

## CITY OF MENIFEE

### PROFESSIONAL SERVICES AGREEMENT

#### CIP 23-13 CHERRY HILLS FACILITY IMPROVEMENTS - PHASE 1 (ARCHITECTURAL AND ENGINEERING SERVICES)

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is made and effective this \_\_\_\_\_ day of \_\_\_\_\_, 2024 (“Effective Date”) by and between the CITY OF MENIFEE, a California municipal corporation, (“City”) and **STUDIO 2G ARCHITECTS, LLP**, a Limited Liability Partnership (LLP) (“Consultant”). City and Consultant may sometimes herein be referred to individually as a “Party” and collectively as the “Parties.”

#### SECTION 1. SERVICES.

Subject to the terms and conditions set forth in this Agreement, Consultant shall provide to City the services described in the Scope of Services, attached hereto as Exhibit A and incorporated herein by this reference (the “Services”). Consultant will perform subsequent task orders as requested by the Contract Administrator (as defined below), in accordance with the Scope of Services. In the event of a conflict in or inconsistency between the terms of this Agreement and Exhibit A, this Agreement shall prevail.

1.1 Term of Services. The term of this Agreement shall begin on **April 3, 2024** and shall end on **December 31, 2025** unless the term of this Agreement is otherwise terminated or extended as provided for in Section 8. The time provided to Consultant to complete the Services required by this Agreement shall not affect City’s right to terminate this Agreement, as provided for in Section 8.

1.2 Standard of Performance. Consultant represents and warrants that Consultant is a provider of first class work and services and Consultant is experienced in performing the Services contemplated herein and, in light of such status and experience, Consultant shall perform the Services required pursuant to this Agreement in the manner and according to the standards observed by a competent practitioner of the profession in which Consultant is engaged in the geographical area in which Consultant practices its profession and to the sole satisfaction of the Contract Administrator.

1.3 Assignment of Personnel. Consultant shall assign only competent personnel to perform the Services pursuant to Agreement. In the event that City, in its sole discretion, at any time during the term of this Agreement, desires the reassignment of any such persons, Consultant shall, immediately upon receiving notice from City of such desire of City, reassign such person or persons.

1.4 Time. Consultant shall devote such time to the performance of the Services pursuant to this Agreement as may be reasonably necessary to satisfy Consultant’s obligations hereunder.

1.5 Authorization to Perform Services. Consultant is not authorized to perform any of the Services or incur any costs whatsoever under the terms of this Agreement until receipt of authorization from the Contract Administrator.

1.6 Warranty. By executing this Agreement, Consultant warrants that Consultant (i) has thoroughly investigated and considered the Services, (ii) has carefully considered how the Services should be performed, and (iii) fully understands the facilities, difficulties, and restrictions attending performance of the Services.

1.7 Covid-19 Safety. If Consultant enters City property or meets in person with City employees during the performance of the Services, Consultant shall comply with all applicable emergency orders, directives, protocols, and best practices related to the COVID-19 pandemic, including, but not limited to: (A) wearing facial coverings, (B) maintaining adequate physical distancing when possible, (C) regular hand washing, and (D) regular hand sanitizing.

## **SECTION 2. COMPENSATION.**

City hereby agrees to pay Consultant a sum not to exceed **Two Hundred Eighteen Thousand One Hundred Seventy Dollars and Twenty Cents (\$218,170.20)** notwithstanding any contrary indications that may be contained in Consultant's proposal, for the Services to be performed and reimbursable costs incurred under this Agreement. In the event of a conflict between this Agreement and Exhibit A, regarding the amount of compensation, this Agreement shall prevail. City shall pay Consultant for the Services rendered pursuant to this Agreement at the time and in the manner set forth herein. The payments specified below shall be the only payments from City to Consultant for the Services rendered pursuant to this Agreement. Consultant shall submit all invoices to City in the manner specified herein. Except as specifically authorized in advance by City, Consultant shall not bill City for duplicate services performed by more than one person.

2.1 Invoices. Consultant shall submit invoices monthly during the term of this Agreement, based on the cost for the Services performed and reimbursable costs incurred prior to the invoice date. Invoices shall contain the following information:

- a. Serial identifications of progress bills; i.e., Progress Bill No. 1 for the first invoice, etc.;
- b. The beginning and ending dates of the billing period;
- c. A "Task Summary" containing the original contract amount, the amount of prior billings, the total due this period, the balance available under this Agreement, and the percentage of completion;
- d. At City's option, for each item in each task, a copy of the applicable time entries or time sheets shall be submitted showing the name of the person performing the Services, the hours spent by each person, a brief description of the Services, and each reimbursable expense;

e. The total number of hours of work performed under this Agreement by Consultant and each employee, agent, and subcontractor of Consultant performing the Services hereunder necessary to complete the Services described in Exhibit A;

f. Receipts for expenses to be reimbursed;

g. The Consultant Representative's signature.

Invoices shall be submitted to:

City of Menifee  
Attn: Accounts Payable  
29844 Haun Road  
Menifee, CA 92586

2.2 Monthly Payment. City shall make monthly payments, based on invoices received, for the Services satisfactorily performed, and for authorized reimbursable costs incurred. City shall have thirty (30) days from the receipt of an invoice that complies with all of the requirements above to pay Consultant.

2.3 Retention of Funds, Final Payment. Consultant hereby authorizes City to retain and deduct from any amount payable to Consultant not exceeding five percent (5%) of the total compensation. The retained funds shall be paid to Consultant within sixty (60) days after final acceptance of the Services by the City and after Consultant has furnished City with full release of all undisputed payments under this Agreement. In the event there are any claims specifically excluded by Consultant from the operation of the release, City may retain proceeds of up to one hundred fifty percent (150%) of the amount in dispute. The failure of City to exercise such right to deduct or to withhold shall not, however, affect the obligations of Consultant to insure, indemnify, and protect City as provided in this Agreement. City shall pay the last five percent (5%) of the total amount due pursuant to this Agreement within sixty (60) days after completion of the Services and submittal to City of a final invoice, if all of the Services required have been satisfactorily performed.

2.4 Total Payment. City shall not pay any additional sum for any expense or cost whatsoever incurred by Consultant in rendering the Services pursuant to this Agreement. City shall make no payment for any extra, further, or additional service pursuant to this Agreement.

In no event shall Consultant submit any invoice for an amount in excess of the maximum amount of compensation provided above either for a task or for the entirety of the Services performed pursuant to this Agreement, unless this Agreement is modified in writing prior to the submission of such an invoice.

2.5 Hourly Fees. Fees for the Services performed by Consultant on an hourly basis shall not exceed the amounts shown on the fee schedule included with Exhibit A.

2.6 Reimbursable Expenses. Reimbursable expenses are included within the maximum amount of this Agreement.

2.7 Payment of Taxes. Consultant is solely responsible for the payment of employment taxes incurred under this Agreement and any federal or state taxes.

2.8 Payment upon Termination. In the event that City or Consultant terminates this Agreement pursuant to Section 8, City shall compensate Consultant for all outstanding costs and reimbursable expenses incurred for Services satisfactorily completed and for reimbursable expenses as of the date of written notice of termination. Consultant shall maintain adequate logs and timesheets in order to verify costs and reimbursable expenses incurred to that date.

### **SECTION 3. FACILITIES AND EQUIPMENT.**

Except as otherwise provided, Consultant shall, at its sole cost and expense, provide all facilities and equipment necessary to perform the services required by this Agreement. City shall make available to Consultant only physical facilities such as desks, filing cabinets, and conference space, as may be reasonably necessary for Consultant's use while consulting with City employees and reviewing records and the information in possession of City. The location, quantity, and time of furnishing those facilities shall be in the sole discretion of City. In no event shall City be required to furnish any facility or equipment that may involve incurring any direct expense, including but not limited to computer, long-distance telephone or other communication charges, vehicles, and reproduction facilities.

### **SECTION 4. INSURANCE REQUIREMENTS.**

Before beginning any work under this Agreement, Consultant, at its own cost and expense, shall procure the types and amounts of insurance listed below and provide certificates of insurance, indicating that Consultant has obtained or currently maintains insurance that meets the requirements of this Section and which is satisfactory, in all respects, to City. Consultant shall maintain the insurance policies required by this Section throughout the term of this Agreement. The cost of such insurance shall be included in Consultant's compensation. Consultant shall not allow any subcontractor, consultant or other agent to commence work on any subcontract until Consultant has obtained all insurance required herein for the subcontractor(s) and provided evidence thereof to City. Verification of the required insurance shall be submitted and made part of this Agreement prior to execution. Consultant acknowledges the insurance policy must cover inter-insured suits between City and other insureds. Consultant agrees that the requirement to provide insurance shall not be construed as limiting in any way the extent to which Consultant may be held responsible for the payment of damages to any persons or property resulting from Consultant activities or the activities of any person or persons for which Consultant is otherwise responsible nor shall it limit Consultant's indemnification liabilities as provided in Section 5.

4.1 Workers' Compensation. Consultant shall, at its sole cost and expense, maintain Statutory Workers' Compensation Insurance and Employer's Liability Insurance for any and all persons employed directly or indirectly by Consultant pursuant to the provisions of the California Labor Code. Statutory Workers' Compensation Insurance and Employer's Liability Insurance shall be provided with limits of not less than ONE MILLION DOLLARS (\$1,000,000.00) per accident, ONE MILLION DOLLARS (\$1,000,000.00) disease per employee, and ONE MILLION DOLLARS (\$1,000,000.00) disease per policy. In the alternative, Consultant may rely on a self-insurance program to meet those requirements, but only if the program of self-insurance complies



fully with the provisions of the California Labor Code. Determination of whether a self-insurance program meets the standards of the California Labor Code shall be solely in the discretion of the Contract Administrator. The insurer, if insurance is provided, or Consultant, if a program of self-insurance is provided, shall waive all rights of subrogation against City and its officers, officials, employees, and authorized volunteers for loss arising from the Services performed under this Agreement.

#### 4.2 Commercial General and Automobile Liability Insurance.

a. General requirements. Consultant, at its own cost and expense, shall maintain commercial general and automobile liability insurance for the term of this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000.00) per occurrence, combined single limit coverage, for risks associated with the Services contemplated by this Agreement, TWO MILLION DOLLARS (\$2,000,000.00) general aggregate, and TWO MILLION DOLLARS (\$2,000,000.00) products/completed operations aggregate. If a Commercial General Liability Insurance or an Automobile Liability Insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the Services to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit. Such coverage shall include but shall not be limited to, protection against claims arising from bodily and personal injury, including death resulting therefrom, and damage to property resulting from the Services contemplated under this Agreement, including the use of hired, owned, and non-owned automobiles.

b. Minimum Scope of Coverage. Commercial general coverage shall be at least as broad as Insurance Services Office Commercial General Liability occurrence form CG 0001. Automobile coverage shall be at least as broad as Insurance Services Office Automobile Liability form CA 0001 Code 2, 8, and 9. No endorsement shall be attached limiting the coverage.

c. Additional Requirements. Each of the following shall be included in the insurance coverage or added as a certified endorsement to the policy:

(i) The insurance shall cover on an occurrence or an accident basis, and not on a claims-made basis.

(ii) Any failure of Consultant to comply with reporting provisions of the policy shall not affect coverage provided to City and its officers, employees, agents, and volunteers.

#### 4.3 Professional Liability Insurance.

a. General Requirements. Consultant, at its own cost and expense, shall maintain for the period covered by this Agreement professional liability insurance for licensed professionals performing the Services pursuant to this Agreement in an amount not less than ONE MILLION DOLLARS (\$1,000,000) covering the licensed professionals' errors and omissions. Any deductible or self-insured retention shall be shown on the Certificate. If the deductible or self-insured retention exceeds TWENTY-FIVE THOUSAND DOLLARS (\$25,000), it must be approved in writing by City.

b. Claims-Made Limitations. The following provisions shall apply if the professional liability coverage is written on a claims-made form:

(i) The retroactive date of the policy must be shown and must be no later than the commencement of the Services.

(ii) Insurance must be maintained and evidence of insurance must be provided for at least five (5) years after the expiration or termination of this Agreement or completion of the Services, so long as commercially available at reasonable rates.

(iii) If coverage is canceled or not renewed and it is not replaced with another claims-made policy form with a retroactive date that precedes the Effective Date of this Agreement, Consultant must provide extended reporting coverage for a minimum of five (5) years after the expiration or termination of this Agreement or the completion of the Services. Such continuation coverage may be provided by one of the following: (1) renewal of the existing policy; (2) an extended reporting period endorsement; or (3) replacement insurance with a retroactive date no later than the commencement of the Services under this Agreement. City shall have the right to exercise, at Consultant's sole cost and expense, any extended reporting provisions of the policy, if Consultant cancels or does not renew the coverage.

(iv) A copy of the claim reporting requirements must be submitted to City prior to the commencement of the Services under this Agreement.

#### 4.4 All Policies Requirements.

a. Acceptability of Insurers. All insurance required by this Section is to be placed with insurers with a Bests' rating of no less than A:VII and admitted in California.

b. Verification of Coverage. Prior to beginning the Services under this Agreement, Consultant shall furnish City with certificates of insurance, additional insured endorsement or policy language granting additional insured status complete certified copies of all policies, including complete certified copies of all endorsements. All copies of policies and certified endorsements shall show the signature of a person authorized by that insurer to bind coverage on its behalf. The certificate of insurance must include the following reference: **CIP 23-13 CHERRY HILLS FACILITY IMPROVEMENTS - PHASE 1 (ARCHITECTURAL AND ENGINEERING SERVICES)**. The name and address for additional insured endorsements, certificates of insurance and notice of cancellation is: City of Menifee, 29844 Haun Road, Menifee, CA 92586. City must be endorsed as an additional insured for liability arising out of ongoing and completed operations by or on behalf of Consultant.

c. Notice of Reduction in or Cancellation of Coverage. Consultant shall provide written notice to City within ten (10) working days if: (1) any of the required insurance policies is terminated; (2) the limits of any of the required policies are reduced; or (3) the deductible or self insured retention is increased. In the event any of said policies of insurance are cancelled, Consultant shall, prior to the cancellation date, submit new evidence of insurance in conformance with this Section 4 to the Contract Administrator.

d. Additional Insured; Primary Insurance. City and its officers, employees, agents, and authorized volunteers shall be covered as additional insureds with respect to each of the following: liability arising out of the Services performed by or on behalf of Consultant, including the insured's general supervision of Consultant; products and completed operations of Consultant, as applicable; premises owned, occupied, or used by Consultant; and automobiles owned, leased, or used by Consultant in the course of providing the Services pursuant to this Agreement. The coverage shall contain no special limitations on the scope of protection afforded to City or its officers, employees, agents, or authorized volunteers. The insurance provided to City as an additional insured must apply on a primary and non-contributory basis with respect to any insurance or self-insurance program maintained by City. Additional insured status shall continue for one (1) year after the expiration or termination of this Agreement or completion of the Services.

