi.*** He will serve the City's project(s) at the highest level of expectations and efficiency with the best outcomes for functional, economical, sustainable, flexible, aesthetically-pleasing and comfortable spaces.

## TEAM EXPERIENCE

Key to managing the potential for many on-call projects occurring concurrently, requiring various needs, the best strategy for Gruen and the City is to engage the participation of a multi-disciplinary team for crossover, redundancy and uninterrupted service to your project(s). ***Michael A. Enomoto, FAIA***, will be the Partner-in-Charge to oversee the team, provide strategic guidance, and ensure that the team has the appropriate resources. He has performed in the same role for the Ronald Reagan Federal Building and US Courthouse and has served as such for our on-call, task order-

based projects. **Craig Biggi, LEED AP BD+C** is a Principal Associate and the Director of Design, who will serve as the Project Manager and Principal Designer for the various projects stemming from the on-call contract. He has extensive experience in the very project building and tenant space types including the UC Irvine Moot Court and Classroom project; interior remodels to Arup, PCL and test fit options for Tokio Marine Insurance corporate offices; upgrade and improvement projects for the Port of Long Beach; interior and programming design work for Caltrans District 7 Headquarters; design of lobby and exhibit space for the Cerritos Community Park and Gym; and the design of LEED Silver certified new police stations for the Los Angeles Police Department. Craig will be the City's primary contact for the contract period and for project(s) identified.

**Alex Chow** is an Associate and will be the Intermediate Designer; bringing his experience on various renovations. **Jasmine Choi, Assoc. AIA** is an Associate and will be the Interior/FF&E Designer having led related efforts for the City of Glendale Central Library Renovation and the pre-design assessment/feasibility study design charrette for the UC Irvine Student Excellence Center Renovation. She will work with Craig and Alex to advise the project team on Interior Design, Programming and Furniture options for the various spaces. **Teresa Sanchez, AIA**, a Principal Associate and Director of Construction Contract Administration, who can also be an associate in charge in the unlikely event that Craig is unavailable. Teresa has worked on the Reagan Courthouse, the Central Park West Apartments in Irvine, the LEED Gold certified Woodland Hills Recreation Center, and both LAPD stations that achieved LEED Silver certification. Her experience from the East Los Angeles Civic Center Renovation project, completed with the County of Los Angeles, includes many of the same components that may potentially be part of the City's on-call projects.

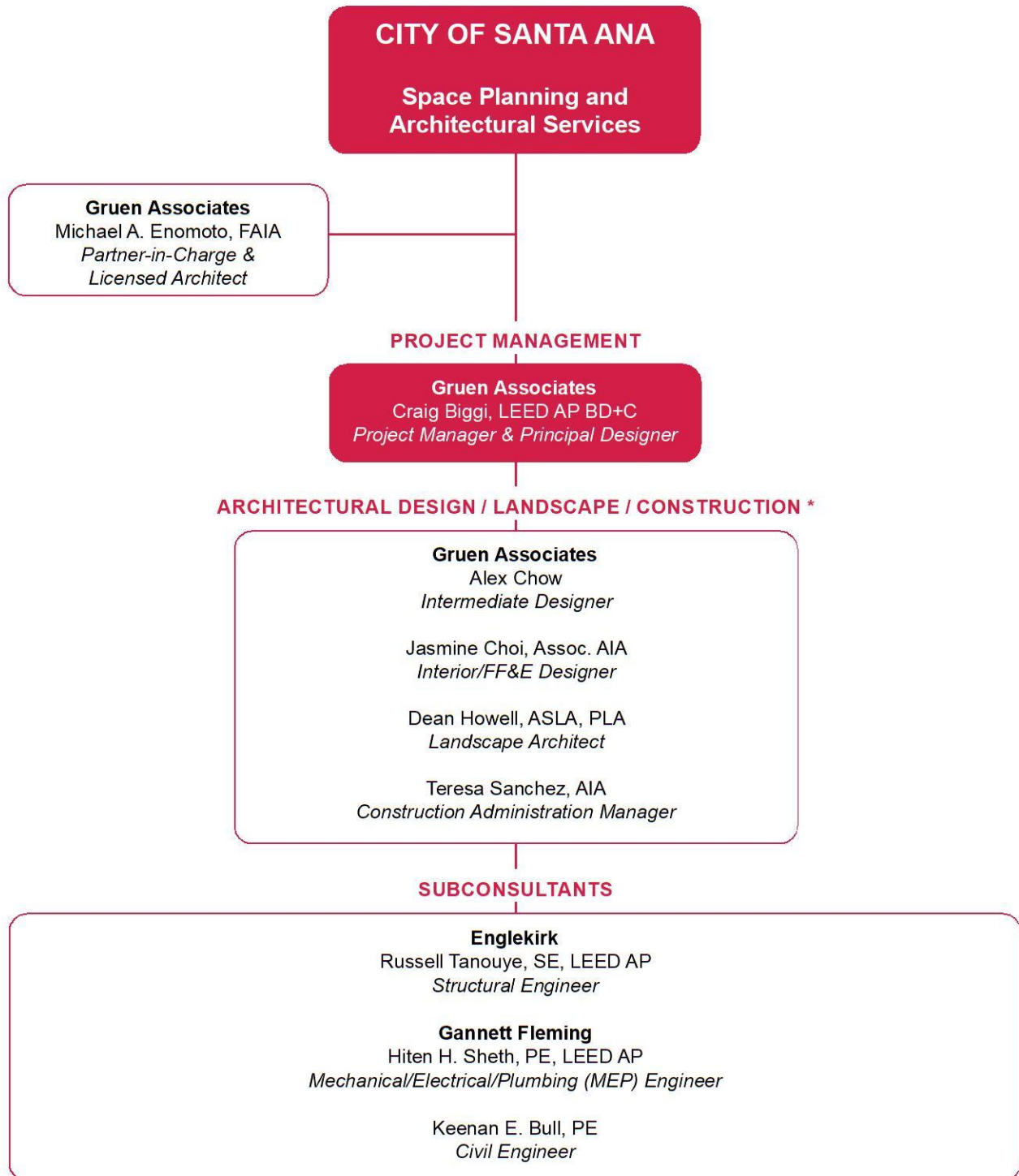
**Dean Howell, PLA, ASLA** is a Principal Associate and Director of Landscape Architecture for Gruen. Working with Craig, they seamlessly blend architecture and landscape architecture for buildings and open, green spaces, as they accomplished for the LEED Platinum certified Vasquez Rocks Natural Area Park Interpretive Center in the Agua Dulce area of the Santa Clarita Valley. Due to the on-call nature of this contract, as project tasks become larger or require additional personnel, we will have Gruen's additional in-house staff of architects, interior designers, landscape architects, and urban designers and/or planners, as needed. Also, **John "JR" Richardson** is our in-house licensed General Contractor with great depth of experience, particularly, keeping up-to-date with the latest ADA and construction requirements that might impact the projects anticipated. **No other team will be as comprehensive in their approach and capabilities to meet all specialized service areas and project requirements.**

Gruen Associates has selected exceedingly qualified subconsultants—**Englekirk** to provide structural engineering services and **Gannett Fleming** as experts in MEP and civil engineering services; Gannett also provides energy modeling, water proofing and commissioning services in-house. **Both firms have worked with us on public building projects and have offices in Orange County.** As needed, we can engage other engineers and specialists on a task-by-task basis and per the City's prior approval. Such firms for consideration might include Kimley-Horn, VCA Engineers, KPFF Consulting Engineers, PacRim Engineering and FPL & Associates for civil engineering; VCA Engineers and KPFF Consulting Engineers for structural; tk1sc for MEP; and Diaz Yourman & Associates (Santa Ana-based firm), ENGEO, Ninyo & Moore and Converse Consultants for geotechnical engineering services. All have offices in Orange County or nearby Los Angeles and/or San Diego County locations.

**Together, the Gruen Associates Team provides all the services required for anticipated projects, in-house.**

## ORGANIZATIONAL CHART

The Gruen Associates Team includes a balance of professionals that have demonstrated expertise in their respective disciplines and all have good past and current performance on similar projects. Resumes are provided in the Appendix section of this response. Below is our proposed organizational chart for the City's review and ultimate approval.



\* Resume for JR Richardson is not included, but can be provided at the City's request.