A certified endorsement must be attached to all policies stating that coverage is primary insurance with respect to City and its officers, officials, employees, and volunteers, and that no insurance or self-insurance maintained by City shall be called upon to contribute to a loss under the coverage.

e. Deductibles and Self-Insured Retentions. Consultant shall obtain the written approval of City for the self-insured retentions and deductibles before beginning any of the Services.

During the term of this Agreement, only upon the prior express written authorization of the Contract Administrator, Consultant may increase such deductibles or self-insured retentions with respect to City, its officers, employees, agents, and volunteers. The Contract Administrator may condition approval of an increase in deductible or self-insured retention levels with a requirement that Consultant procure a bond guaranteeing payment of losses and related investigations, claim administration, and defense expenses that is satisfactory in all respects to each of them.

f. Subcontractors. Consultant shall include all subcontractors as insureds under its policies or shall furnish separate certificates and certified endorsements for each subcontractor. All coverages for subcontractors shall be subject to all of the requirements stated herein.

g. Variation. The Contract Administrator may, but is not required to, approve in writing a variation in the foregoing insurance requirements, upon a determination that the coverage, scope, limits, and forms of such insurance are either not commercially available, or that City's interests are otherwise fully protected.

4.5 Remedies. In addition to any other remedies at law or equity City may have if Consultant fails to provide or maintain any insurance policies or policy endorsements to the extent and within the time herein required, City may, at its sole option, exercise any of the following remedies, which are alternatives to other remedies City may have and are not the exclusive remedy for Consultant's breach:

a. Obtain such insurance and deduct and retain the amount of the premiums for such insurance from any sums due under this Agreement;

b. Order Consultant to stop work under this Agreement or withhold any payment that becomes due to Consultant hereunder, or both stop work and withhold any payment, until Consultant demonstrates compliance with the requirements hereof; and/or

c. Terminate this Agreement.

## **SECTION 5. INDEMNIFICATION.**

5.1 Indemnification for Professional Liability. Where the law establishes a professional standard of care for performance of the Services, to the fullest extent permitted by law, Consultant shall indemnify, protect, defend (with counsel selected by City), and hold harmless City and any and all of its officers, employees, officials, volunteers, and agents from and against any and all claims, losses, costs, damages, expenses, liabilities, liens, actions, causes of action (whether in tort, contract, under statute, at law, in equity, or otherwise) charges, awards, assessments, fines, or penalties of any kind (including reasonable consultant and expert fees and expenses of investigation, costs of whatever kind and nature and, if Consultant fails to provide a defense for City, the legal costs of counsel retained by City) and any judgment (collectively, “Claims”) to the extent same are caused in whole or in part by any negligent or wrongful act, error, or omission of Consultant, its officers, agents, employees, or subcontractors (or any entity or individual that Consultant shall bear the legal liability thereof) in the performance of professional services under this Agreement.

5.2 Indemnification for Other than Professional Liability. Other than in the performance of professional services and to the full extent permitted by law, Consultant shall indemnify, protect, defend (with counsel selected by City), and hold harmless City, and any and all of its officers, employees, officials, volunteers, and agents from and against any and all Claims, where the same arise out of, are a consequence of, or are in any way attributable to, in whole or in part, the performance of this Agreement by Consultant or by any individual or entity for which Consultant is legally liable, including but not limited to officers, agents, employees or subcontractors of Consultant.

5.3 Limitation of Indemnification for Design Professionals. Notwithstanding any provision of this Section 5 to the contrary, design professionals, as that term is defined in Civil Code Section 2782.8, are required to defend and indemnify City only to the extent permitted by Civil Code Section 2782.8. The term “design professional” as defined in Section 2782.8, is limited to licensed architects, licensed landscape architects, registered professional engineers, professional land surveyors, and the business entities that offer such services in accordance with the applicable provisions of the California Business and Professions Code. This Subsection 5.3 shall only apply to Consultant if Consultant is a “design professional” as that term is defined in Civil Code Section 2782.8.

5.4 Limitation of Indemnification. The provisions of this Section 5 do not apply to claims occurring as a result of City’s sole or active negligence. The provisions of this Section 5 shall not release City from liability arising from gross negligence or willful acts or omissions of City or any and all of its officers, officials, employees, and agents acting in an official capacity.

## **SECTION 6. INDEPENDENT CONTRACTOR.**

At all times during the term of this Agreement, Consultant shall be an independent contractor and shall not be an employee of City. City shall have the right to control Consultant only insofar as the results of the Services rendered pursuant to this Agreement and assignment of personnel pursuant to Subsection 1.3; however, otherwise City shall not have the right to control the means by which Consultant accomplishes the Services rendered pursuant to this Agreement. The personnel performing the Services under this Agreement on behalf of Consultant shall at all times be under Consultant's exclusive direction and control. Consultant shall not at any time or in any manner represent that it is or any of its officers, employees, or agents are in any manner officers, officials, employees, or agents of City. Consultant shall not incur or have the power to incur any debt, obligation, or liability whatever against City, or bind City in any manner. Except for the fees paid to Consultant as provided in this Agreement, City shall not pay salaries, wages, or other compensation to Consultant for performing the Services hereunder for City. City shall not be liable for compensation or indemnification to Consultant for injury or sickness arising out of performing the Services hereunder. Notwithstanding any other City, state, or federal policy, rule, regulation, law, or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing services under this Agreement shall not qualify for or become entitled to any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in the California Public Employees Retirement System ("PERS") as an employee of City and entitlement to any contribution to be paid by City for employer contributions and/or employee contributions for PERS benefits.

## **SECTION 7. LEGAL REQUIREMENTS.**

7.1 Governing Law. The laws of the State of California shall govern this Agreement.

7.2 Compliance with Applicable Laws. Consultant and any subcontractor shall comply with all applicable local, state, and federal laws and regulations applicable to the performance of the work hereunder. Consultant shall not hire or employ any person to perform work within City or allow any person to perform the Services required under this Agreement unless such person is properly documented and legally entitled to be employed within the United States. Consultant acknowledges and agrees that it shall be independently responsible for reviewing the applicable laws and regulations and effectuating compliance with such laws. Consultant shall require the same of all subcontractors.

7.3 Prevailing Wages. Consultant acknowledges and agrees that it shall be independently responsible for reviewing the applicable prevailing wage laws and regulations and effectuating compliance with such laws, including, but not limited to the prevailing wage and related requirements set forth in this Subsection 7.3. Consultant shall bear all risks of payment or non-payment of prevailing wages under California law and/or the implementation of Labor Code Section 1781, as the same may be amended from time to time, and/or any other similar law.

a. Public Work. Consultant hereby expressly acknowledges and agrees that City has never previously affirmatively represented to Consultant, its employees or agents in writing or otherwise that the Services are not a "public work," as defined in Section 1720 of the Labor Code. It is agreed by the Parties that, in connection with the development, construction (as

defined by applicable law) and operation of the Services, including, without limitation, any public work (as defined by applicable law), if any, Consultant shall bear all risks of payment or non-payment of state and/or federal prevailing wages and/or the implementation of Labor Code Sections 1726 and 1781, as the same may be enacted, adopted or amended from time to time, and/or any other provision of law. To the extent applicable, City will enforce all penalties required by law for Consultant's failure to pay prevailing wages.

b. Labor Code of California. The Consultant's attention is directed to Division 2, Part 7, Chapter 1 of the Labor Code of the State of California and especially to Article 2 (Wages); and Article 3 (Working Hours), thereof.

(i) In accordance with Sections 1773 and 1773.2 of the Labor Code, City has found and determined the general prevailing rates of wages in the locality in which the public work is to be performed are those determined by the Director of Industrial Relations and available at <https://www.dir.ca.gov/OPRL/2022-1/PWD/Southern.html>. Copies of the prevailing rates of wages are maintained with City's principal office and are available to any interested party on request. Consultant shall post a copy of the prevailing rate of per diem wages at each job site.

(ii) Consultant is aware of and will comply with the provisions of Labor Code Section 1776, including the keeping of payroll records and furnishing certified copies thereof in accordance with said Section. Pursuant to Labor Code Section 1771.4, Consultant must submit certified payroll records to the Labor Commissioner using the Department of Industrial Relations' electronic certified payroll reporting (eCPR) system.

(iii) Pursuant to Labor Code Section 1810, it is stipulated hereby that eight (8) hours labor constitutes a legal day's work hereunder.

(iv) Pursuant to Labor Code Section 1815, work performed by employees of contractors in excess of eight (8) hours per day, and 40 hours during any one week, shall be permitted upon public work upon compensation for all hours worked in excess of eight (8) hours per day at not less than 1 ½ times the basic rate of pay.

(v) Pursuant to Labor Code Section 1813, it is stipulated hereby that Consultant shall, as a penalty to City, forfeit twenty-five dollars (\$25) for each worker employed in the execution of this Agreement by Consultant or by any subcontractor hereunder for each calendar day during which such worker is required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one (1) calendar week in violation of the provisions of Article 3 (commencing with Section 1810), Chapter 1, Part 7, Division 2 of the Labor Code.

(vi) Consultant is aware of and will comply with the provisions of Labor Code Sections 1777.5 and 1777.6 with respect to the employment of apprentices. Pursuant to Section 1777.5 it is hereby stipulated that Consultant will be responsible for obtaining compliance therewith on the part of any and all sub-consultants or subcontractors employed by Consultant in connection with this Agreement.

(vii) Pursuant to Labor Code Section 1775, it is hereby stipulated that Consultant shall, as a penalty to City, forfeit not more than two-hundred dollars (\$200) for each

calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined by the Director of Industrial Relations for the work or craft in which the worker is employed for the Services by Consultant or any sub-consultant or subcontractor.

c. Bidding Eligibility. Pursuant to Labor Code Section 1771.1, no contractor or subcontractor (or consultant or subconsultant) may be listed on a bid proposal for a public works project unless registered with the Department of Industrial Relations.

d. DIR Monitoring. Pursuant to Labor Code Section 1771.4, Consultant is hereby notified that this project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

e. Indemnification Related to Prevailing Wages. Section 5, Indemnification, specifically encompasses Claims arising from or related to (i) the noncompliance by Consultant or any party performing the Services of any applicable local, state, and/or federal law, including, without limitation, any applicable federal and/or state labor laws (including, without limitation, the requirement to pay state prevailing wages and hire apprentices); (ii) the implementation of Labor Code Sections 1726 and 1781, as the same may be amended from time to time, or any other similar law; and/or (iii) failure by Consultant or any party performing the Services to provide any required disclosure or identification as required by Labor Code Section 1781, as the same may be amended from time to time, and/or any other similar law.

7.4 Licenses and Permits, Fees and Assessments. Consultant represents, warrants, and covenants to City that Consultant and its employees, agents, and any subcontractors have all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required to practice their respective professions, and perform the Services. Consultant represents, warrants, and covenants to City that Consultant and its employees, agents, and subcontractors shall, at their sole cost and expense, keep in effect at all times during the term of this Agreement any licenses, permits, and approvals that are legally required to practice their respective professions, and perform the Services. In addition to the foregoing, Consultant and any subcontractors shall obtain and maintain during the term of this Agreement valid business licenses from City. Consultant shall have the sole obligation to pay for any fees, assessments, and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for Consultant's performance of the Services, and shall indemnify, defend and hold harmless City, its officers, employees or agents of City, against any such fees, assessments, taxes, penalties or interest levied, assessed, or imposed against City hereunder.

7.5 Conflicts of Interest, Political Reform Act. Consultant represents, warrants, and covenants that Consultant presently has no interest, direct or indirect, which would interfere with or impair in any manner or degree the performance of Consultant's obligations and responsibilities under this Agreement. Consultant further agrees that while this Agreement is in effect, Consultant shall not acquire or otherwise obtain any interest, direct or indirect, that would interfere with or impair in any manner or degree the performance of Consultant's obligations and responsibilities under this Agreement. Consultant acknowledges that pursuant to the provisions of the Political Reform Act (Government Code Section 87100 *et seq.*), City may determine the Consultant to be a "consultant" as that term is defined by 2 California Code of Regulations Section 18700.3. In the event City makes such a determination, Consultant agrees to complete and file a "Statement of

Economic Interest” with the City Clerk to disclose such financial interests as required by City. In such event, Consultant further agrees to require any other person doing work under this Agreement to complete and file a “Statement of Economic Interest” to disclose such other person’s financial interests as required by City.

7.6 Annual Appropriation of Funding. In accord with Article 16 Section 18 of the California Constitution, payment of compensation under this Agreement is contingent upon annual appropriation of funds by City for that purpose. Consultant acknowledges and agrees that to the extent that the Services extend beyond one (1) fiscal year, payment for such Services is expressly conditioned on City’s annual appropriation of funds for such Services for each year. If no funds are appropriated then this Agreement shall be terminated. City pledges and agrees to process such appropriation requests annually and in good faith. Nothing in this Subsection shall be construed to limit the right of either Party to terminate this Agreement as provided herein.

## **SECTION 8. TERMINATION AND MODIFICATION.**

8.1 Termination. City may cancel this Agreement at any time and without cause upon written notification to Consultant.

8.2 Termination by Consultant. Consultant may cancel this Agreement upon 30 days’ written notice to City.

8.3 Consequences of Termination. In the event of termination, Consultant shall be entitled to compensation for the Services performed up to the date of termination; City, however, may condition payment of such compensation upon Consultant delivering to City any or all documents, photographs, computer software, video and audio tapes, and other materials provided to Consultant or prepared by or for Consultant or City in connection with this Agreement.

8.4 Extension. City may, in its sole and exclusive discretion, extend the end date of this Agreement beyond that provided for in Subsection 1.1. Any such extension shall require a written amendment to this Agreement, as provided for herein. Consultant understands and agrees that, if City grants such an extension, City shall have no obligation to provide Consultant with compensation beyond the maximum amount provided for in this Agreement. Similarly, unless authorized by the Contract Administrator, City shall have no obligation to reimburse Consultant for any otherwise reimbursable expenses incurred during the extension period.