## D. UNDERSTANDING OF NEED (IN GENERAL)

### RELEVANT EXPERTISE AND EXPERIENCE

**Experience and Capabilities of the Proposed Team:** Gruen Associates is submitting our qualifications for the City of Santa Ana's on-call services contract. The team has diversified experience in the successful execution of local, regional and national award-winning projects for government agencies similar to the City. Collectively, our qualifications encompass multiple decades providing services for projects of similar complexity and scope in sensitive contexts. As a multi-disciplinary firm, our principals and technical support staff are knowledgeable in and have experience providing built environment architectural design strategies to meet the City's Scope of Work requirements. Our team is pragmatic, innovative and uniquely qualified for this on-call contract due to:

- Extensive experience in award-winning projects for the public and private sectors.
- Seasoned project management/supervision staff's recent and long-term experiences in related projects and implementation through successful stakeholder and public outreach programs.
- Ability to work effectively with our subconsultant team for Structural, Mechanical, Electrical, Plumbing, Civil and other engineering services. As this is an on-call, we can also engage other subconsultants, as additional resources for various discipline needs as they arise.
- Extensive experience working and coordinating with many City governments and their departments, as well as experience working with other Federal, State and local permitting and regulatory agencies and jurisdictions.
- Commitment to meaningful public participation and the integration of safe, sustainable, functional, more pedestrian-friendly, livable and economically-vibrant spaces for communities.

Gruen Associates and its team has demonstrated abilities to:

- Design and prepare conceptual and master plans
- Prepare schematic design and construction-level design documents
- Prepare cost estimates
- Prepare specifications and other bid documents
- Conduct community design charrettes
- Prepare reports and give presentations to various public bodies including City Council

**Understanding the City's Requirements:** Projects from the City's on-call contract must address the multiple goals and objectives as outlined in the RFP document. The Gruen Associates Team will provide professional services and necessary disciplines to manage the implementation of many of the on-call projects, seamlessly, based on the City's requirements and objectives, coordination with City departments and other public agencies, and a robust stakeholder and community engagement process.

**Our Design Philosophy and Approach:** Gruen practices a comprehensive design philosophy where planning, architecture, urban design, landscape architecture and sustainability are integrated into a single, holistic design collaboration. We bring this philosophy and approach to entire projects combined with an innovative and efficient time tested management approach, structured to allow each member of the team to perform at their highest level. Our design approach includes engaging the community, engaging the City and other public agencies, understanding



Gruen Associates was the Architect and Landscape Architect for the new LEED Silver, multi-award-winning design of Olympic Police Station. It includes a 54,000-SF station, a 10,000-SF vehicle maintenance facility (Motor Transport Division), a Communication Tower, a 250-space subterranean parking garage (approximately 87,500 SF) and approximately 80 spaces of on-grade parking. The station includes the latest in security design and maintains contextual ties to the local community.

project boundaries and grants, establishing a shared vision, and refining the project based on technical surveys, new information and cost control. This unique understanding and experience will result in a holistic and intuitive design that achieves and exceeds the City's goals for user experience, efficient operations, maintenance, beauty, sustainability and connectivity for these important public spaces within the Santa Ana region.

Gruen Associates and our team has LEED Accredited Professional (LEED AP) staff, in-house, who have thorough knowledge of green building principles, particularly those for the USGBC LEED rating system. We are able to conduct (or coordinate closely with other subconsultants) in all of the required design, construction, and post construction-phase tasks associated with documentation of the sustainable design elements incorporated in each project, following LEED guidelines.

## **KNOWLEDGE AND COMPETENCE IN TECHNICAL WORK AREAS**

Gruen Associates and the subconsultant team, together, provide the City the combined benefits of strong firms with complementary talents. As the Prime Consultant, Gruen will manage the projects, provide technical expertise, and coordinate each firm's strengths to exceed expectations. We understand that the primary objective of this on-call contract is to establish a pre-approved list of consultant firms to assist the City with specific projects proposed. As such, we are flexible

in working with the City to respond to specific task orders and to respond to the services outlined in the RFP overview. We can identify and address design needs in diverse communities and our understanding of the objective for each element of the Scope of Work, as follows:

## Architecture/Urban Design

- **Architectural Project Process.** We review and apply architectural documentation standards for drawings and specifications; PS&E; prepare a Microsoft Project design schedule; prepare conceptual SD studies and reports including, but not limited to, site and building plans, elevations and building sections, primary material and color recommendations and SDs; prepare 30% and 60% CDs, 90% plan check and construction drawings and specifications; prepare 100% bid and construction drawings and specifications; prepare all necessary documentation for the designated LEED Certification (if applicable); prepare plan check corrections and resubmissions including planning and building in a timely manner; meet and coordinate with appropriate representatives and other subcontractors for design reviews and approvals during the above phases; prepare construction cost estimates for each design phase; and provide stamped and signed plan originals, calculations and specifications by appropriately licensed California architects and engineers.

Gruen typically assists with identified items under the client's project manager's direction including attendance at mandatory pre-bid meetings; responds to bid phase questions and addenda preparation; attend pre-construction and construction meetings; reviews contractor material submittals and shop drawings; attends construction observation site visits to address construction problems; assists in responding to general contractor RFIs in a timely fashion; prepares drawing and specification field revisions; assists clients with warranty-related work or other construction deficiencies as requested.

- **New Building Construction Projects.** Gruen Associates has a long history with construction projects of all sizes and types including publicly- and privately-funded projects for government facilities such as civic centers, libraries, police stations, gymnasiums, community centers, courthouses, recreational facilities, and office buildings. Many of our publicly-funded projects have successfully met arduous local, state and Federal auditing processes such as the new construction for the Metro Division 16 Southwestern Yard project near LAX and the Metro Division 20 New Maintenance of Way/Non-Revenue Vehicle Maintenance Building 61S and Parts Storage Expansion in downtown Los Angeles—both were with Gannett Fleming and are constructed as of 2019—the LAX Central Utility Plant Replacement, Olympic and Northeast Police Stations, Maimonides Academy and the Morongo Band of Mission Indians Civic Center.
- **Building Renovation and Modernization Projects.** For existing structures, Gruen anticipates potential challenges presented with renovations, modernizations, additions and maintenance projects to meet needs. We see such challenges as opportunities for creative design solutions. For instance, if presented with inadequate ceiling space to conceal newly introduced, oversized ducts or equipment, we may create an architectural feature to enclose it or treat it in an aesthetically celebratory way. We completed the award-winning Brand Library and Art Center Renovation project for the City of Glendale, which restored the original character of the 1904 mansion lost in its conversion to a library in 1956 and addition in 1969. Other key issues to consider include: 1) existing conditions; 2) accurate and complete as-built documents; 3) clear understanding of the renovation project's intent and 4) ensuring uninterrupted facility operations.



The original construction cost estimate for the multi-function/multi-faceted Brand Library and Art Center historic preservation, upgrade and renovation was ~\$7.595 M. Unique design solutions—relocating the entry by creating a new Entry Pavilion that improved accessibility and wayfinding while architecturally and functionally connecting the early 20th century library to the 1950's art center addition—allowed our team to complete the project on-schedule for \$5.2 M; a cost savings of ~\$2.4 M. The landscape and plant palettes were part of the historic preservation of the 1904 Brand mansion (library); sited within the context of a municipal recreational park. Brand's white façade is a Glendale icon, standing out against lush vegetation and identifying the community as it sits on a terraced slope at the base of Verdugo Mountains in Brand Park. Our solution was embraced by Public Works, the Library Staff, the community and patrons whom enjoy the renewed spaces. Outreach led to the community's sense of ownership in the changes made while remaining protective of cherished elements.

Since our American Planning Association award-winning adaptive re-use plan for the historic Pan Pacific Auditorium, Gruen has continued to make alterations, improvements, remodeling/renovations, adaptive re-use and historical restorations an important part of our practice. Other projects include the adaptive re-use of the Hall of Health and Technology Hall (exhibit halls) into the California Science Center headquarters, the adaptive re-use of the existing Los Angeles County Library into County Hall offices along with urban design and park/lake refurbishments for the East Los Angeles Civic Center and Plaza, the Los Angeles Memorial Coliseum Seismic Repair and Hollywood Bowl renovations. For the Foley Federal Building and US Courthouse and the Jewish Federation Goldsmith Center, our team's modernized designs enhanced the buildings' image while significantly reinforcing safety, security and technological improvements. We also performed the conversion of a irregular-shaped classroom into a Moot Court for UC Irvine's School of Law. Construction is nearly complete on our adaptive re-use of the historic Tower Theatre, a new flagship retail store with multi-purpose spaces for events, performances and training courses.

We plan our projects holistically, designing exterior spaces with flexibility for future growth in mind while our buildings are designed from the inside-out with a focus on tenant improvement-related needs of staff, visitors and citizens. This approach is applied not only to major interventions, but also to technical infrastructure modernization and repair. Gruen Associates bases its governmental facilities design on long life-cycle principles of durability, longevity and sustainability as we select materials, building systems, finishes and equipment.

- **Urban Design, Planning and Site Development.** Planning and site development starts with pedestrian safety, while striving to design meaningful outdoor spaces that contribute to the overall aesthetic experience on a civic campus. Outdoor gathering spaces strengthen campus beauty and enhance safety with key pedestrian nodes and significant building entrances, secured perimeters and campus access points, and long site lines to ensure adequate supervision of activities on public properties. Building footprints on existing campuses are driven by available land, so site and master planning require grouping buildings together and configuring them on the site for maximum footprint efficiency. Our in-house Architecture, Planning, Landscape Architecture, Urban Design and Transportation Planning groups can enhance connectivity through providing spaces that inspire and accommodate for additional work collaboration, recreation, sense-of-place and multi-modal linkages. A review of the City's

existing plans will keep us mindful of any current work such as provision of central or unified entries or identities, increased community usage, historic restoration of existing facilities, and the accommodation and provision for future growth related to its facilities, campuses and structural and infrastructural projects.

- **Parks and Open Spaces.** Almost all of our projects have some park, parklet and/or open space component. We performed significant landscape and park and lake enhancements, as well as urban design and existing facilities renovations for a civic center requiring a highly-informed outreach process between the community and political stakeholders; renovation of a historic/ iconic library, art center and large plaza within a recreational park setting; the newly-celebrated Gladys Jean Wesson pocket park; provided peer review assistance and consultant selection services for the master plan implementation for a City of Los Angeles recreational facility; the City of Temple City Rosemead Boulevard Safety Enhancements and Beautification Project that provided a separated, protected two-mile Class I cycle track amid arboreal streetscape improvements and the City of Carson Streetscape Master Plan Implementation that completed construction in October 2017. Walking and Fitness Loops include the Los Angeles River Valley Bikeways and Greenways, the Ballona Creek Bike Trail, the Whittier Mills Trailhead/ Oak Station, the LANI Gladys Jean Wesson Park and other projects performed by Gruen.
- **Improving Pedestrian, Bicycle and ADA Connections.** Projects within and around public facilities include the Long Beach Downtown and TOD Pedestrian Master Plan, the Los Angeles River Valley Bikeways and Greenways, Ballona Creek Bike Trail, and Brand Library and Art Center Renovation, etc. Unique design solutions for Brand included relocating the entry for the creation of a new Entry Pavilion, which improved ADA accessibility and wayfinding, and architecturally and functionally connected the early 20th century library building to the 1950's art center building. Improvements to other facilities might include parking lots and parking structures as well as wayfinding and aesthetic improvements.

## Storm Water and Sustainability Strategies

- **Sustainable Storm Water Management.** A vital step in creating a “green infrastructure” policy involves taking the public’s relationship with storm water even further; making treatment measures a visible part of their everyday lives and an example of how beautiful and elegant are the systems. As required by the State of California, we need to reduce the quantity of runoff flowing into the storm water system and keep contaminated urban runoff from entering the storm drain system as well. Our recent streetscape projects, such as the Rosemead Boulevard Project, incorporates the use of flow-thru planters that allow the storm water to be harvested and allowed to infiltrate back into the ground to recharge groundwater aquifers. The highly-efficient drip-irrigation system that was designed for this project will save the City of Temple City over 50% from current water usage estimates and in readily achieving all water conservation goals identified at the project’s beginning. These systems, such as bioswales or roof gardens, can use native and California adaptable plants to help filter sediment and other pollutants that are washed off roads, sidewalks, rooftops and yards when it rains while serving as a model for addressing key environmental issues.

Gruen’s remarkable track record in lasting projects and highly-creative designs with a strong focus on sustainability will offer a unique opportunity for the City to explore ways to integrate special design features and to create memorable urban public spaces. Our streetscape

projects are timeless and hold up over time, as demonstrated by our Westwood Boulevard Streetscape constructed in the 1980's. On recent streetscapes, we incorporate sustainable infiltration techniques to address today's conservation and storm water runoff issues.

Gruen is proactive and knowledgeable of all regulations required for project acceptance to ensure design approval from the City's Project Manager. We will serve as an advisor, advocate, and produce projects with the best interest intended for the City within the required schedule and project budget. Our work will be performed in conformance with applicable City, State and Federal laws, latest versions of City Design Manuals, City Standard Plans, APWA Standard Specifications for Public Works Construction "Greenbook," Manual of Uniform Traffic Control Devices and California Building Codes—all as revised and amended. All contract documents will be prepared under the responsible direction and supervision of appropriate state licensed/registered professionals. All will go through a robust QA/QC process to ensure accuracy and thoroughness of documents so that we can minimize critical changes during construction.

We assume that the items we have discussed appropriately addresses the approach, tasks and deliverables necessary for successful completion. Assumptions and/or exclusions would include the recognition that this is an on-call services contract with undefined scope and associated fees; i.e., we are proposing our standard hourly rates with the understanding that tasks might be fixed fee and/or might constitute a time and material approach as we would prepare task-specific scope(s) and associated fee estimate(s).



Gruen Associates was the Design Architect for the Central Park West Apartments at Astoria in Irvine, California that consists of two high-rise towers, a 12-story tower with 88 units and a 13-story tower with 152 units, totaling 240 luxury condominiums. Both towers have large sky terraces for use by residents, as well as two-story luxury penthouse townhomes on the two top floors of each tower.

## E. RELEVANT PROJECT EXPERIENCE

### FAMILIARITY, KNOWLEDGE AND EXPERIENCE WITH PROJECT REQUIREMENTS

Gruen Associates and our team has familiarity, knowledge and experience of technical work areas for the Space Planning and Architectural Services contract. Gruen has deep relationships with most of the public agencies that would be involved with projects for the City of Santa Ana and utilizes those relationships to facilitate our work when required. We have strong relationships with our code consultants who, likewise, have their own access to the various Authorities Having Jurisdiction (AHJ). Additionally, we have in-house experts on CalGreen and the City's Green Building Policy for Municipal Buildings. The net result is that we know how to get our projects expeditiously approved through the various AHJs and have experience with virtually every city government and agency in the region, state and Federal sectors. We have also worked with OCTA, Metro, Omnitrans, SANBAG (now called SBCTA), SCAG, state and county health departments, the Army Corps of Engineers, the Public Utilities Commission (PUC), Metrolink, the Coastal Commission, Caltrans, utility companies, US General Services Administration, State Fire Marshal and the US Department of State Bureau of Overseas Building Operations, as well as sovereign Indian nations. The following pages include project information requested for representative projects within the last five years.

## F. REFERENCES

### REPRESENTATIVE PROJECTS AND REFERENCES

The following pages include project sheets that demonstrate Gruen Associates' experience in providing similar professional services requested in the City of Santa Ana's RFP.



Gruen Associates was the Executive Architect for the \$123 million, 10-story Ronald Reagan Federal Building and US Courthouse. Totalling approximately 603,000 SF, the project was lauded by the US District Courts as one of the best new courthouses in the Western US. The facility is designed to meet the Federal Court's 30-year space requirements. Included in the initial build-out are spaces for the US District Court, US Bankruptcy Court, Magistrate Court, court-related agencies, federal executive agencies, joint-use facilities and accommodations for the US Marshals Service. We worked with a Design Architect to accommodate 29 courtrooms at final build-out. Located on a 3.9-acre (1.6-hectare) site at the edge of a pedestrian-scaled early 20th Century Santa Ana downtown, as well as adjacent to a modern civic center, the new building's identity in the community was to have real and symbolic connections to both, along with meeting demanding functional and security requirements.