8.5 Amendments. The Parties may amend this Agreement only by a writing signed by all the Parties.

8.6 Assignment and Subcontracting. City and Consultant recognize and agree that this Agreement contemplates personal performance by Consultant and is based upon a determination of Consultant’s unique personal competence, experience, and specialized personal knowledge. Moreover, a substantial inducement to City for entering into this Agreement was and is the professional reputation and competence of Consultant. Consultant may not assign this Agreement or any interest therein without the prior written approval of the Contract Administrator. Consultant shall not subcontract any portion of the performance contemplated and provided for herein, other than to the subcontractors noted in Consultant’s proposal, without prior written approval of the



Contract Administrator. In the event that key personnel leave Consultant's employ, Consultant shall notify City immediately.

8.7 Survival. All obligations arising prior to the expiration or termination of this Agreement and all provisions of this Agreement allocating liability between City and Consultant shall survive the expiration or termination of this Agreement.

8.8 Options upon Breach by Consultant. If Consultant materially breaches any of the terms of this Agreement, City's remedies shall include, but not be limited to, any or all of the following:

- a. Immediately terminate this Agreement;
- b. Retain the plans, specifications, drawings, reports, design documents, and any other work product prepared by Consultant pursuant to this Agreement;
- c. Retain a different consultant to complete the Services described in Exhibit A; and/or
- d. Charge Consultant the difference between the cost to complete the Services described in Exhibit A that is unfinished at the time of breach and the amount that City would have paid Consultant pursuant to Section 2 if Consultant had completed the Services.

## **SECTION 9. KEEPING AND STATUS OF RECORDS.**

9.1 Records Created as Part of Consultant's Performance. All reports, data, maps, models, charts, studies, surveys, photographs, memoranda, plans, studies, specifications, records, files, or any other documents or materials, in electronic or any other form that Consultant prepares or obtains pursuant to this Agreement and that relate to the matters covered hereunder shall be the property of City. Consultant hereby agrees to deliver those documents to City upon the expiration or termination of this Agreement. It is understood and agreed that the documents and other materials, including but not limited to those described above, prepared pursuant to this Agreement are prepared specifically for City and are not necessarily suitable for any future or other use. Any use of such documents for other projects by City shall be without liability to Consultant. City and Consultant agree that, until final approval by City, all data, plans, specifications, reports, and other documents are confidential and will not be released to third parties without prior written consent of both Parties unless required by law.

9.2 Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for City to copy, use, modify, reuse, or sublicense any and all copyrights, designs, rights of reproduction, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, test data, survey results, models, renderings, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings, digital renderings, or data stored digitally, magnetically, or in any other medium, which are prepared or caused to be prepared by Consultant under this Agreement ("Documents and Data"). Consultant shall require all subcontractors to agree in writing that City is granted a non-exclusive and perpetual license for any Documents and Data the subcontractor prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any

and all Documents and Data. Consultant makes no such representation and warranty in regard to Documents and Data which were prepared by design professionals other than Consultant or 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.

9.3 Consultant's Books and Records. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for the Services or expenditures and disbursements charged to City under this Agreement for a minimum 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 shall be maintained in accordance with generally accepted accounting principles and shall be clearly identified and readily accessible.

9.4 Inspection and Audit of Records. Any records or documents that Subsection 9.3 of this Agreement requires Consultant to maintain shall be made available for inspection, audit, and/or copying at any time during regular business hours, upon oral or written request of City. Under California Government Code Section 8546.7, if the amount of public funds expended under this Agreement exceeds TEN THOUSAND DOLLARS (\$10,000.00), this Agreement shall be subject to the examination and audit of the State Auditor, at the request of City or as part of any audit of City, for a period of three (3) years after final payment under this Agreement.

## **SECTION 10. MISCELLANEOUS PROVISIONS.**

10.1 Attorneys' Fees. If either Party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing Party shall be entitled to reasonable attorneys' fees and expenses including costs, in addition to any other relief to which that Party may be entitled; provided, however, that the attorneys' fees awarded pursuant to this Subsection shall not exceed the hourly rate paid by City for legal services multiplied by the reasonable number of hours spent by the prevailing Party in the conduct of the litigation. The court may set such fees in the same action or in a separate action brought for that purpose.

10.2 Applicable Law, Venue. The laws of the State of California shall govern this Agreement. In the event that either Party brings any action against the other under this Agreement, the Parties agree that trial of such action shall be vested exclusively in Riverside County.

10.3 Severability. If any provision of this Agreement is held invalid, the remainder of this Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

10.4 Section Headings and Subheadings. The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

10.5 No Implied Waiver of Breach. Waiver by any Party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Agreement shall not

constitute a waiver of any other provision or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by City of any work or services by Consultant shall not constitute a waiver of any of the provisions of this Agreement. No delay or omission in the exercise of any right or remedy by a non-defaulting Party on any default shall impair such right or remedy or be construed as a waiver. Any waiver by either Party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

10.6 Successors and Assigns. The provisions of this Agreement shall inure to the benefit of and shall apply to and bind the successors and assigns of the Parties.

10.7 Consultant Representative. All matters under this Agreement shall be handled for Consultant by **Heidi Gibson, Principal** ("Consultant's Representative"). The Consultant's Representative shall have full authority to represent and act on behalf of Consultant for all purposes under this Agreement. The Consultant's Representative shall supervise and direct the Services, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

10.8 City Contract Administration. This Agreement shall be administered by a City employee, **Michael To, Project Manager** ("Contract Administrator"). All correspondence shall be directed to or through the Contract Administrator or his designee. The Contract Administrator shall have the power to act on behalf of City for all purposes under this Agreement. Unless otherwise provided in this Agreement, Consultant shall not accept direction or orders from any person other than the Contract Administrator or his designee.

10.9 Notices. Any written notice to Consultant shall be sent to:

Studio 2G Architects, LLP  
Attn: Heidi Gibson, Principal  
811 Palm St.  
San Luis Obispo, CA 93401

Any written notice to City shall be sent to the Contract Administrator at:

City of Menifee  
29844 Haun Road  
Menifee, CA 92586  
Attn: Michael To, Project Manager

with a copy to:

City Clerk  
City of Menifee  
29844 Haun Road  
Menifee, CA 92586

10.10 Professional Seal. Where applicable in the determination of the Contract Administrator, the first page of a technical report, first page of design specifications, and each page of construction drawings shall be stamped/sealed and signed by the licensed professional responsible for the report/design preparation. The stamp/seal shall be in a block entitled “Seal and Signature of Registered Professional with report/design responsibility,” as in the following example.

Seal and Signature of Registered Professional with report/design responsibility.
---

10.11 Rights and Remedies. Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other Party.

10.12 Integration. This Agreement, including the scope of services attached hereto and incorporated herein as Exhibit A, represents the entire and integrated agreement between City and Consultant and supersedes all prior negotiations, representations, or agreements, either written or oral. The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either Party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

10.13 Counterparts. This Agreement may be executed in multiple counterparts, each of which shall be an original and all of which together shall constitute one agreement.

10.14 Execution of Contract. The persons executing this Agreement on behalf of each of the Parties hereto represent and warrant that (i) such Party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said Party, (iii) by so executing this Agreement, such Party is formally bound to the provisions of this Agreement, and (iv) that entering into this Agreement does not violate any provision of any other agreement to which said Party is bound.

10.15 Nondiscrimination. Consultant covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that in the performance of this Agreement there shall be no discrimination against or segregation of, any person or group of persons on account of any impermissible classification including, but not limited to, race, color, creed, religion, sex, marital status, sexual orientation, national origin, or ancestry.

10.16 No Third Party Beneficiaries. There are no intended third-party beneficiaries under this Agreement and no such other third parties shall have any rights or obligations hereunder.

10.17 Nonliability of City Officers and Employees. No officer, official, employee, agent, representative, or volunteer of City shall be personally liable to Consultant, or any successor in

interest, in the event of any default or breach by City or for any amount which may become due to Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

10.18 No Undue Influence. Consultant declares and warrants that no undue influence or pressure is used against or in concert with any officer or employee of City in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of City shall receive compensation, directly or indirectly, from Consultant, or from any officer, employee, or agent of Consultant, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement.

10.19 No Benefit to Arise to City Employees. No member, officer, or employee of City, or their designees or agents, and no public official who exercises authority over or has responsibilities with respect to this Agreement during his/her tenure or for one (1) year thereafter, shall have any interest, direct or indirect, in any agreement or sub-agreement, or the proceeds thereof, for the Services to be performed under this Agreement.

[Signatures on Following Page]

IN WITNESS WHEREOF, the Parties hereto have executed and entered into this Agreement as of the Effective Date.

**CITY OF MENIFEE**

**CONSULTANT**

\_\_\_\_\_  
Armando G. Villa, City Manager

\_\_\_\_\_  
Heidi Gibson, Partner, Project Architect

Attest:

\_\_\_\_\_  
Stephanie Roseen, Acting City Clerk

\_\_\_\_\_  
Ashley Mayou, Jr Partner, Project Manager

Approved as to Form:

\_\_\_\_\_  
Jeffrey T. Melching, City Attorney

[Note: 2 officer's signatures required if  
Consultant is a corporation, unless provided  
with a certificate of secretary in-lieu]

## **EXHIBIT A**

### **SCOPE OF SERVICES**

Services shall include **CIP 23-13 CHERRY HILLS FACILITY IMPROVEMENTS - PHASE 1 (ARCHITECTURAL, AND ENGINEERING SERVICES)** services in the amount not to exceed **Two Hundred Eighteen Thousand One Hundred Seventy Dollars and Twenty Cents (\$218,170.20)** as further detailed in the following page(s).

**EXHIBIT A.**



## ARCHITECTURAL & ENGINEERING SERVICES FOR CHERRY HILLS CENTER RENOVATION CIP 23-11

CITY OF MENIFEE: REQUEST FOR PROPOSALS (RFP) NO.2024-7  
JANUARY 18TH 2024 | 3:00PM PST

Revised Feb. 20th 2024



studio2Garchitects



## COVER LETTER

studio 2G Architects, LLP.  
811 Palm St. San Luis Obispo, CA 93401  
Est. 2005, Limited Liability Partnership

City of Menifee –  
Finance Department (Purchasing)

ATTN: Jennifer Christofferson, Contracting  
& Purchasing Specialist  
jchristoffersen@cityofmenifee.us

Heidi Gibson, Principal  
805.594.0771 x111  
heidi@studio-2g.com

811 Palm St.  
San Luis Obispo, CA. 93405

Dear Jennifer Christofferson,

On behalf of studio 2G Architects, LLP, I am writing to express our interest and to submit our qualifications to provide **Architecture and Engineering Services for The City of Menifee**. We are certified as Woman Owned Small Business, HUBZone, Small Business (Micro), DBE (Disadvantaged Business Enterprise), and SDVOSB (Service Disabled Veteran Owned Business). studio 2G is familiar with Riverside County, specifically Temecula and Menifee. **We have completed several projects in Temecula and one of our firm's principals spends a quarter of her time at a home office just outside of Menifee as we explore opening up a satellite office in the area.** Our Team is delighted to have the opportunity to present you with our passion, experience, and qualifications for consideration on this essential, phased tenant improvement project for the City of Menifee.

**Our goal with our proposal is to be brief and to convince you that:**

- As a whole, our team has a diverse array of experience in similar project types. studio 2G is very familiar with this project type and has done numerous office renovations of different sizes and scopes.
- Our Team's internal process combines creativity, innovation, and practicality. You will find that our team's full-service approach will enable us to deliver to you well thought out solutions and projects on time. In addition, we have all worked together as a Team, on numerous projects.
- Finally, our project experience with Civic and Federal agencies regarding long term maintenance, ADA upgrades, experience with the 21st Century Workplace and following standardization requirements make us a great fit for your project.

**The following lays out our understanding what the project is trying to achieve:**

- Phase one of the 9,000 square feet project involves a 2,500 square feet change of use renovation, transitioning the current banking space into an open office space.

- This encompasses renovations to the existing lobby, enhancements to current finishes, restroom modifications to accommodate a single-use ADA, communication and telecommunication planning, and the division of an existing office into two separate offices.
- The primary objective is to create a simple, contemporary, maintenance free setting representative of the City of Menifee, characterized by an open office layout and furnished with standing workstations.

**In addition, to address the requirements as needed, listed in the RFP:**

- studio 2G architects is a limited liability partnership, started in 2005, and is made up of four licensed architects and a licensed interior designer along with a staff of 7 (Job Captains, Arch Associates, CAD specialists and Administrative). For the last five years, our staff has varied by no more than 1 person.
- Contact information:
  - Heidi Gibson, Partner - Project Architect and authorized person for this proposal
  - studio 2G Architects, LLP
  - 811 Palm St, San Luis Obispo, CA 93401
- It is understood that this proposal will be considered public information, once awarded to a Team.
- The quote provided to support this proposal remains valid for a period of at least ninety (90) days.
- It is noted that three (3) Addendas were issued via the Public Purchase Portal; Addendum 1 on 12/21/2023, Addendum 2 on 12/21/2023, and Addendum 3 on 1/11/2024.

We have further outlined our qualifications in the following pages. We appreciate your time and consideration and look forward to the opportunity to work with you.

Upon signing this request for proposal (RFP), I acknowledge that I, as an Architect, must adhere to the provisions described in the RFP and must follow a commitment to enter into a binding contract.



Heidi Gibson | Principal Architect, LEED, BD+C, AIA | studio 2G Architects, LLP.



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Shale Oak Winery  
studio 2G Architects, LLP  
Completed 2011

## QUALIFICATIONS

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## Qualifications of the Firm

studio 2G Architects, LLP. proudly presents a highly qualified internal team. With a rich history of providing comprehensive architectural services, including:

Planning / Feasibility Studies

Interior Design

Project Management

Construction Administration

BIM / CAD Documentation

Architectural Services

Comprising four licensed architects and an additional eight dedicated employees, studio 2G boasts a wealth of experience in **construction renovation, ADA compliance, security, tenant improvements, and workplace interiors**. Our proven track record in delivering exceptional results aligns seamlessly with the intricacies of the engagement.

SDVOSB | DVBE | DBE | WOSB | WBE | SB (micro) | HUBZone

## Teaming Partners

In addition to our internal team, **we have strategically partnered with a select group of external experts to further enhance our capabilities**. Principal Architect Heidi Gibson of studio 2G Architects has established collaborative relationships with BMA Mechanical+ (BMA+), Sierra West Group (Sierra West), ISE Structural Engineering (ISE), and ARB Electrical Engineering (ARB), demonstrating a history of successful teaming on various projects across California.

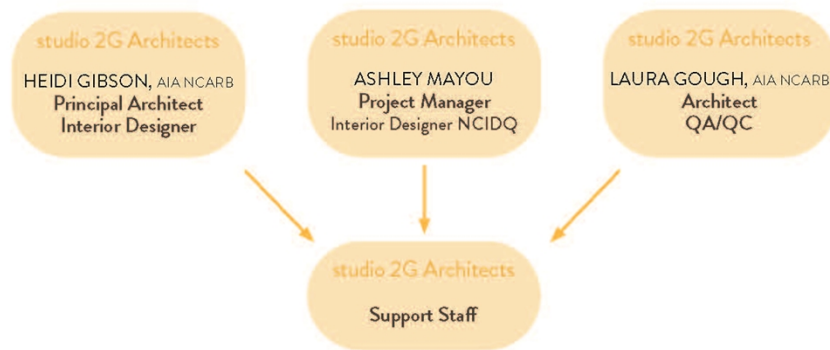


ISE Structural Engineering	Structural Engineering
ARB Electrical Engineering	Electrical Engineering
BMA Mechanical+	Mechanical Engineering and Fire Protection
M. Fiske Co.	Civil Engineering
Sierra West Consulting Group	Cost Estimating

Our collaborative approach, combined with the specialized skills of both our internal and external teams, positions studio 2G Architects as an ideal partner for this project. We are committed to delivering excellence and meeting the unique requirements outlined in the proposed bid, ensuring a successful and mutually beneficial partnership.

## Qualifications of Key Personnel

*Founded in 2005, studio 2G Architects, LLP, stands as an award-winning Architectural + Interiors firm with its roots embedded in central California's San Luis Obispo. The firm has made significant strides in public, commercial, hospitality, and residential design. Known for its hands-on, personal approach and expertise in sustainability, studio 2G has become a regional leader. With seven business certifications, including Service Disabled Veteran Owned Small Business and Woman Owned Small Business, the firm has a unique capacity to cater to local, state, and regional clients, servicing both public and private sectors.*



### Management Structure

Led by two founding partners, Heidi Gibson and Laura Gough, studio 2G Architects operates as a partnership. In the past year, the firm has instituted a partnership track program for employees, exemplified by Ashley Mayou, who is progressing through the program – exemplifying our commitment to internal growth. The organizational framework is composed of three partners and nine employees, each playing integral roles that contribute to the overall synergy and success of studio 2G Architects. studio 2G's management plan will be expanded upon under "Proposed Project Approach", starting on page 26.

### Support Staff

studio 2G's support staff is made up of Project Managers, Job Captains, Jr. Job Captains, Arch Associates, Intern/CAD Managers, a licensed Interior Designer, and office operational roles. At studio 2G, each member plays a vital role in achieving the team's goals. Each person's unique skills and abilities are recognized and utilized. Clear communication, shared perspectives, respect for diversity, trust, and support are necessary ingredients for creating a good team that is productive, innovative, and successful. With these elements in place, there is no limit to what our team can achieve.

## Qualifications of Key Personnel CONT.

### Team Dynamics

Early in a project's life-cycle, assembling a robust project team is crucial. Our integrated project delivery approach ensures seamless coordination from concept to completion. This comprehensive strategy aims to foster collaboration, streamline communication, and optimize efficiency among team members, ultimately contributing to the overall success and timely delivery of the project. By emphasizing a cohesive and integrated approach from the outset, we lay the foundation for a well-coordinated and successful project execution.

### External Team Collaboration

Heidi Gibson, Principal Architect at studio 2G Architects (studio 2G), has worked closely with BMA Mechanical+ (BMA+) and Sierra West Group (Sierra West) on several projects throughout California together for over 15 years. In the past, ISE Engineering (ISE) and ARB Electrical (ARB) demonstrated strong collaboration as effective teaming partners on a prominent winery project in Temecula. This experience has inspired us to engage their firms as integral members of the project team.

### Office Locations

studio 2G has strategically positioned its office central to California in San Luis Obispo and we are actively strategizing to open a secondary location in Temecula. ARB Electrical Engineers and ISE Structural Engineering are both located within 50 miles of the proposed project site.

*In essence, studio 2G not only brings architectural prowess to its projects but also showcases a dynamic management structure, a strategic regional presence, and a commitment to fostering a collaborative and innovative work environment.*

*The following pages contain an full team organizational chart as well as all resumes for Key Personnel to include requested references.*

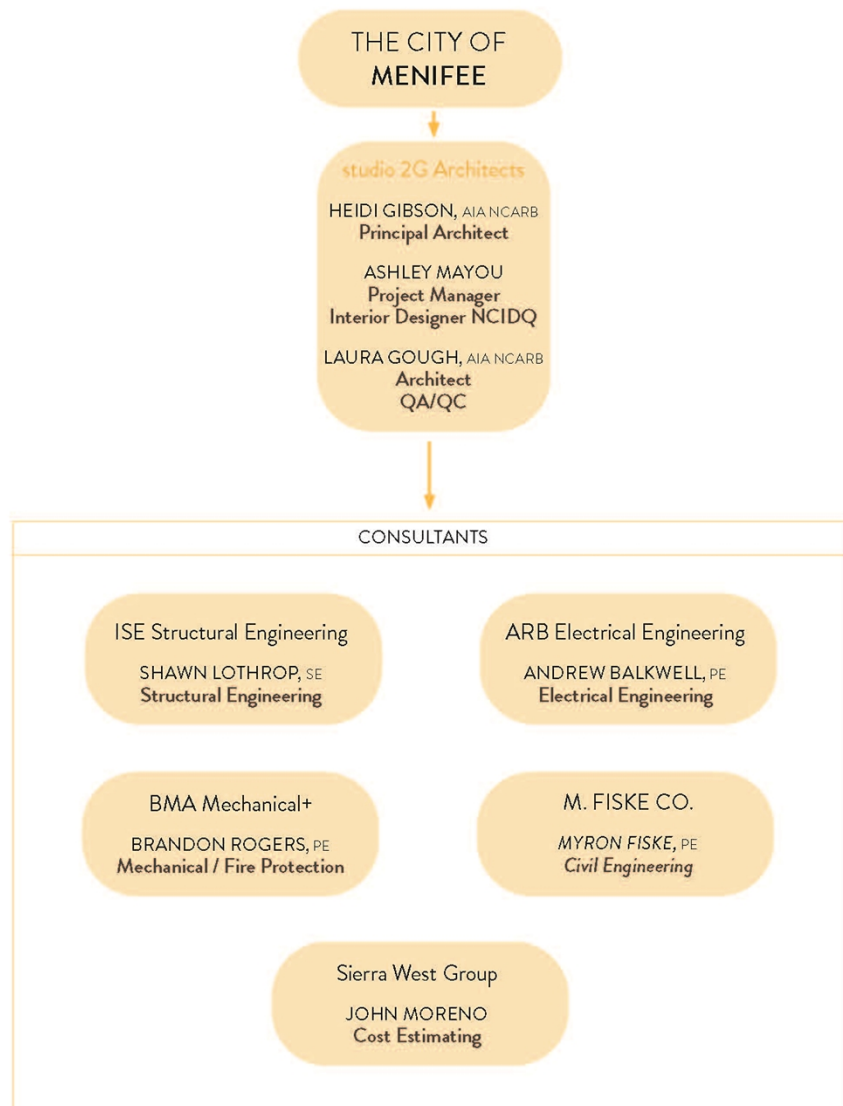


- studio 2G Architects
- ISE Structural Engineering
- ARB Electrical Engineering
- BMA Mechanical+
- M. Fiske Co.
- Sierra West Consulting Group

## Organizational Chart

*As noted in earlier pages the team is made up of; studio 2G Architects as Prime and Interiors, ISE Structural Engineering as Structural, ISE Electrical Engineering as Electrical, BMA Mechanical + as Mechanical and Fire Protection, and finally Sierra West Group as the Cost Estimators.*

*See below for the team's over all organization.*







## Heidi Gibson, AIA, NCARB

Principal, studio 2G Architects | Architect | 19+ with studio 2G | 29+ yrs of experience



Architect, AIA, **LEED AP BD+C** certified, Heidi Gibson will be the Project Architect for this contract. Gibson has several years of experience working with government clients. Gibson is most recently the Person In Charge overseeing two Indefinite Delivery Indefinite Quantity (IDIQ) contracts with the General Services Administration (GSA). Gibson has extensive knowledge in dealing with the entitlement process; getting projects through CEQA and local jurisdictional zoning codes on various comprehensive private projects. Gibson has received a reputation in the industry for going beyond the status quo. Gibson strives to take clients on a journey by giving them insights on how their project can create a healthy environment, conserve resources, and be dramatically unique. Gibson's projects have been awarded numerous awards from the AIA and local award platforms. studio 2G has been working to build their presence in Riverside County and Gibson has been heading up this effort. We have several current projects in Temecula. Gibson is also the Project Architect on our current project with the City of San Luis Obispo on their 7,500SF Tenant Improvement for their finance and IT departments.

### Select Experience

**USDA-OIG Dellums Federal Building, Tenant Improvement; GSA and the USDA Office of the Inspector General | Oakland, CA**

Acting as the Project Architect for this Design-Bid-Build tenant improvement of 7,500 SF of the 15th floor of the Dellums Federal Building to include new private offices, open office workstations, conference rooms, break room, IT and storage rooms.

**HHS San Francisco Federal Building, Tenant Improvement; GSA and the Department Health and Human Services | San Francisco, CA**

Acting as the Project Architect for this 56,000 SF tenant improvement which encompasses 5 floors of the San Francisco Federal Building to consolidate the HHS offices and create more shared working space. Schematic Design came in at \$13.5M

**Dellums Federal Building Corridor Improvement; CIC Builder | Oakland, CA**

Acted as the Project Architect for this 3,500 SF Design-Build project. The project goal was to create more security on one of the floors of this building by creating a "public" corridor using 3,426 SF of the floor space.

**Corona Alpha; USACE | Corona, CA**

Acting as Project Architect for this 2,500 SF tenant improvement to create a Sensitive Compartmented Information Facility (SCIF) in an existing facility for the Department of Navy Weapons Testing and Evaluation Facility. Work includes Architecture, Interior Design, Construction Administration.

### Education

**Bachelor of Architecture**

California Polytechnic University San Luis Obispo, CA

**Associate of Arts Degree in Interior Design**  
Fashion Institute of Design and Merchandising, Los Angeles

### Registration, Accreditations, Affiliations

American Institute of Architects Central Coast Chapter

Past President (2010-2013)

CA Director (2014-2016)

US Green Building Council

Member of the National Council of Architect Registration Board

California Air Guard, Retired Lieutenant Colonel

Licensed Architect

California Architects Board, C 27830

### References

**Neil Cassidy, CFO**

DAOV Vineyards  
805.226.5460  
neil@daouvineyards.com

**Ninive Parga, Project Manager**

BF Generations Group  
949.531.0337  
ninivep@bfgenerations.com



## Ashley Mayou,

Architect, studio 2G Architects | Project Manager | 5+ with studio 2G | 8+ yrs of experience



Architect, Ashley Mayou, will act as the Project Manager for this project. Mayou has received a reputation in the industry for being a swift communicator and providing thorough coordination of the design team documents throughout a project. Mayou is experienced in working with both private and public / government clients including work with the City of Oxnard on the Oxnard Transit Center Improvements as well as working with the General Services Administration (GSA), Vandenberg Space Force Base (Vandenberg SFB), the University of California Santa Cruz (UCSC), United States Department of Agriculture (USDA) and the Department of Health and Human Services (HHS) on various projects. Currently Project Manager and Interior Designer on active projects with the County of Santa Barbara and the City of San Luis Obispo as respective clients. Both projects are remodels/tenant improvements and have accessibility upgrade components.

### Select Experience

**USDA-OIG Dellums Federal Building,  
Tenant Improvement; GSA and the  
USDA Office of the Inspector General |  
Oakland, CA**

Acted as the Project Manager for this Design-Bid-Build tenant improvement of 7,500 SF of the 15th floor of the Dellums Federal Building to include new private offices, open office workstations, conference rooms, break room, IT, and storage rooms. This project had special security and sound requirements due to the high-security nature of their work. Worked with two Departments from USDA-OIG that shared this suite. Both departments needed to be taken into consideration regarding different physical security, sound, space and equipment requirements. The emphasis for this project was on shared access to natural daylight, biophilia, and a 21st-century workplace layout with flexibility.

**Dellums Federal Building Corridor  
Improvement; CIC Builder | Oakland, CA**  
Acted as the Project Manager for this 3,500 SF Design-Build project. The project goal was to create more security on one of the floors of this building by creating a "public" corridor using 3,426 square feet

of floor space. Care was taken to make sure any items, such as doors, that could be reused were in order to keep costs low and ensure consistency with the rest of the building.

**HHS San Francisco Federal Building,  
Tenant Improvement; GSA and the  
Department Health and Human Services |  
San Francisco, CA**

Acted as the Project Manager for this Design-Bid-Build project. Tenant improvement of 4 floors of the San Francisco Federal Building to consolidate the HHS offices and create more shared working space. This tenant improvement included 12 departments from the Health and Human Services, including multiple spaces that had shared collaboration spaces, or suites that were shared. This project started in the programming phase. The goal was to move as many closed offices off of the window wall as possible to allow more daylight to the open office. We also worked with HHS to coordinate the space requirements needed for each department.

**Oxnard Transit Center, Interior Remodel;  
City of Oxnard | Oxnard, CA**  
Acting as the Project Manager for this 7,000 SF Design-Bid-Build Project. Design

options for the interior remodel of the interior public spaces at the Oxnard Transit Center to include new flooring, furniture, paint, wall tiles, ceiling tiles, and lighting. Designed a low budget and high-budget options that could be mixed and matched to meet the client's design, space, and budget needs. Includes ADA upgrades for the bathrooms, signage, staircases, and paths of travel.