# Northeast Police Station

## Los Angeles, California

Gruen Associates was the Design Architect and Landscape Architect for the new \$22.7 Million replacement police station. The primary goal for the project was to provide a state-of-the-art facility, which not only improves police operations, but also acts as a catalyst for improving the architectural fabric of the surrounding area.

After evaluating new police stations associated with the Proposition Q program, a site adaptation of Olympic Station was the Los Angeles Police Department's proposed model for the new Northeast Station. The new station building largely maintains the programmatic adjacencies and floor plan layouts established at Olympic Station, while making selective architectural modifications for site conditions.

A phased construction plan on a very tight site places the new replacement station on a surface parking area directly adjacent to the existing station. Upon completion of the new station, the existing station will undergo a partial demolition on the western side, leaving room for new surface parking to occur. The portion of the existing building that remains houses the maintenance garage and related spaces. This project earned a LEED Silver certification.

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**Client:**

City of Los Angeles

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**Current Status:**

Completed 2016

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**Budget:**

\$22.7 Million

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**Contact:**

Sgt. II Patrick McAree  
LAPD Project Manager & Facilities  
Consultant  
(818) 903-5387 cell  
26236@lapd.lacity.org

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**Firm / Team Role:**

Gruen Associates - Design Architect,  
Landscape Architect:  
- Michael Enomoto, Partner-in-Charge  
- Craig Biggi, Project Manager and  
Designer  
- Dean Howell, Landscape Architect  
- Teresa Sanchez, Construction  
Administration Manager

Englekirk - Structural Engineer



# Division 16 Southwestern Yard

## Los Angeles, California

The Metro Division 16 Southwestern Yard (SW Yard) is a new Metro Light Rail Vehicle (LRV) operations and maintenance facility constructed within an approximate 18-acre site bounded by Arbor Vitae Street to the north, Neutrogena Corporation to the west, industrial buildings and warehouses to the south, and the planned construction of the new Crenshaw/LAX Transit Corridor Project (also referred to as the C0988 Mainline Project) tracks to the east. The SW Yard is connected to the mainline tracks by two at-grade connections; one at the southeastern end of the SW Yard, and the other crossing Arbor Vitae Street north of the SW Yard site. Pedestrians and vehicles access the SW Yard from two controlled entrances along Arbor Vitae Street.

SW Yard supports the Crenshaw/LAX Transit Corridor Project and provides LRV transportation maintenance and storage functions, current use and future expansion for the Metro Crenshaw/LAX Project and Metro Green Line LRV fleet. The SW Yard is a secured facility consisting of tracks, buildings, equipment, supporting systems, miscellaneous appurtenances, and related site development. The track configuration and site layout support safe and efficient LRV movements for “switching” between facilities and tracks, and between the yard facility and the mainline tracks. SW Yard also accommodates Metro staff and other employees engaged in general administration, operations, repair and maintenance, and transit security. SW Yard consists of a Main Shop, Car Wash Building, Material Storage Building (and Future Expansion), Cleaning Platform, and Paint and Body Shop Building. The project achieved LEED Silver certification.

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**Client:**

Metro

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**Current Status:**

2019

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**Budget:**

\$172 Million

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**Contact:**

Robert Rincon, Project Manager  
5777 West Century Boulevard, Suite 310  
Los Angeles, CA 90045  
213.864.0285  
RinconR@metro.net

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**Firm / Team Role:**

Gruen Associates - Architect, Landscape Architect:

- Debra Gerod, Partner-in-Charge
- Jill Wagner, Project Manager
- Craig Biggi, Project Designer
- Alex Chow, Intermediate Designer
- Dean Howell, Landscape Architect
- Teresa Sanchez, Construction Administration Manager

Gannett Fleming - Engineering Prime Consultant



# Division 20 Non-Revenue Vehicle Maintenance Building

## Los Angeles, California

The Metro Division 20 project is a new 86,500-SF building with rooftop parking for Metro employees. Major program functions include vehicle and rail maintenance bays, machine shop and fabrication room, shipping and receiving, high-density parts storage, engineering offices, and employee locker and break rooms. The Parts Storage Expansion adds to the existing Fleet Services Maintenance Facility and includes a high-density storage system.

Prepared ready-to-issue construction documents within the City of Los Angeles. There is limited permitting, but B Permits are required as well as County Flood Control. Gruen Associates is the Design-Build Architect, but due to community concerns about the original design completed by the Bridging Design Architect, Gruen had to redesign the exterior of the building to achieve community consensus. The project achieved LEED Gold certification.

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**Client:**

Metro

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**Current Status:**

2019

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**Budget:**

\$55 Million

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**Contact:**

Ignacio Roman, Director of Transportation  
One Gateway Plaza  
Los Angeles, CA 90012  
323.900.2122  
romani@metro.net

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**Firm / Team Role:**

Gruen Associates - Architect, Landscape Architect:  
- Debra Gerod, Responsible Unit Architect  
- Jill Wagner, BIM Manager  
- Dean Howell, Landscape Architect  
- Teresa Sanchez, Construction Administration Manager

Gannett Fleming - Engineering Subconsultant



# Cerritos Community Center with Cerritos Gymnasium and Don Knabe Exhibit at Cerritos Park

## Cerritos, California

Gruen designed the 15,936-SF gym and community center, developed the program for the expansion of existing lobby and office areas, as well as to interior/exterior/site upgrades. Phase I included the interior remodeling of four newly-accessible spaces along with a new reception office, expanded central and new exterior storage, conversion of loss storage to a computer classroom, vending alcoves, new multi-purpose room configuration and upgrades, lighting, floor and ceiling finishes, new bleachers, ADA transition ramps, lobby storefront and improvements, and a new exhibit honoring retired 4th District County Supervisor Don Knabe. Phase II will also include modifications to the east courtyard area, the expansion of 591 SF to the exhibit space as well as 720 SF to the multi-purpose room.

#### Client:

County of Los Angeles Department of Public Works

#### Current Status:

Completed 2016

#### Budget:

\$2.25 Million

#### Firm / Team Role:

Gruen Associates - Design Architect,  
Landscape Architect:  
- Michael Enomoto, Partner-in-Charge  
- Craig Biggi, Project Manager and Designer  
- Alex Chow, Intermediate Designer