### Education

**Bachelor of Architecture**  
California Polytechnic University San Luis Obispo, CA

### Registration, Accreditations, Affiliations

San Luis Obispo Architectural Review  
Commission  
Chair / Commissioner

Licensed Architect  
California Architects Board, C 39203

Licensed Interior Designer  
NCIDQ #421364

### References

**Tuan Pham, Project Manager**  
CIC Builder  
888.242.4664  
tuan@cicbuilder.com

**Ann Server, Project Manager**  
Wallace Group  
805.544.4011  
anns@wallacegroup.us



## Laura Gough, AIA, NCARB

Principal, studio 2G Architects | Architect | 19+ with studio 2G | 29+ yrs of experience



QA/QC Architect and one of the founders of studio 2G Architects, Gough is a member of the American Institute of Architects and is LEED AP BD+C certified. Since the inception of the firm, she has worked to build studio 2G Architect's reputation as not only a creative firm, dedicated to sustainability, but has also emphasized the need to be responsive and solution oriented in her every day practice. Her role in the firm is meeting with clients, managing the business, managing design and conceptual development along with preparing construction drawings and providing QA/QC. Her project experience comprises multiple renovations and refreshes for private clients, educational and public entities in addition to new construction.

### Select Experience

**Mission San Luis Obispo de Tolosa-  
Administrative Office Renovation; Arch  
Diocese of Monterey | San Luis Obispo,  
CA**

Acting as the Project Architect for this 6,600.00 SF Renovation. Project management, design, consultant coordination, interior design, construction administration services for an interior tenant improvement/ refresh. In addition, new mechanical, lighting, electrical, plumbing, equipment and ADA upgrades were provided.

**Oxnard Transit Center, Interior Remodel;  
City of Oxnard | Oxnard, CA**

Acting as the Project Architect for their Design-Bid-Build Project. Design options for the interior remodel of the interior public spaces at the Oxnard Transit Center including new flooring, furniture, paint, wall tiles, ceiling tiles and lighting. Designed a low budget and high budget options that could be mixed and matched to meet the clients design, space and budget needs.

**Mission San Luis Obispo Parish Hall  
Renovation; Arch Diocese of Monterey |  
San Luis Obispo, CA**

Acting as the Project Architect for this 4,500 SF renovation. This was a refresh of an existing parish hall. In addition to all new finishes and furnishings, electrical, plumbing and mechanical systems were upgraded, along with ADA upgrades. The project had to be processed through the city's historical committee.

**UCSC Employee Housing Improvements;  
University of California at Santa Cruz |  
Santa Cruz, CA**

Acting as the Project Manager for this Design-Bid-Build project. An ongoing project for the University of California, Santa Cruz facilities department; which manages and constructs housing on campus which are made available to staff members. Studio 2G helps the university facilities director by developing construction drawings for remodels/modernizations that go out to public bid. Largely focused on interiors, this on-going project provides studio 2G with experience working within the higher education sector.

### Education

**Bachelor of Architecture**

California Polytechnic University San Luis Obispo, CA

### Registration, Accreditations, Affiliations

Board Member of the American Institute of Architects Central Coast Chapter  
Past Secretary (2010-2013)

US Green Building Council

Licensed Architect  
California Architects Board, C 27829

### References

**Erich Schaefer**

Schaefer Custom Homes  
805.460.9949  
erich@ESCustomHomes.com

**Pam Jardini**

Planning Solutions  
805.801.0453  
pam@planningsolutions.us





## STRUCTURAL ENGINEERS



### Shawn Lothrop, PE, SE

*CEO and Principal Structural Engineer*

As CEO, Co-Owner, Principal and Structural Engineer of Record on many ISE projects, Shawn plays an integral role in developing and maintaining the company's presence as a trusted industry trade partner. He has over 20 years of successful structural design experience. He has designed with most material types including sustainable LEED rated products and is a respected expert in the industry. Shawn is an expert in true "value engineering" and having the foresight to detect potential construction conflicts ahead of time has given our clients a greater sense of confidence in our services. Shawn's broad project experience includes educational buildings, hospitality, civic buildings, parking structures, multifamily, foundation/building retrofit, and more.

#### EDUCATION

- B.S., Civil Engineering with Structural Emphasis, Cal State Long Beach

#### LICENSURE

- CA Licensed Professional Structural Engineer, License #S5627
- CA Licensed Professional Civil Engineer, License #C66069

#### RELEVANT EXPERIENCE

- Desert Hot Springs City Hall and Council Chambers | Structural PIC | Desert Hot Springs, CA
- Apple Valley Public Works Facility | Structural PIC | Apple Valley, CA
- City of Riverside - Hunt Park Community Center | Structural PIC | Riverside, CA
- City of Redlands Data Center | Structural PIC | Redlands, CA
- Pullman Lofts | Structural PIC | Santa Rosa, CA
- The Grove Senior Housing | Structural PIC | Vista, CA

#### REFERENCES

- STK Architecture, Inc.

Contact Person: Tony Finaldi | TFinaldi@STKinc.com | 951.296.9110  
42095 Zevo Drive, Suite A15, Temecula, CA 92590

- PBLA Engineering

Contact Person: Jeff Scott | JScott@PBLA.biz | 888-714-9642  
1481 Ford St, Suite 201, Redlands, CA 92373

**ANDREW BALKWELL, PE****Electrical Engineer**

Andrew has more than 18 years of management, engineering and consulting experience in the global IT, power and energy industry. He has provided a broad range of technical, commercial and strategic designs encompassing most industry processes, including the feasibility, assessment, design, development and implementation of various types of IT, power, generation and energy projects with assets in the range of \$1-500 million.

His primary areas of power industry expertise include: Residential and commercial electrical design, airport design, IT, power engineering, lighting, clean energy, distributed resources, owner representation, due diligence/feasibility, project development, techno-economic review and project management.

Client profiles include; large commercial, residential and industrial energy end-users, project developers, independent power producers, residential, commercial, adaptive reuse, education, aviation, municipal utilities and hospitality projects.

**Representative Project Experience****17<sup>th</sup> Central, Sacramento, CA**

Electrical Engineer of Record for 8 story, 111 unit all electric building in Sacramento California.

**Los Patios – Mixed Use, Barro Logan San Diego, CA**

Electrical Engineer of Record for 4 story, 22 unit all electric building in San Diego California.

**Kamehameha Highway & Railway Project, Oahu, HI**

Electrical Engineer of Record for Existing Utility Infrastructure relocates and new transportation related underground Utilities.

**George Bush International Airport (IAH), Houston, TX**

Mickey Leland International Terminal (MLIT) 2014 – Electrical and IT Engineer of Record for the planning of a new 720,000sf, two pier terminal, which included all associated landside, airside and terminal interior design considerations. Managed a team of sub-consultants that provided power and IT planning for; apron and gate services, baggage processing systems, ticketing (CUTE), TSA security screening checkpoint, concessions, and all other airline and airport functions. This terminal construction project was completed in 2019.

**Kansas City International Airport (KCI), Kansas City, MO**

South Terminal Development Plan 2014 – Electrical Discipline manager for the planning of a new 37 gate, 1 million sf, terminal, Central Utility Plant, Police Station, Airport Communications Center and Data Center, which included all associated landside, airside and terminal interior design considerations. Managed a team of sub-consultants that provided

**ANDREW BALKWELL, PE****Firm**

ARB Electrical Inc.

**Residence City/Location**

San Clemente, California

**Education**

MBA/2008/Chapman University

BS/2004/Electrical & Biomedical,  
California State University Long Beach

Continuing Education Courses/Lighting  
Design, Title 24 Building Application,  
Sustainable Electrical Design Options,  
Leadership in Energy and Environmental  
Design (LEED)/ University of California,  
Los Angeles

**Registration**

2008/Professional (Electrical) Engineer/  
CA #18563



power and IT planning for; apron and gate services, baggage processing systems, ticketing (CUTE), TSA security screening checkpoint, concessions, and all other airline and airport functions.

ANDREW BALKWELL, PE

Los Angeles International Airport (LAX), Los Angeles, CA

CUP Planning – Sr. Electrical Engineer, assisted in the study and preliminary design assessing the replacement of the existing LAX CTA CUP facility. This effort included, but was not limited to, existing electrical primary power cut over plans, permanent electrical build out feasibility studies and design. This \$500 million project was completed in 2013.

San Diego International Airport (SAN), San Diego, CA

West Apron and Terminal Expansion–Engineer of record, responsible for managing the generation of a full set of working drawings and construction administration relating to the \$1 Billion expansion of Terminal T2W, and the adjacent RON Apron area. The project included coordination with the adjacent port and port authority, which, due to the marine environment and a water table less than 10 feet below the finish grade, resulted in numerous design precautions taken to avoid water damage to proposed utilities and facilities, and seepage into underground structures. The Green Build created 1,000 jobs at peak construction. It opened for business on August 13, 2013.

References For Commercial Project Experience

- NAVY TI – Wilshire Federal Building – Los Angeles, CA  
Scope of work: 3060SF TI for the US NAVY in the General Services Administration Public Building located at 11000 Wilshire Blvd., included lighting, power and low voltage coordination with access control systems, and IT.  
Client – Cindy Fleming - Phone 949-276-7001  
Email: [cfleming@flemingalliance.com](mailto:cfleming@flemingalliance.com)
- City of San Jacinto Corp. Building – San Jacinto, CA  
Scope of work: 4000SF TI for the City of San Jacinto in the General Services Building located at 270 Bissell Place., included lighting, power and low voltage coordination with access control systems, and IT.  
Client - Herron+Rumansoff Architects, Inc./Tawnma McMacken  
Phone 951-652-4431  
Email: [info@herronrumansoff.com](mailto:info@herronrumansoff.com)



**Education**

*B.S. Mechanical Engineering  
California Polytechnic University,  
San Luis Obispo*

**Licenses and Certifications**

*M33682 | State of California  
Licensed Professional Mechanical  
Engineer*

*ASHRAE Certified BCxP – Building  
Commissioning Provider*

*Building Commissioning Association  
- Corporate Member -*

**Professional Organizations**

*ASHRAE Member  
ASPE Member  
NFPA Member  
USGBC Member*

**18 years industry experience**

**Areas of Expertise:**

*Mechanical  
Plumbing  
Fire Sprinkler  
Energy Modeling & Compliance  
Commissioning  
Consulting*

**BRANDON RODGERS, P.E.**

Managing Principal Engineer | President

[brandonr@bmaslo.com](mailto:brandonr@bmaslo.com)

805-548-1443

Brandon is the President and Principal Engineer at BMA and he is responsible for leading a multi-talented and diverse engineering team whose collective expertise and consistency has built enduring connections across the architecture/engineering/construction community for the last 34 years of BMA's existence. Brandon's project experience encompasses nearly all construction market verticals from healthcare to hospitality, multi-family housing to public safety centers, and everything in between. An open-minded perspective that is rooted in the experience of 18 years of practice, and over 5,500 completed projects with hundreds of different clients is at the core of Brandon's engineering ethos.

BMA's project specific areas of expertise include: *Mechanical (HVAC) and Plumbing Systems Design, Energy Analysis/Consulting/Compliance, Building Systems Commissioning, Fire Sprinkler Systems Design*

**RELEVANT EXPERIENCE:*****General "On-Call" Engagements:***

- City of SLO, On-Call MEOR (prime)
- Cal Poly San Luis Obispo, On-Call MEOR (prime)
- City of Oxnard, On-Call MEOR (team)
- City of SLO EOC HVAC System Replacement
- City of SLO City Hall Chilled Water Plant Upgrade
- Santa Clara County Fire Dept. HQ Facility Evaluation & Programming
- Santa Maria Police Department Dispatch Dept.
- Santa Barbara County CEO Office Remodel Evaluation & Programming
- Santa Barbara County, Betteravia Building C Remodel

***City and County Facilities:***

- Santa Barbara County, New Probation Headquarters Building
- County of SLO, Los Osos Waste Water Treatment Facility
- County of SLO, Lopez Lake Water Treatment Plant CO<sub>2</sub> Injection system
- Santa Barbara County Regional Fire Communications Facility
- County of Tulare, Administration Building Remodel
- Santa Barbara County, Santa Maria Police Dept. Co-located Backup Dispatch Facility
- County of SLO, Fire & Sheriff Co-located Dispatch & EOC Bridging Documents

**Mechanical, Energy, Plumbing, Commissioning, Fire Sprinkler | Connect at [BMASLO.com](http://BMASLO.com)**

**- Comfortable Everywhere -**

# Myron A. Fikse, P.E.

PO Box 891719 Temecula, CA 92589 • 951.505.3022 • mfikse@mfikseco.com

## Summary

- High performing professional with expertise in design, construction, operation and maintenance of highly complex infrastructure
- Experienced in team motivation towards achieving both project completion and professional development of staff
- Skilled strategist who can develop long term strategic plans and mission values while still able to break those goals into workable solutions and benchmark performances.
- Advocate of continuous professional growth

## Experience

### M. Fikse Company

#### Principal

**Nov 2019 – Present**

M. Fikse Company provides Design, Project Management and Construction Management Services to both private and public clients. Clients include Webcor Builders, KB Home, DR Horton, etc. Projects include Next Century Plaza in Century City, various single family developments throughout Southern and Central California as well as Wineries in the Temecula Wine Country.

### City of Menifee

#### Senior Engineer of Land Development

**May 2018 – Nov 2019**

With over 100 active land development projects, The City of Menifee is one of the fastest growing cities in Riverside County. Current Land Development Engineering staff ensure long term General Plan goals and policies are reflected on everything from large industrial centers to community Master Plans for thousands of homes. Engineering staff examine and interpret at all CEQA and issues pertaining to Wildlife Agencies, Water Quality Agencies, as well as lending technical expertise to solve cultural issues as well. Joined to develop a small land development engineering section into a fully staffed division.

- Supervise and lead consultant teams of professionals to review and critique: CEQA/NEPA documentation, Technical Studies and reports as well as Preliminary and Final Design Documents for all land development projects within the city limits.
- Serve as Project Manager for City on land development projects to insure complete and timely deliverables to Planning Commission and City Council
- Ensure all development is properly bonded and secured as to ensure complete construction of critical infrastructure
- Streamline and increase effectiveness of departmental performance.
- Implemented RFPs and RFQs for On Call Professional Services
- Lead and Motivate teams to keep tight deadlines and project deliverables.
- Constantly look at long term goals (General Plan, City Ordinances, City and Departmental Standards) for opportunities to focus and update for changing regulations.

Notable Projects: Menifee Town Center, Centennial by Pardee Homes, Heritage Lakes, Mill Creek, Minor Ranch, Talavera, Underwood, Heritage Lakes



**Eastern Municipal Water District****Civil Associate/ Engineer (Promotion)****October 2013 – May 2018**

Eastern Municipal Water District (EMWD) provides water, wastewater, and recycled water services to its constituents over nearly 600 square miles. Current facilities include over 84 pump stations, 24 wells, two microfiltration facilities, two desalination facilities, and four wastewater treatment facilities. EMWD is a zero-discharge water district utilizing 100 percent of the recycled water produced. EMWD also utilizes 1.5 MW of fuel cell and 5 MW of solar power generation.

- Serve as technical advisor to both operations and maintenance managers
- Serve as representative of operations and maintenance managers in design meetings
- Developed and maintained budgets, including Operations Fixed Assets, utility usage and forecasting as well as power generation performance credits.
- Foster professional relationships with contractors and outside vendors to ensure fair competition in bidding of district maintenance projects
- Manage maintenance and performance guarantees on district power generation facilities including fuel cells
- Motivate and lead mixed teams of district staff and contractors to complete technical maintenance projects on water and wastewater facilities
  - o Design of underground utilities per APWA, CBC, NEC, and District Standards
  - o Design on water and wastewater treatment facilities per CBC, NEC, NFPA, California Department of Public Health Standards, and District Standards
    - Microfiltration /Desalination
    - Biological treatment
  - o Commissioning and functional testing of power generation facilities including internal combustion, solar, and fuel cell technologies
- Life Cycle analysis and conceptual design of major upgrades or changes on water and wastewater facilities
- Development of software to manage supply and demand on recycled water distribution system
- Design review of infrastructure improvement and expansions for CBC, NEC, NFPA and AWWA code compliance and end user serviceability
  - o Hazardous chemical storage and injection systems
  - o Biological and chemical treatment facilities
  - o Microfiltration and reverse osmosis facilities

**Notable Projects:**

Fuel Cell 5-Year performance Audit, Recycled Water Demand Management Program, Pump Efficiency Testing Program, PVRWRF Biofiltration Rehabilitation, TVRWRF Primary Clarifier Covers, IOC Remodel, MVRWRF Solar Integration with Fuel Cell Generation, Solar Program Annual Audit and Maintenance Agreements

**Lake Hemet Municipal Water District – Engineering Technician****May 2012 – October 2013**

Lake Hemet Municipal Water District (LHMWD) services 14,500 residential, commercial, and agricultural users over 26 square miles. Founded in 1891, LHMWD delivers water through groundwater wells, tanks, and pipelines. Uniquely, LHMWD still utilized the original masonry dam as well as several miles of open channel flume to deliver mountain water to citrus groves in the foothills.

- Design of underground infrastructure, pump stations, wells, and miscellaneous drinking water infrastructure
  - Pipelines, wells, and pump stations per AWWA, LHMWD, and California Department of Public Health Standards
  - SCADA design per NEC standards including digital and analog measuring devices, PLC's and monitoring software for both open channel systems and pressurized water systems
  - Electrical ladder diagram design for municipal facilities per NEC
  - o Design review of new developments to insure NFPA, LHMWD, and AWWA compliance

## Education

University of Nevada, Las Vegas

May 2012

Bachelors of Science, Civil Engineering

- First Place Senior Design Award for Design of Anaerobic Digestion facility on a 130 Million gallon per day wastewater treatment plant
- Designer and Coordinator of Surveying competition for the Pacific Southwest Regional Conference of the American Society of Civil Engineers 2008

## Certifications

Registered Professional Engineer – State of California

June 2016

## References




- o Jon Dotinga, Water Operations Manager, EMWD – (951) 528-3777
- o Craig Carlson, Building Official, City of Menifee – (951) 672-6777



## JOHN L. MORENO

CHIEF ESTIMATOR, VICE PRESIDENT

### CONTACT

-  (916) 925.4000
-  jlmoreno@sierrawestgroup.com
-  9700 Business Park Drive #102  
Sacramento, CA 95827

### EDUCATION

- AA-Construction- Butte Community College, Chico, CA
- RS Means- Electrical Estimating
- RS Means- Mechanical Estimating
- CSUS & ARC-Estimating &

### AFFILIATIONS

Association of Professional Estimators- (ASPE)  
Construction Specifications Institute- (CSI)  
Association of General Contractors- (AGC)

CITY OF MENIFEE: CHERRY HILL CENTER



**Sierra West Group**  
CONSTRUCTION CONSULTANTS

### PROFILE

Mr. Moreno offers a diverse range of construction expertise. He brings with him over 26 years of experience in construction and estimating. Specializing in mechanical and electrical work, his participation ranges from the conceptual planning phase through design and final construction. With an extensive knowledge base, Mr. Moreno has a proven record and is known for his ability to work with clients to produce quality results.

### PROJECT ROLE

John Moreno leads the cost estimating efforts for Sierra West Consulting Group, Inc. He works closely with the entire team through each phase of the project to provide a series of successively refined estimates as the project scope is clarified to assure that the project remains within the budget parameters.

### RELEVANT EXPERIENCE

- Citrus Heights Admin Bldg. Expansion, Citrus Heights, CA
- City of Sacramento North Corporation Yard, Sacramento, CA
- CALSTRS Office Building Tenant Improvements, West Sacramento, CA
- Great Park Admin Building, Irvine, CA
- Centralized Services Center City of Pomona, Pomona, CA
- Chico USD- District Office & Maintenance Facilities Tenant Improvements, Chico, CA
- City Clerk's Office & Main Reception Desk Tenant Improvements, Sacramento, CA
- Lammersville USD-District Office Expansion, Tracy, CA
- City of Elk Grove Cosumnes CSD-New Admin Building, Elk Grove, CA
- City of Hanford Police Department Remodel, Hanford, CA
- City of Lincoln-Lincoln Civic Auditorium Re Roof & HVAC, Lincoln, CA
- City of South Lake Tahoe-City Hall, South Lake Tahoe, CA
- Cornerstone Bank Remodel & Addition, Redding, CA
- DJUSD- District Offices ADA Renovations, Davis, CA
- DMV Annex Remodel/Seismic Upgrades, Sacramento, CA
- El Dorado County Health and Human Services Agency, Placerville, CA
- Elk Grove City Hall Office Addition, Elk Grove, CA
- Elk Grove Water District Meeting Building, Elk Grove, CA
- Galt City Hall Renovation, Galt, CA

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Peterbilt Central Coast  
studio 2G Architects, LLP.  
Under Construction

PROJECT APPROACH

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## Proposed Project Approach

Ashley Mayou will be the Project Manager with Heidi Gibson, the Project Architect. And Laura Gough, Architect, providing the Quality Assurance/Quality Control. In addition, we will have one Job Captain and one CAD Specialist, assisting with the project. The studio 2G and Consultant team assembled has worked on multiple tenant improvements and specifically 21st Century Workplace Design over the years.

If awarded to studio 2G, once the Notice to Proceed is announced, we would be excited and ready to take on this project!

### PHASE 1 - Conceptual Design (Tasks 1 & 2)

**General:** Our project team will conduct site investigations (up to 2 site visits to include the initial kick off), to ascertain required life safety compliance, accuracy of existing drawings, building systems (mechanical, electrical, plumbing and structural), accessibility components and overall existing conditions, both interior and exterior.

We will interview key stakeholders to gather information regarding their existing work area in order to get an adequate basis of design for moving forward. Below is an example of what we would gather:

- Privacy requirements - to include levels of sound attenuation for the private offices
- Security concerns
- Work Adjacencies - what works and what does not work

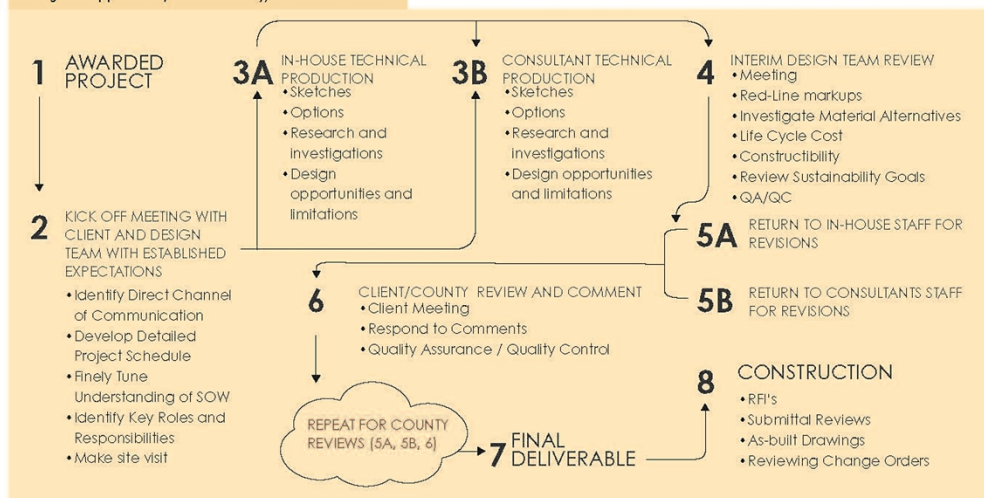
#### • Approach to Working with the Client

- An initial team site visit will be conducted (**Site Visit 1**)

for the kick off meeting. At this time the team will evaluate the existing space against any existing drawings provided to the team. At this time the Architect will conduct an ADA survey to include ADA parking areas, signage, door thresholds, door widths, weight required to open the doors, door hardware, clear space, etc. This is only a sample of what will be evaluated. Exterior path lighting will also be evaluated.

- The Civil Engineer will conduct a detailed topographic survey to evaluate the existing grades of the paths of travel from both entrances (rear and front) to the ADA parking areas as indicated on the Plan Layout provided to the team in Addendum 2. The topographic survey will also be extended to include the path of travel to the public right of way for egress.
- There will be a follow on Site Visit (**Site Visit 2**) to confirm and recheck initial findings that have now been inputted into CAD. This site visit will also be to evaluate the findings from the detailed topographic survey. If a survey was done from a licensed plumbing contractor (Add Alt # and #) this site visit would be to evaluate these findings.
- For the initial bi-weekly meeting it would be a great time for the team to meet with the key end users and the City maintenance staff to discuss goals and operational needs of the departments. This initial programming stage can then be documented to include all information gathered to date.
- Prepare two concepts showing office furniture layouts that best represent the initial feedback

### Project Approach from Kick-Off to Construction





from the end users. We have a licensed interior designer that is familiar with several workplace systems furniture manufacturers and we will provide concepts for the City's contract FF&E contractor.

- We understand that administrative office spaces typically include administrative tasks that are repetitive and mundane. Along with public safety administrative tasks they could be unpleasant tasks. In order to maximize productivity and efficiency we find introducing character and color into the workspace improves employee morale, productivity and efficiency. The term "biophilia" best represents this design tool to improve wellness in the workplace. During this phase of project development we will create two color character boards to get a read from the end users as to which one they prefer as a team.
- *\*\*Our firm recognizes that the Menifee Police Department will occupy this space with the intent for office and administrative tasks. With the intent of having a public accessible lobby there may be additional security measures / needs. As demonstrated in the attached USDA Tenant Improvement project example we have worked with necessary security measures due to the need to securely separate the public from the investigators. Along with experience dealing with DOD secure spaces. This need may not be required and will be evaluated during the virtual meeting listed above with the end users.*

#### Deliverables:

- ADA Survey
- Drawings of the existing floor plans and exterior elevations (showing egress and window locations)
- A code analysis
- Concept drawings - total of two (2) options (PDF, BIM and CAD)
- Design Narrative summarizing the existing conditions, recommendations, concepts (design components and features of the design), along with our project team's findings and the department's programming needs. This is updated at each phase
- Draft Phasing plan for incorporating the asbestos abatement
- A ROM cost estimate for each Concept
- An overall project schedule
- Meeting with the Client to go over the Concepts and Color Character feedback to gather initial feedback (**Site Visit 3 or a Virtual Meeting**).
- **BID ALTERNATE #01** - Contracting with a Plumbing Contractor to x-ray the slab and walls to document and locate plumbing and/or run a camera through the existing plumbing to verify it's type and condition. This may be required if the existing drawings provided by the

City do not include up to date plumbing drawings.

- **BID ALTERNATE #02** - ADA modification plans if deficiencies are found during the site investigations.
- **BID ALTERNATE #03** - Exhibits in the narrative showing Civil concept for an additional Water Line to service the new Fire Sprinklers if needed.
- **BID ALTERNATE #04** - Exhibits in the narrative showing Fire Alarm and Fire Sprinkler scope as needed. Fire Alarm Design would need to be performed for the entire building if necessary.
- **BID ALTERNATE #05** - 30-day meter reading, adding a data logger onto the existing switchgear, to get a 3-day load as required by code. If electrical bills are available and adequately portray the load at the point of connection for the new panel then it won't be necessary
- Final Concept chosen by the Client prior to moving forward into Phase 2.

#### PHASE 2 - 75% Drawings (Task 3)

**General:** The investigative discoveries will take place in



Phase 1, as shown above, and in this phase we will begin with **Design Development** of the Concept chosen by the Client. During this phase we continue with **bi-weekly meetings** to gather and share information amongst the Client's team and the Design Team. Milestone dates will be discussed.

- **Approach to Working with the Client**
  - Once we have fine tuned the chosen Concept based on feedback provided in Phase 1 we will continue to fine tune the design by incorporating color character, acoustics and possibly discussing locations for artwork that may be new or existing artwork provided by the end users. We will also fine tune the furniture layout so that the City can get it over to their FF&E contractor to provide the design team with a Furniture Plan.
- This phase is called Design Development, at the onset of this phase we will issue Base Sheets to the design team. The design team coordinates Mechanical, Plumbing, Electrical and Structural elements that will be affected

by the new floor plan and Furniture Plan (provided by the FF&E contractor) layout.

- *\*\*Our firm values, design integrity and the importance of wellness and how biophilia affects the end users efficiency and overall happiness in their work environment. Since the use of this space could be monotonous we have creative ideas to improve this space by possibly using murals, and texture, to help bring in the natural elements of the outdoors. As demonstrated in the attached USDA Tenant Improvement where we creatively designed large murals with wall wash lighting along with added bright splashes of color to create an uplifting, exciting area to work. These murals can also represent the type of work the department does to build passion and loyalty for the work that the department does.*

#### Deliverables:

- Updated Design Narrative
- Initial Site Utility drawings showing additional utilities for installation of a Fire Sprinkler system
- Initial Site Plan drawings showing adjustments, if necessary, to the ADA parking areas. Along with lighting upgrades, if required, for the egress path of travel
- Initial drawings of the new floor plan, reflected ceiling plan, any exterior elevation improvements, door and window schedules. Initial section cuts though any new design feature. An initial finish schedule and selection outline will be provided. (PDF, BIM and CAD)
- Review and coordination of the Furniture Plan (provided by the City's FF&E Contractor).
- Code analysis verification based on the more detailed plans.
- A demolition plan to assist the cost estimator to include asbestos / lead abatement.
- Mechanical, Electrical and Structural preliminary plans. Energy recommendations further implemented into the drawings.
- An Initial Cost Estimate - does not include FF&E
- Outline specifications.