Englekirk - Structural Engineer



City of Santa Ana

RFP for Space Planning and Architectural Consulting Services  
RFP No. 20-040

25G-335

**GRUENASSOCIATES**  
ARCHITECTURE PLANNING INTERIORS LANDSCAPE



# 2

## Scope of Services and Schedule

**25G-336**

**GRUENASSOCIATES**  
ARCHITECTURE PLANNING INTERIOR LANDSCAPE

## GENERAL SCOPE AND SCHEDULE

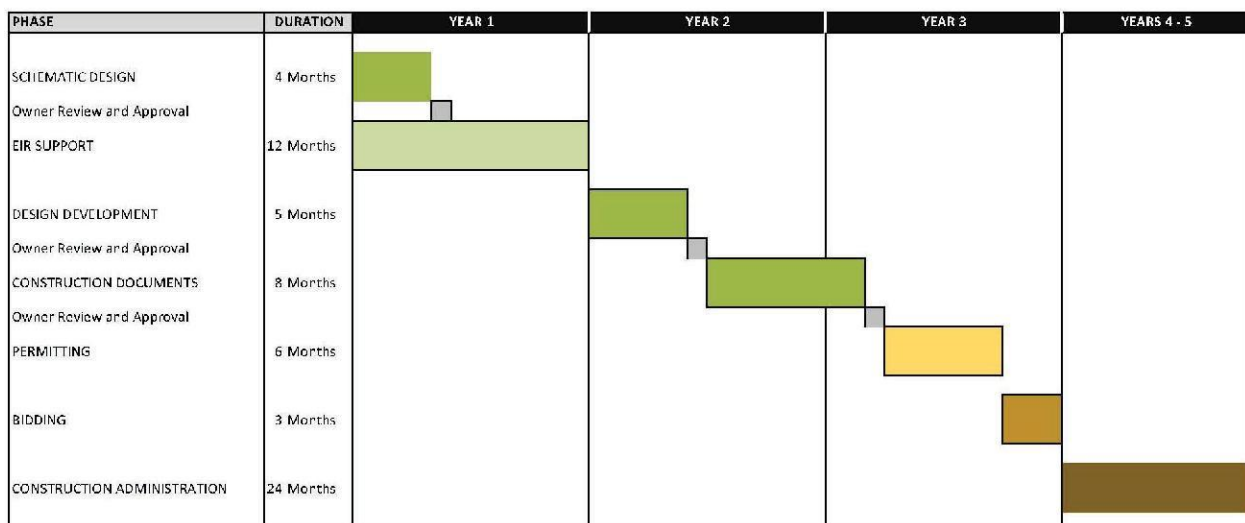
### GENERAL WORK PHASES TO BE COMPLETED

The Scope of Work includes providing a variety of projects on an on-call basis with areas of responsibility to include architectural, space planning, structural, construction management, MEP engineering, ADA survey, and move management services. As the Prime Consultant, we will provide professional services on a specific, project-by-project basis for agreed-upon scope. Deliverables will potentially include proposals, plans, drawings, specifications, estimates, grant applications, and/or studies subject to the final approval and satisfaction of the City of Santa Ana. Our architects and engineers are licensed and legally qualified in California to practice the work; they have the necessary qualifications and experience to provide space planning, architectural, and engineering consulting services to the City. We understand that the services may involve all or some of the phases of project development and might include the following activities:

- Site Analysis, which may include site visits, photographs, analysis of existing space(s), meetings with various City departments to discuss specific space requirements.
- Conceptual Layouts/Space Planning, preparing alternative preliminary space layouts considering operational, programmatic, adjacency needs and appropriate design standards.
- Permits/City Approvals (assist City departments as required)
- Architectural, Interior Design, and Engineering Services including Schematic Design, Design Development and Construction Documents including potential ADA, landscaping, green building standards and sustainable development strategies.
- Post Design Services including Bidding, Construction and Construction Management.
- Move Management Services
- Special Services including completing State of California ADA surveys, and providing value engineering services and completing LEED Certification documentation upon request.
- Plans and Documents that comply with current requirements set forth by the various entities for record retention.

### GENERAL SCHEDULE/TIMELINE

The following would be a typical schedule for an approximately five-year project:





3

Fee Proposal

**25G-338**

**GRUEN ASSOCIATES**  
ARCHITECTURE PLANNING INTERIOR LANDSCAPE

## FEE PROPOSAL/STANDARD HOURLY RATES

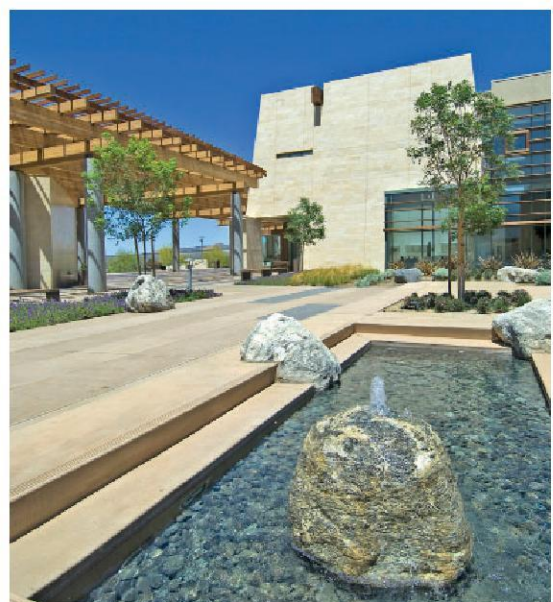
### FEE PROPOSAL

Per the RFP, Gruen Associates has provided the *Fee Proposal/Standard Hourly Rates* under separate, sealed cover.

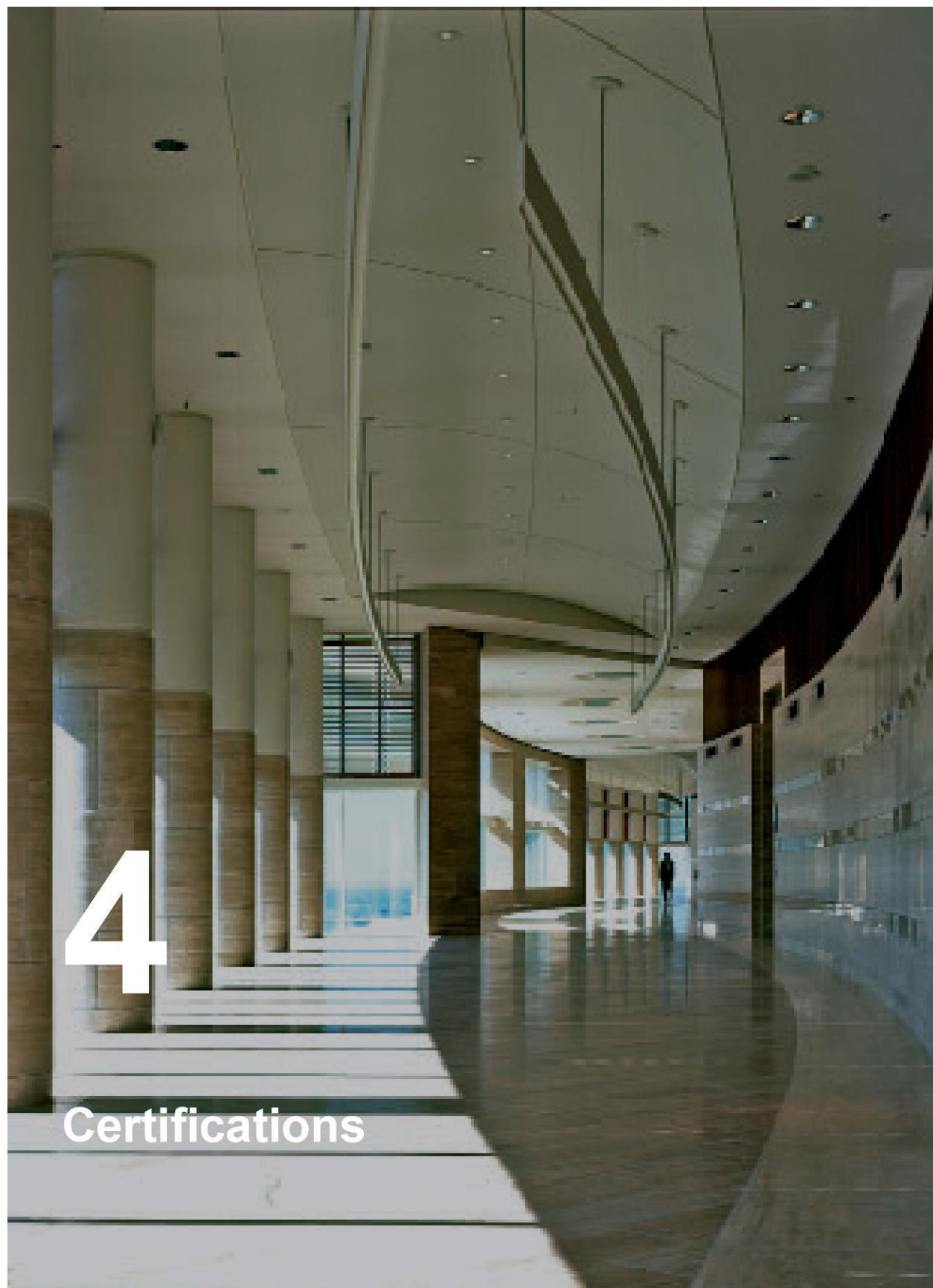
Proposed fees and cost information are provided for review.

We understand that the fee proposal submitted under separate, sealed cover, along with the proposed project approach in Section 2 will be used as a basis for any contract negotiations. The actual scope of services and fees included in the contract may be negotiated and may vary to satisfy the City's actual needs.

Fee Proposal/Standard Hourly Rates for subconsultants will be provided upon approval of firms by the City of Santa Ana.



Gruen Associates was the Master Planner, Design Architect, Landscape Architect and Interior Designer for the Morongo Band of Mission Indians Administration Complex, which was designed to recall the character of the indigenous architecture of the Native American tribes of the southwest United States, but executed in a way appropriate to contemporary building materials, technologies and its striking desert setting. The administrative complex serves as the "City Hall" for the reservation in Banning, California.