CITY OF MENIFEE: CHERRY HILL CENTER

- Meeting with Client to go over the Design Development drawings. This meeting will concentrate on finalizing an approach to the furniture layout, finish, color, etc. Along with finalizing the design intent for biophilia; location of murals, texture, color, etc. Review of the cost estimate and alternatives for cost reduction, if necessary.
- Review period for the Client to provide comments and approval of the 75% drawing package.
- **BID ALTERNATE #02** - ADA modification plans
- **BID ALTERNATE #03** - Civil plans for new Water Line to service the new Fire Sprinklers if needed.
- **BID ALTERNATE #04** - Fire Alarm and Fire Sprinkler plans as needed.

#### PHASE 3 - 90% Drawings (Task 3 Cont.)

**General:** This is where the **Construction Documents** will be completed. This phase will begin upon receiving approval of the 75% drawing package above. During this phase we continue with the **bi-weekly meetings** to gather and share information amongst the Client's team and the Design Team. Milestone dates will be discussed.

- **Approach to Working with the Client**
  - During this phase the design team will be finalizing reports and details. Specifications will be finalized and the Division 1 Specifications will be coordinated with the Client for final review.
- This phase is called Construction Documents, at the onset of this phase we will issue revised Design Development Base Sheets to the design team based on prior QA / QC done during the Design Development phase along with Client comments from their review.

#### Deliverables:

- Drawings from all the disciplines; Civil, Architecture, Structure, Mechanical, Electrical, Plumbing, Fire Sprinklers, Energy Compliance, Signage. (PDF, BIM and CAD)
- Final specifications.
- Updated Cost Estimate.
- Update to the 90% based on Client's 75% submission review
- Application processing
- **BID ALTERNATE #02** - ADA modification plans
- **BID ALTERNATE #03** - Civil plans for new Water Line to service the new Fire Sprinklers if needed.
- **BID ALTERNATE #04** - Fire Alarm and Fire Sprinkler plans as needed.

#### PHASE 4 - 100% Drawings and Permitting (Task 3 Cont.)

**General:** This is when we will update our drawing package based on the 90% comments from the City. During this

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phase we continue with the **bi-weekly meetings** but they will likely be shorter and focused on gathering any last minute details to keep the project on schedule. Final plans will be provided to the City to submit the plans to the City Building Department during the Initial Plan Intake and the Plan Check process.

- Coordination of consultants for the Building Department Initial Submittal and Plan Check will be directed by studio 2G.

#### Deliverables:

- Final drawings from all the disciplines; Civil, Architecture, Interior Elevations, Structure, Mechanical, Electrical, Plumbing, Fire Sprinklers, Energy Compliance, Signage, Cal Green Commercial Building Code Checklist, Color and Material Schedules. (PDF, BIM and CAD)
- Final specifications.
- Final Cost Estimate.
- Building Department intake (assume physical copies required with an in person intake).
- Responses to any plan check comments from the City.
- Submission of the final construction drawing package to the City for a Building Permit
- **BID ALTERNATE #02** - ADA modification plans
- **BID ALTERNATE #03** - Civil plans for new Water Line to service the new Fire Sprinklers if needed.
- **BID ALTERNATE #04** - Fire Alarm and Fire Sprinkler plans as needed.

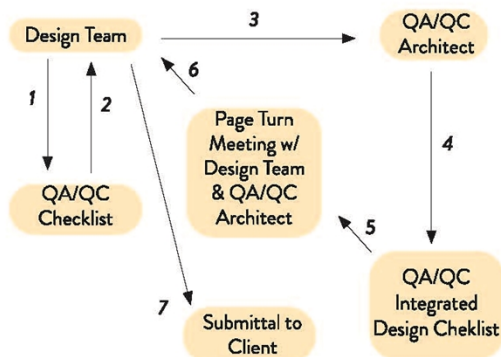
#### PHASE 5 - Construction Administration (Task 4)

**General:** This is where we will provide support to the City in the bidding process. We will also be involved in the construction phase of the project. We are your advocate and it is our opportunity to ensure that you are getting the value of what was intended in the bid documents, by working through any issues of unanticipated remodeling

conditions, evaluating contractor suggestions and assisting you with changes you might want to initiate.

- Assist the Client throughout the bidding process
  - This is where we will provide support to the City in the bidding process, attend the pre-bid walk through (**Site Visit Three (3) or Four (4)**) and answer bidder's questions via addendum.
- Approach to Working with the Client and during Construction
  - Review RFIs, Submittals, and Change Order Requests and prepare cost request bulletins.
  - We also prepare punch lists for completion and project close out.
  - For a project of this size we are recommending **two (2) site visits** during construction.
    - **Construction Site Visit One (1)** - mid way through construction by the Architect to answer any on-site questions and to view progress
    - **Construction Site Visit Two (2)** - Punch List. This will be attended by the entire Design Team
  - Review contractor pay requests.
  - Coordination with sub-consultants, the City, the Contractor and any required utility companies or inspectors.
  - Attendance at weekly virtual construction meetings.
  - Prepare project close-out documentation.
  - Submittal review, RFI coordination
  - **BID ALTERNATE #06** - As-Built Drawings based on Contractor mark-ups at project close out
  - **BID ALTERNATE #07** - In Construction Administration the following information will be added to the model elements by the design team once the as-built information is provided by the contractor: Warranty information, any updates to manufacturer information or product name, or location based on as-built conditions.

#### Quality Assurance / Quality Control Program



#### KEY

1. Design team members check drawings with individual QA/QC Checklists
2. Design team updates drawings based on the QA/QC Checklists.
3. Design team sends files to QA/QC Architect
4. QA/QC Architect reviews files based on Checklists
5. Page-Turn Team QA/QC Review Meeting / Discussion
6. Return QA/QC Comments to Design Team
7. Update drawings based on QA/QC and send files to the Architects to compile and submit to the City.



## Project Timeline

*We always work with our clients to come up with the best overall schedule to work within their time-frames and this would be no exception.*

*Within this Schedule it is shown to start the City Client Review at the same time the Design Team sends the Package to the Cost Estimator to speed up the review process. The City would then receive the Cost Estimate two (2) weeks later than the Drawing Package as the Cost Estimator needs 2 weeks to compile the Estimate.*

*The schedule anticipates Fourteen (14) Thirty Minute (30 minute) Bi-Weekly Virtual Meetings. It also anticipates up to Four (4) Site Visits Prior to Construction and Two (2) Site Visits during Construction.*

Refer to the Program Approach write up for a full list of deliverables at each phase.

### Phase 1 - Conceptual Design - ±50 Working Days:

- Week 1 - Kick off Meeting and As-Built Site Visit One (1) / Topographic Survey
- Week 2 - Design team translating as-built information to CAD
- Week 3 - Site Visit Two (2) to confirm As-Built CAD information / Meeting with Key City Stakeholders
- Week 4 - ADA Survey / Research and working on list of deficiencies
- Week 5 - Working on two Concepts and gather initial input from Cost Estimator - Virtual Bi-weekly Meeting No. 1
- Week 6 - Working on two Concepts
- Week 7 - Finalize two Concepts - Turn in Package to City (Project Concept Plans, ADA Survey & ROM Estimate) - Site Visit Three (3) or Virtual Meeting to Discuss Concepts
- Week 8 - City Review
- Week 9 - City Review - Virtual Bi-weekly Meeting No. 2
- Week 10 - City Review - Final Option Chosen Prior to Phase 2

### Phase 2 - 75% Drawings - ±40 Working Days:

- Week 11 - All Team Members working on 75% Drawings - Virtual Bi-weekly Meeting No. 3
- Week 12 - All Team Members working on 75% Drawings
- Week 13 - All Team Members working on 75% Drawings - Virtual Bi-weekly Meeting No. 4
- Week 14 - All Team Members working on 75% Drawings
- Week 15 - Internal QA/QC of 75% Package - All Team Members Updating 75% Drawings - Turn in Package to City (Project Plans and Outline Specifications) - Virtual Bi-weekly Meeting No. 5
- Week 16 - City Review - Working on Cost Estimate
- Week 17 - City Review - Cost Estimate Due - Virtual Bi-weekly Meeting No. 6
- Week 18 - City Review - City Review Due

### Phase 3 - 90% Drawings - ±40 Working Days:

- Week 19 - All Team Members working on 90% Drawings and any Updates based on City Comments - Virtual Bi-weekly Meeting No. 7
- Week 20 - All Team Members working on 90% Drawings
- Week 21 - All Team Members working on 90% Drawings - Virtual Bi-weekly Meeting No. 8
- Week 22 - All Team Members working on 90% Drawings
- Week 23 - Internal QA/QC of 90% Package - All Team Members Updating 90% Drawings - Turn in Package to City (Project Plans and Specifications) - Virtual Bi-weekly Meeting No. 9

### Project Timeline CONT.

- Week 24 - City Review - Working on Cost Estimate
- Week 25 - City Review - **Cost Estimate Due** - Virtual Bi-weekly Meeting No. 10
- Week 26 - City Review - **City Review Due**

#### Phase 4 - 100% Drawings - ±40 Working Days before Permitting:

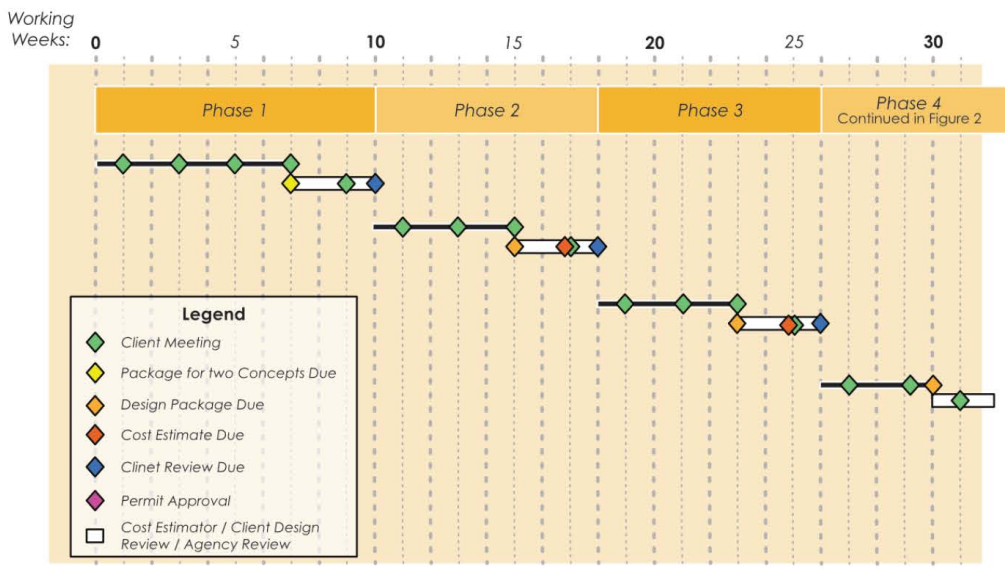
- Week 27 - All Team Members working on 100% Drawings and any Updates based on City Comments - Virtual Bi-weekly Meeting No. 11
- Week 28 - All Team Members working on 100% Drawings
- Week 29 - All Team Members working on 100% Drawings - Virtual Bi-weekly Meeting No. 12
- Week 30 - Internal QA/QC of 100% Package - All Team Members Updating 100% Drawings - **Turn in Package to City** (Project Plans and Specifications)
- Week 31 - City Review - Working on Cost Estimate - Virtual Bi-weekly Meeting No. 13
- Week 32 - City Review - **Cost Estimate Due**
- Week 33 - City Review - **Final City Comments** - Virtual Bi-weekly Meeting No. 14
- Week 34 - All Team Members updating 100% drawings based on City comments.

#### Phase 4 - 100% Drawings Continued - Permitting - ±55 Working Days:

Permitting, Estimated Timeline Dependant on the City Review Schedule:

- Week 35 - 38 - City Building Department Review
- Week 39 - Update Construction Document Package based on any Plan Check Comments
- Week 40 - **Submit Construction Document Plan Check Package to the City**
- Week 41 - 42 - City Building Department Review

Work Schedule Figure 1



### Project Timeline CONT.

Week 43 - City Building Department Review

Week 44 - City Building Department Review

Week 45 - **Permit Received**

### Phase 5 - Construction Administration - ±180 Working Days

(Estimated Schedule, Dependant on City Procurement Process and Contractor Schedule):

Week 46 - 47 - Begin Bidding Process

Week 48 - **Bid Site Walk; Site Visit Three (3) or Four (4)**

Week 49 - 50 - Answering BID RFIs in Addendums

Week 51 - BIDs Due

Week 52 - 53 - City Reviewing BIDs and Picking a Contractor

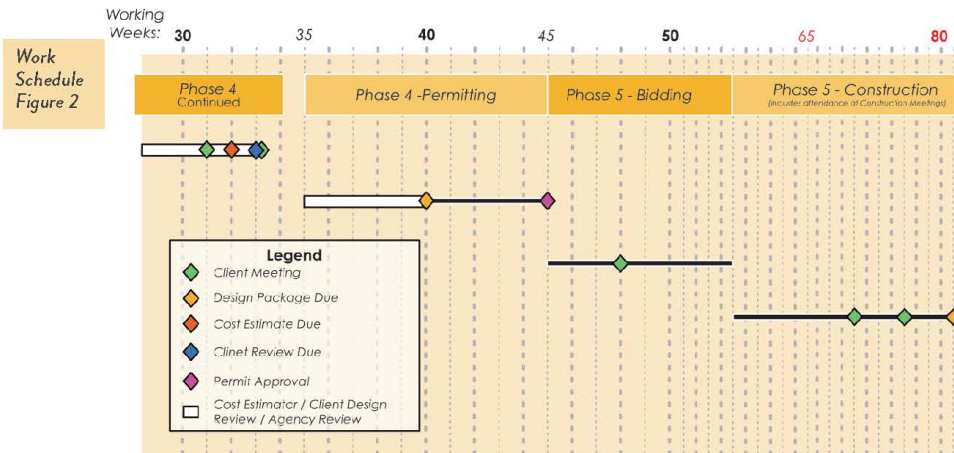
Week 54 - 81 - Construction, Attendance at Weekly Virtual Construction Meetings

Week 69 - **Construction Progress Walk, Attended by the Architect; Construction Site Visit One (1)**

Week 78 - **Punch List Walk, All Consultants; Construction Site Visit Two (2)**

Week 81 - **As-Built Drawings and Close Out Documents Due**

### Entire Schedule ±400 Working Days; 80 Weeks



### Client Responsibilities

- Provide Information requested by the design team in a timely manner to allow completion of the project on schedule.
- Provide project Objectives, Constraints/Criteria, Space Requirements, Flexibility, Special Equipment / Systems; This can be done through written documents or studio 2G can gather this information through meetings with the City.
- Any existing As-Built Drawings of the building, Existing reports relating to the space (such as hazardous materials report).
- Provide the Specification Division 1 requirements of the City, which includes items such as allowed construction work hours, material delivery instructions, etc.