**25G-340**

**GRUEN ASSOCIATES**  
ARCHITECTURE PLANNING INTERIOR LANDSCAPE

## CERTIFICATIONS/ATTACHMENTS

The following pages include forms that are signed and included as part of our proposal submittal package:

- Attachment 3-1: Non-Collusion Affidavit (per Addendum 1, the Notarized signature is waived)
- Attachment 3-2: Non-Lobbying Certification
- Attachment 3-3: Non-Discrimination Certification

Per the RFP document, the forms in this section are not to be included in the page count.



Gruen Associates was the Design Architect and Landscape Architect for the \$4.6 Million, 4,000-SF Design-Build project. The Vasquez Rocks Natural Area Park Interpretive Center's program was consolidated into a single structure and includes 2,970 SF of exhibit space/museum, a multi-purpose classroom, staff office, storage and support spaces. The project functions as an informative visitor experience venue focusing on the geographic surroundings and wildlife within the park. The landscape design takes into consideration the native landscape in an ecologically-sensitive environment. The architectural solution integrates with the existing landscape features and structures through the use of a unifying outdoor entry plaza. The project blends into the naturalistic setting of the park by minimizing the impact to its surroundings to create a highly sustainable and efficient LEED Platinum building. The County of Los Angeles facility is located in Agua Dulce, California.

**Appendix  
ATTACHMENT 3  
CERTIFICATIONS**

**NON-COLLUSION AFFIDAVIT**

(Title 23 United States Code Section 112 and Public Contract Code Section 7106)

In conformance with Title 23 United States Code Section 112 and Public Contract Code 7106 the BIDDER declares that the bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation; that the bid is genuine and not collusive or sham; that the BIDDER has not directly or indirectly induced or solicited any other BIDDER to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any BIDDER or anyone else to put in a sham bid, or that anyone shall refrain from bidding; that the BIDDER has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the BIDDER or any other BIDDER, or to fix any overhead, profit, or cost element of the bid price, or of that of any other BIDDER, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the bid are true; and, further, that the BIDDER has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Note: The above Non-collusion Affidavit is part of the Proposal. BIDDERS are cautioned that making a false certification may subject the certifier to criminal prosecution.

Signed 

State of California  
County of Los Angeles

Subscribed and sworn to (or affirmed) before me on this 20 day of April, 2020, by Michael A. Enomoto, FAIA, proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me

Not Applicable, per Addendum 1  
Notary Public Signature

Notary Public Seal


### **NON-LOBBYING CERTIFICATION**

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in conformance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.


Signed:  Michael A. Enomoto, FAIA  
Title: Managing Partner  
Firm: Gruen Associates  
Date: April 20, 2020

### **NON-DISCRIMINATION CERTIFICATION**

The undersigned Contractor or corporate officer, during the performance of this contract, certifies as follows:

1. The Contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
2. The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.
3. The Contractor shall send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. The Contractor shall comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
5. The Contractor shall furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his/her books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation, to ascertain compliance with such rules, regulations, and orders.
6. In the event of the Contractor's non-compliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, the contract may be canceled, terminated, or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulations, or order of the Secretary of Labor, or as otherwise provided by law.

7. The Contractor shall include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontract or purchase order as the administering agency may direct as means of enforcing such provisions, including sanctions for noncompliance; provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subContractor or Contractor as a result of such direction by the administering agency, the Contractor may request that the United States enter into such litigation to protect the interests of the United States.
8. Pursuant to California Labor Code Section 1735, as added by Chapter 643 Stats. 1939, and as amended, no discrimination shall be made in the employment of persons upon public works because of race, religious creed, color, national origin, ancestry, physical handicaps, mental condition, marital status, or sex of such persons, except as provided in Section 1420, and any Contractor of public works violating this Section is subject to all the penalties imposed for a violation of the Chapter.

Signed:  Michael A. Enomoto, FAIA  
Title: Managing Partner  
Firm: Gruen Associates  
Date: April 20, 2020



# 5

## Appendix

# Michael A. Enomoto, FAIA

## Gruen Associates

### Partner-in-Charge



#### EDUCATION

Bachelor of Architecture,  
California Polytechnic State  
University, San Luis Obispo

#### PROFESSIONAL REGISTRATION / AFFILIATION

Registered Architect in California,  
Nevada, Hawaii, New York,  
Massachusetts, Colorado, Texas,  
Arizona, Pennsylvania, Illinois,  
Florida, New Jersey, Louisiana,  
Tennessee, Washington and  
Maryland.

Certified by the National Council  
of Architectural Registration  
Boards #23643

Member of the College of  
Fellows, the American Institute of  
Architects

2018 AIA/LA Presidential  
Honoree Gold Medal Award, AIA  
Los Angeles Chapter

2012 President, AIA California

2010 Past President, Asian  
American Architects/Engineers  
Association (AAAE) and current  
Board Member

2007 President, AIA Los Angeles  
Chapter

Former Commissioner, City of  
Los Angeles Quality and  
Productivity Commission

#### PROJECT AWARDS

Northeast Police Station  
• 2019 Municipal Green Building  
Conference & Expo Award, US  
Green Building Council

Ronald Reagan Federal Building  
and United States Courthouse  
• 1996 AIA Justice Facilities  
Review

#### PROFESSIONAL EXPERIENCE

Michael joined Gruen Associates in 1973. He was named Head of the Construction Administration Department in 1976 and Vice President in 1980. He became a Partner in 1997. Throughout his tenure with the firm, Michael has successfully managed a broad spectrum of public and private projects of various sizes and types. His ability to solve complex problems of a technical, managerial and administrative nature has been particularly important on governmental projects where the diverse needs and interests of the various entities involved are often incompatible, and where the ability to develop creative solutions, which encompass these diverse interests, can be invaluable.

He is an internationally recognized mentor, leader and visionary who organized new and innovative standards for collaborations between architectural firms from across the nation. Faced with increasingly complex and ambitious projects, Michael built a portion of Gruen Associates' practice on an expanded role for the Executive Architect. This includes the overall management and design management of entire projects in addition to performing Construction Documents and Construction Administration phase services. Over time, he has further expanded the firm into managing teams of consultants on Design-Build projects. This allowed him to manage large and complex projects with more effective value engineering, while meeting fee and budget constraints. Since 1980, Michael has led dozens of collaborative teams totaling over \$1.5 billion in construction costs.

#### RELEVANT PROJECTS

- Ronald Reagan Federal Building and US Courthouse, Santa Ana, CA
- UC Irvine Classroom 1131, Moot Court and Large Classroom, Irvine, CA
- University of California, Irvine Libraries Gateway Study Center, Irvine, CA
- Central Park West Apartments at Astoria, Irvine, CA
- South Coast Plaza, Costa Mesa, CA
- Renée and Henry Segerstrom Concert Hall and Samueli Theater, Costa Mesa, CA
- Northeast Police Station, Los Angeles, CA
- Olympic Police Station, Los Angeles, CA
- Robert E. Coyle US Courthouse, Fresno, CA
- Offices for California Science Center, Los Angeles, CA
- Offices for Hollywood Bowl, Los Angeles, CA
- Capitol Area East End Complex, Sacramento, CA
- Los Angeles County Fire District Headquarters, Los Angeles, CA
- Riverside District Attorney's Office Building & Parking Structure, Riverside, CA
- Caltrans District 7 Headquarters, Los Angeles, CA
- Capitol Area East-End Complex, Sacramento, CA
- Don Knabe Exhibit, Community Center & Gym at Cerritos Park, Cerritos, CA
- East L.A. Civic Center Existing Facility Renovation, Los Angeles, CA
- Pacific Design Center Red Building, Phase 3 - West Hollywood, CA

**Craig Biggi**, LEED AP BD+C  
**Gruen Associates**  
Project Manager and Principal Designer



EDUCATION

Bachelor of Architecture  
Southern California Institute  
of Architecture

PROFESSIONAL  
REGISTRATION /  
AFFILIATION

LEED Accredited Professional

Member, US Green Building  
Council, Los Angeles Chapter

PROJECT AWARDS

Metro Division 16 Southwestern  
Yard

- 2020 Project of the Year, 28th Annual Project Achievement Award, Construction Management Association of America (CMAA)
- 2020 Honor Award, Engineering Excellence Awards, American Council of Engineering Companies (ACEC)
- 2020 Constructor Award – Builder \$30-\$200 Million, Associated General Contractors (AGC) of California

Northeast Police Station

- 2019 Municipal Green Building Conference & Expo Award, US Green Building Council

Olympic Police Station

- 2010 City of L.A. Green Building Award, L.A. Business Council
- 2009 Project of the Year Award – Buildings Category, American Public Works Association, Southern California Chapter
- 2009 Merit Award, Los Angeles Cultural Affairs Commission
- 2008 Community Impact Award, Los Angeles Business Council
- 2008 Civic Building Award, Southern California Development Forum
- 2005-2006 AIA Justice Facilities Review
- 2004 Excellence in Architectural Design, City of Los Angeles Cultural Affairs Department

PROFESSIONAL EXPERIENCE

Craig joined Gruen Associates in 1998 and is a Principal Associate and an award-winning Director of Design for the firm. He has over 24 years of extensive experience in the programming, design, space planning, interior design and further development of a wide spectrum of projects. He has served as Project Manager and Designer, Programmer and/or Interior Designer for large-scale and small-scale design projects. Craig's leadership on our design projects include the Southwest and Southeast Police Stations, Hollywood Police Station, Pacific Station Space Planning, Devonshire Station Space Planning in Northridge, West Los Angeles Police Station, Van Nuys Police Station, LAWA Public Safety Building Feasibility Study, Arup Office Remodel, Hollywood Bowl back-of-house office renovations under the famed amphitheater's stage, Tokio Marine Test Fits, PCL Construction Remodel, and office renovations for the Port of Long Beach.

His designs have brought the firm numerous awards in recognition of design, function, sustainability and social impact. Craig's signature projects incorporate design excellence with sustainable strategies, such as the multi-award-winning Vasquez Rocks Natural Area Park Interpretive Center for the County of Los Angeles that met LEED Platinum certification and the LAX Central Utility Plant Replacement project that is the first airport project to meet LEED Gold certification. Both projects are Design-Build. He was the Interior Designer as part of Gruen Associates' team's role as the Associate Architect for the new headquarters building for Caltrans District 7. The LEED Silver project has been recognized on the national and local scales for excellence in design and high collaboration for one of the first large-scale, sustainable Design-Build projects that has been the impetus in reshaping the state's success with future design and delivery of significant projects.

RELEVANT PROJECTS

**Northeast Police Station, Los Angeles, CA.** Craig was the Project Manager and Designer for the new police station associated with the City of Los Angeles' Proposition Q program. A site adaptation of Olympic Station was the Los Angeles Police Department's proposed model for the Northeast Station. The new building largely maintains the programmatic adjacencies and floor plan layouts established at Olympic Station, while making selective architectural modifications for site conditions. Northeast Station is LEED Silver certified.

**Olympic Police Station, Los Angeles, CA.** Craig was the Project Manager and Designer for the new 54,000-SF Precinct Station located adjacent to Koreatown. The completed project includes a 10,000-SF vehicle maintenance facility (Motor Transport Division), a communication tower, a 201-space subterranean parking garage (approximately 87,500 SF) and 100 on-grade parking spaces. The station includes the latest in security design and maintains contextual ties to the local community. The project earned a LEED Silver certification.

# Craig Biggi, LEED AP BD+C (cont.)

## Gruen Associates

### Project Manager and Principal Designer

#### PROJECT AWARDS (cont.)

Metro Universal City Station  
Pedestrian Bridge

- 2016 Outstanding Bridge  
Project of the Year Award,  
American Society of Civil  
Engineers (ASCE), Metropolitan  
Los Angeles Branch

Hollywood Bowl Shell Renovation  
and Stage Replacement

- 2005 Civic Award, Los Angeles  
Business Council

Southwest Museum Gallery at  
LACMA West

- 1998 "Spirit of the Southwest  
Award" for Outstanding  
Achievement in the  
Development of the Project, Los  
Angeles County Museum of Art  
(LACMA)

LAX Central Utility Plant  
Replacement

- 2016 Merit Award, Design-Build  
Institute of America (DBIA),  
Western Pacific Region
- 2016 Honor Award -  
Engineering Excellence  
Awards, American Council of  
Engineering Companies (ACEC)  
California
- 2015 Best Projects Award -  
Energy/Industrial Category,  
Engineering News-Record,  
California Region
- 2015 Outstanding Architectural  
Engineering Project of the Year  
Award, American Society of Civil  
Engineers, Metropolitan Los  
Angeles Branch

Metro Orange Line Canoga  
Extension PE Transportation  
Corridor

- 2013 Community Impact Award  
of Excellence, Los Angeles  
Business Council
- 2013 Large Transit Project  
of the Year, California  
Transportation Foundation  
(CTF)

#### RELEVANT PROJECTS (cont.)

**UC Irvine Classroom 1131, Moot Court and Large Classroom, Irvine, CA.** Craig was the Project Designer for a series of tenant improvements for the School of Law.

**Community Center and Gymnasium at Cerritos Park, Cerritos, CA.** Craig designed the 15,936-SF community center, developed the program for the expansion of existing lobby and office areas, as well as to interior/exterior/site upgrades at Cerritos Park. Phase I included the interior remodeling of four newly-accessible spaces along with a new reception office, expanded central and new exterior storage, conversion of loss storage to a computer classroom, vending alcoves, new multi-purpose room configuration and upgrades, lighting, floor and ceiling finishes, new bleachers, ADA transition ramps, lobby storefront and improvements, and a new exhibit honoring retired 4th District County Supervisor Don Knabe.

**Hollywood Bowl Shell Renovation and Stage Replacement, Los Angeles, CA.**

The project included the complete replacement of the 1927 shell, as well as all of the back-of-house facilities. Technical solutions to acoustical problems were resolved through innovative project delivery techniques including the Design-Build solution to the complicated acoustic "halo" over the orchestra. Craig was Project Designer for Phase I of the understage renovation.

**CAHSRA Burbank-Anaheim Corridor, Burbank-Anaheim, CA.** Craig is working with the Gruen Associates' team of planners, urban designers and architects for the preparation of station design concepts and a station area vision for proposed stations at Norwalk/Santa Fe Springs, Fullerton and Anaheim. The goal will be to develop 15% design plans that closely integrate bicycle and pedestrian infrastructure, local transit connections and parking options, while developing iconic station designs that include retail and passenger amenities.

**California Science Center Technology Hall / Hall of Health Remodel, Los Angeles, CA.** Craig designed the future Administration Offices located in Exposition Park. Two existing exhibit buildings were remodeled to include approximately 39,700 SF of office space. The project incorporates the use of new skylights, exterior windows, and indirect lighting to transform these existing buildings into comfortable workplace environments.

**Tokio Marine Insurance Test Fits, Encino, CA.** Craig is the Project Manager and Designer providing four test fit options for Tokio Marine Insurance's new office space. With growth anticipated beyond 170 employees, each space must accommodate different office sizes (150, 225 and 300 SF) and workstations (84 SF) that can be adjusted, if needed, during program verification, along with conference rooms, and other ancillary areas to identify appropriate lease space options. Test fits for spaces range from 28,000 SF to 33,000 SF and will help verify the areas indicated in the Space Requirements Summary, will establish a layout plan, will help verify the program areas and show potential layout options within a lease space.

# Alex Chow

## Gruen Associates

### Intermediate Designer



#### EDUCATION

Master of Architecture, Taubman College of Architecture + Urban Planning (TCAUP), University of Michigan

Bachelor of Arts in Architecture, Magna Cum Laude, Sam Fox School of Design & Visual Arts, Washington University, St. Louis

#### PROJECT AWARDS

Metro Division 16 Southwestern Yard

- 2020 Project of the Year, 28th Annual Project Achievement Award, Construction Management Association of America (CMAA)
- 2020 Honor Award, Engineering Excellence Awards, American Council of Engineering Companies (ACEC)
- 2020 Constructor Award – Builder \$30-\$200 Million, Associated General Contractors (AGC) of California

#### PROFESSIONAL EXPERIENCE

Alex joined Gruen Associates in 2014 as a Designer and became an Associate in 2017. He played a significant role in regards to influential design projects through his hands-on participation in design and construction phases of projects such as the Don Knabe Exhibit at Cerritos Community Center with Cerritos Gymnasium, Terasaki Budokan of Los Angeles Sports Complex, Universal Starway Escalators and the Bank of America Remodel. With his due diligence, he was able to steer the Don Knabe Exhibit portion of the Cerritos Community Center and Gymnasium project, working closely with the Exhibit Designer for the project as well as the sub-consultants, client and general contractor during the Construction Administration Phase. He also assists in managing environmental office standards by researching documents and codes as well as has developed an internship program for college students, based on his prior time as an intern for Gruen Associates and the City of Los Angeles..

#### RELEVANT PROJECTS

**Community Center and Gymnasium at Cerritos Park, Cerritos, CA.** Alex worked on the design for the 15,936-SF community center and program for the expansion of existing lobby and office areas, as well as for interior/exterior/site upgrades at Cerritos Park. Phase I included the interior remodeling of four newly-accessible spaces along with a new reception office, expanded central and new exterior storage, conversion of loss storage to a computer classroom, vending alcoves, new multi-purpose room configuration and upgrades, lighting, floor and ceiling finishes, new bleachers, ADA transition ramps, lobby storefront and improvements, and a new exhibit honoring retired 4th District County Supervisor Don Knabe.

**Port of Long Beach Roll-Up Door Installation at Interim Fire Station 20, Long Beach, CA.** Alex is the Intermediate Designer on the Roll-Up Door Installation at Interim Fire Station 20 at Berth D34. Worked closely with the Port of Long Beach on 75% of the design to develop the conceptual study and ROM estimate for the 1st Floor showers and 3rd Floor offices and conference space at Berth F-202 adjacent to Jacobsen Pilot Services and Fire Station #15. to provide structural and architectural work for an existing 20' x 60' rectangular floor plan tent structure consisting of the fabric covered structure with steel truss frames on the concrete foundation and the addition of a 14 foot x 12 feet roll-up door on a side of the tent structure.

**Port of Long Beach Joint Command and Control Center (JCCC) 3rd Floor New Office Spaces and 1st Floor Shower Floor Repair Conceptual Study, Long Beach, CA.** Alex is the Intermediate Designer on the project to develop the conceptual study and ROM estimate for the 1st Floor showers and 3rd Floor offices and conference space at Berth F-202 adjacent to Jacobsen Pilot Services and Fire Station #15.

Alex Chow *(cont.)*  
Gruen Associates  
Intermediate Designer

RELEVANT PROJECTS *(cont.)*

**Metro Division 16 Southwestern Yard, Los Angeles, CA.** Alex was the Intermediate Designer in the pursuit phase for the new Metro Light Rail Vehicle (LRV) operations and maintenance facility constructed within an approximate 18-acre site. The site is bounded by Arbor Vitae Street to the north, Neutrogena Corporation to the west, industrial buildings and warehouses to the south, and the planned construction of the new Crenshaw/LAX Transit Corridor tracks to the east. The Southwestern Yard is connected to the mainline tracks by two at-grade connections; one at the southeastern end of the yard, and the other crossing Arbor Vitae Street north of the site. Pedestrians and vehicles access the yard from two controlled entrances along Arbor Vitae Street. The project received LEED Silver certification.

**8445 Santa Monica Boulevard Mixed-use, West Hollywood, CA.** Alex is the Intermediate Designer for a mid-rise building including an 88-room hotel and 45 apartments (including 11 affordable housing units) designed by MAD Architects in West Hollywood. Located on Santa Monica Boulevard, the project will also incorporate the existing Barney's Beanery restaurant and two additional restaurants, as well as an 80-seat live music venue, recording studio space that will be located underground, and five levels of below-grade parking. The building design currently envisions an undulating glass structure wrapped with transparent, landscaped balconies. A new public plaza at the corner of Olive Drive and Santa Monica Boulevard offers a connection to nearby Veteran's Memorial Park.

**Bank of America Remodel, Beverly Hills, CA.** Alex was the Intermediate Designer for the Bank of America Remodel project at South Santa Monica Boulevard and North Beverly Drive. The new exterior improvements for Bank of America includes landscape with strong profiles to complement the modern, glass surface of the building's façade. The improvements will create visual interest at the pedestrian scale for an inviting bank entry and improve the quality of street life for Beverly Hills.

**Terasaki Budokan of Los Angeles Sports Complex, Los Angeles, CA.** Alex is the Intermediate Designer for the upcoming state-of-the-art sports complex in the heart of Los Angeles, designed to accommodate basketball, volleyball, social service programs and special events including serving as the premiere venue for martial arts tournaments in the United States. A long-sought dream of the Little Tokyo community, the project will be adjacent to the historic St. Vibiana Cathedral and Little Tokyo Branch Library. The 24,814-SF multi-purpose sports complex will serve as a community gymnasium, fitness center, meeting place and cultural center for new generations to experience Little Tokyo and the greater downtown area.

**John Reed Club - Downtown, Los Angeles, CA.** Alex is the Intermediate Designer where Gruen Associates is the Architect working with General Contractor Ferrante Koberling for a building conversion to a fitness club within downtown Los Angeles.

# Jasmine Choi, Assoc. AIA

## Gruen Associates

### Interior/FF&E Designer



#### EDUCATION

Master of Architecture, Graduate  
School of Architecture Planning  
and Preservation, Columbia  
University, New York

Bachelor of Architecture, School  
of Architecture Planning and  
Engineering, Busan, South Korea

#### PROFESSIONAL REGISTRATION / AFFILIATION

Associate Member, American  
Institute of Architects (AIA)

#### SELECT AWARD

AAa/e Foundation's Student Loan  
Scholarship Recipient, The Asian  
American Architects/Engineers  
Association

#### PROJECT AWARD

Glendale Central Library  
Renovation  
• 2018 LA Conservancy  
Preservation Awards

#### PROFESSIONAL EXPERIENCE

Jasmine joined Gruen Associates in 2014, became an Associate in 2018, has worked on projects involving design management, quality control, production and coordination of construction documents to meet critical deadlines, and has had responsibility for the Construction Administration Phase of various projects. Her experience in complex, multi-disciplinary projects, programs and supervision of tasks has led to her ensuring projects are completed on-time and within budget. She has also coordinated projects from design development drawings through bidding and construction administration including city government agencies' planning and building department approvals. Jasmine's projects include the Plaza La Reina extended stay hotel near UCLA, Santa Monica Gateway, Edgewater Towers, a college residence hall renovation and high-end retail. She completed the highly-anticipated Glendale Central Library Renovation, where she implemented the vision for improved circulation of a revitalized, community hub in response to Glendale's urban transformation. Jasmine creates the best outcomes for her clients, projects and the design industry as an emerging leader. She also led a team on the pre-design assessment/feasibility study charrette for the UC Irvine Student Excellence Center Ayala Science Library 6th Floor Renovation project.

#### RELEVANT PROJECTS

**Glendale Central Library Renovation, Glendale, CA.** Jasmine was the Project Interior Designer for the Construction Administration Phase of the iconic, 90,000-SF existing Brutalist concrete building designed by Welton Beckett Associates and opened in 1973. The renovation was carefully designed to improve function and flexibility of the space while revising how one enters the building including moving the entrance from the east to a set of dual entries on the north and south. The library was seismically upgraded and modernized. Gruen Associates' design worked to acknowledge changes while preserving the library's eligibility for historic designation on local and state lists.

**Plaza La Reina, Los Angeles, CA.** Jasmine was the Project Interior Designer for the 44-unit, five-story, residential and long-term-stay hotel. Located on Lindbrook Drive at the eastern edge of Westwood Village near the UCLA campus, the private development will serve nearby academic and business communities. The project was developed by Indivest. Gruen Associates was the Architect-of-Record for the design by Moule & Polyzoides with Bernards as the General Contractor.

**Santa Monica Gateway, Santa Monica, CA.** Jasmine was the Project Coordinator for Construction Administration Phase services for the Santa Monica Gateway Class 'A' office project located at 2834 Colorado Avenue in Santa Monica, California. The LEED Silver project consists of a 192,000-SF, two-building office complex atop three levels of subterranean parking and provides office and creative spaces with floor plates as large as 36,000 SF.