US Navy Secure Space  
studio 2G Architects, LLP  
Ongoing

REFERENCES

Reference Project Experience Matrix	35
Ronald V. Dellums	36
Mission San Luis Obispo	37
University of Santa Cruz	38

References

The following three pages contain three project examples to include the requested references. The table below delineates the correlation between our reference projects and the necessary requirements outlined in the proposed project scope.

Reference Project Experience Matrix	Ronald V. Dellums Federal Bldg. Improvement USDA-OIG Tenant	Mission San Luis Obispo Campus Renovations	University of Santa Cruz Faculty Housing
Work with Gov. Agency			
Exterior Improvements			
Interior Finish Upgrades			
ADA Restrooms			
Renovation of Existing Lobby			
Remodel of Existing Offices			
Open Space Work Stations			
Comm.& Telecomm. Planning			
Submittal Reviews			
Managing RFI Submittals			
Construction Administration Services			
Final As-Built Drawings			
Specifications			
Interior Finish Research for Longevity			



## Ronald V. Dellums Federal Building, USDA-OIG | Tenant Improvement



### *Pre Design through Construction Administration*

**studio 2G - Architecture/Project Management/Interiors 100%**  
**Sierra West - Cost Estimating 100%**

- New offices for two different USDA departments were built within this suite. Each had their own security and space requirements. A layout was designed to best utilize the overall office suite for both departments' individual and shared needs.
- The project scope was to update the space and accommodate new tenants along with meeting the Federal Government's 21st Century Workplace guidelines.
- The project scope included added options for flexible ways to work; increased collaboration areas and the introduction of hoteling stations which are designed for short term use by employees and can be checked out as needed.
- For this project, the hoteling stations were built into the window wall area to allow all employees the option to work next to natural light periodically.
- The overall project goals were to give everyone access to natural light and to use biophilia throughout the project to enhance the experience of the employees and guests. The original private offices were located along the window walls, a priority in the design updated this so that the open office space provides equitable light to all employees while still contributing enough interior glazing at the offices so that they had natural light access as well.
- Large murals with wall-wash lighting were incorporated into the design to bring a feeling of nature and the outdoors into areas of the space that had less direct access to windows. High clerestory windows were utilized within the conference rooms to let the natural light that was coming into the conference room travel into the darker hallway behind it.

Oakland, CA | Construction Cost \$3,170,000 | 7,485 SF | Completed 2021

### Relevance

- Refresh interior to align with contemporary trends and code.
- Working with Government Agency
- Open space work area renovation
- Managing RFI submittals
- Construction Administration
- Designing Secure Spaces
- RFI and Product submittals
- Project Specifications
- Space Programming
- Project Management

### Reference

GSA Workplace Specialist  
 Leah Holland

leah.holland@gsa.gov  
 (415) 624-6446

50 United Nations Plaza  
 Mailbox #9, Suite 3445  
 San Francisco, CA 94102

## Mission San Luis Obispo Campus | Campus Renovations



*Schematic Design through Construction Administration*  
**studio 2G - Architecture/Project Management 100%**  
**BMA+ - Mechanical Engineering 100%**

- ADA upgrades needed to be implemented throughout every phase of the campus improvements. Special consideration was needed for the public accessible restrooms due to the historic nature of the project and meeting ADA requirements.
- An office space was created inside an existing building to accommodate their current and future needs.
- A variety of meeting spaces were created and upgraded throughout the campus.
- The mission campus consists of historical buildings which must have their design approached with great care and in-depth research was required for the finishes.

San Luis Obispo, CA | Construction Cost \$900,000 | 6,600 SF | Completed 2020



### Relevance

- Focus on floor-to-ceiling updates, addressing dated styles, fixtures, and appliances.
- Exterior Improvements
- ADA Upgrades
- Construction Administration
- Leveraging the existing space
- Energy Upgrades
- Project Management

### Reference

Bishop of Monterey Diocese  
 Fr. Kelly Vandehey

[pastor@shsalinas.org](mailto:pastor@shsalinas.org)  
 (831) 424-1959

751 Palm Street  
 San Luis Obispo, CA 93401

## University of Santa Cruz | Faculty Housing



### Schematic Design through Construction Administration studio 2G - Architecture/Project Management 100%

- Ongoing modernization of faculty housing at the University of California Santa Cruz, built in 1985.
- Modernization aimed to refresh interiors to align with contemporary trends and code.
- Focus on floor-to-ceiling improvements, replacing dated fixtures and appliances.
- Design approach: "less is more," unifying eclectic styles, using clean and sleek fixtures, shaker style cabinets, consistent counter-tops, and contemporary flooring.
- Plans went out to bid, design team provided bidding support, construction support offered, and a final job walk through was completed before turning over residences to the university.

Santa Cruz, CA | Construction Cost \$100,000 per unit | 1,200-1,800 SF | Phase 1 Complete 2021



### Relevance

- Working under a government agency.
- Refresh interior to align with contemporary trends and code.
- Focus on floor-to-ceiling updates, addressing dated styles, fixtures, and appliances.
- Energy Upgrades
- Review RFI and submittals
- Project Specifications
- Project Management

### Reference

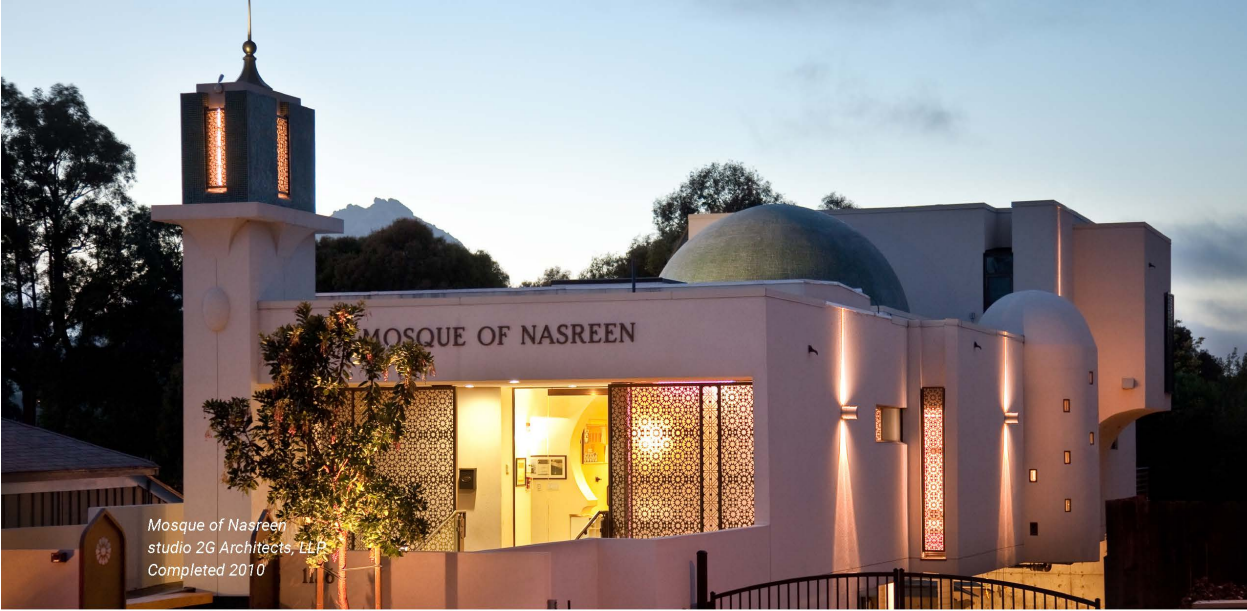
Associate Architect UCSC Planning, Development & Operations

**Andrea S. Hilderman, B.I.D., NCIDQ, ASID,**  
M.Arch., NCARB, AIA

andrea@ucsc.edu  
(831) 588-6134

1156 High St. Barn G  
Santa Cruz, CA 95064





ATTACHMENTS

Attachment A	40
Acceptance of Proposed Agreement	
Attachment B.1	41
Insurance Requirements Acknowledgment/Certification	
Attachment C	42
Certificate of Non-Collusion	
Attachment D	48
Previous Contract Performance & Litigation Statement	
Attachment E	Attached Separately
Cost Proposal	



**ATTACHMENT A: ACCEPTANCE OF PROPOSED AGREEMENT**

The City reserves the right to add or remove services over the contract term and to award the Service(s) listed on this solicitation "individually", by "groups", "all or none", or by any other method.

(PLEASE READ AND MARK EACH CHECKBOX CONFIRM ACKNOWLEDGEMENT AND AGREEANCE WITH THE INDICATED STATEMENTS)

- ☒ The Proposal Cost provided reflects all possible direct and indirect costs, travel, insurance, overhead, labor, profit, rebates, contingent commissions, renewal commissions, service fees, and any other expenses.
- ☒ The Proposal provided reflects any additional addendum(s) issued with respect to this RFP.
- ☒ My signature certifies that this firm has no business or personal relationships with any other companies or person that could be considered a conflict of interest, or potential conflict of interest to the City of Menifee, pertaining to any and all work or services to be performed as a result of this request and any resulting Agreement/Contract with the City.

ACCEPTANCE OF PROPOSED AGREEMENT/CONTRACT:

- ☒ Submittal of this proposal indicates we have reviewed the proposed written agreement (Exhibit C) and if selected would accept all terms of the proposed agreement. Proposer, in submitting a response to this RFP, warrants that it has full power and authority to comply with the requirements specified herein and will hold the City harmless from and against any and all loss, cost, liability, and expense (including reasonable attorney fees) arising out of any breach of this warranty.

studio 2G Architects, LLP.

Company Name

811 Palm St.

Address

San Luis Obispo

CA

93401

City

State

Zip Code

( 805 ) 594-0771 ext. 111

( )

Telephone Number

Fax Number

Company Type:

☐ Corporation


☒ Partnership

☐ Trust/Estate

☐ Limited Liability Company (LLC)

☐ Individual/Sole Proprietor or single member LLC

☐ Other:



Signed By

Heidi Gibson

Principal

Print Name

Title



**ATTACHMENT B.1: ACKNOWLEDGMENT OF INSURANCE  
REQUIREMENTS AND CERTIFICATION OF ABILITY TO  
PROVIDE COVERAGES SPECIFIED**

---

I, Heidi Gibson (Print Name), the  
Principal / Owner (President; Secretary; Owner or Representative) of the  
studio 2G Architects, LLP. (Company Name or Corporation, or  
Owner), certify that the Insurance Requirements set forth in Attachment B and the Proposed  
Agreement have been read and understood that our insurance company(ies)  
Hartford, BBSI, and DiBudio and DeFendis (Name(s) of insurance company(ies)) (is/are) able to  
provide the coverages specified.

  
\_\_\_\_\_  
Signature of President, Secretary, Partner, Owner or Representative

1/15/2024  
\_\_\_\_\_  
Date



**ATTACHMENT C: CERTIFICATION OF NON-COLLUSION**

**Made to: City of Menifee**

(a) By submitting this proposal, each proposer and each person signing on behalf of any firm certifies, and in the case of a joint proposal, each party therefore certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:

- (1) The fees and terms in this proposal have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such fees and terms with any other proposer or with any other competitor; and
- (2) Unless otherwise required by law, the fees and terms which have been quoted in this proposal have not been knowingly disclosed by the proposer prior to the opening, directly or indirectly, to any other proposer or to any competitor; and
- (3) No attempt has been made by the proposer or will be made to induce any other persons, partnership or corporation to submit or not submit a proposal for the purpose of restricting competition.

Heidi Gibson, President

Printed Name and Title



Signature

studio 2G Architects, LLP.

Name of Firm/Company/Corporation

805-594-0771 ext. 111

Telephone Number

811 Palm St.

Street Address

San Luis Obispo, CA 93401

City, State, Zip

heidi@studio-2g.com

Email Address

1/12/2024

Date

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Shawn Lothrop, SE, PE CEO

Printed Name and Title



Signature

ISE Structural Engineers  
(dba: Innovative Structural Engineering, Inc.)

Name of Firm/Company/Corporation

951.397.2537

Telephone Number

27369 Via Industria Ave

Street Address

Temecula, CA 92590

City, State, Zip

Shawn@ISEngineers.com

Email Address

2024/01/08

Date



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Andrew Balkwell/Electrical Engineer

Printed Name and Title



Signature

ARB Electrical Inc.

Name of Firm/Company/Corporation

(949) 280-9743

Telephone Number

1401 N. El Camino Real, Suite 201

Street Address

San Clemente, CA 92672

City, State, Zip

abalkwell@arbelectric.com

Email Address

January 10, 2024

Date





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Brandon Rogers, President

Printed Name and Title

Brandon Rodgers

Digitally signed by  
Brandon Rodgers  
Date: 2024.01.12  
15:55:08-08'00'

Signature

BMA Mechanical, Inc.

Name of Firm/Company/Corporation

805-548-1443

Telephone Number

689 Tank Farm Rd., Suite 240

Street Address

San Luis Obispo, CA 93401

City, State, Zip

brandonr@bmaslo.com

Email Address

1/12/2024

Date





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<div>Myron Fikse</div> <div>Printed Name and Title</div>	<div><div>Digitally signed by Myron Fikse DN: cn=US, email=mfikseco.com, ou=M Fikse Company, cn=Myron Fikse Reason: I attest to the accuracy and integrity of this document Date: 2024.01.15 11:36:38-08'00'</div><div>Myron Fikse</div><div>Signature</div></div>
<div>M. Fikse Company</div> <div>Name of Firm/Company/Corporation</div>	<div>951-505-3022</div> <div>Telephone Number</div>
<div>39707 Larkspur Ter</div> <div>Street Address</div>	<div>Temecula, CA 92591</div> <div>City, State, Zip</div>
<div>mfikse@mfikseco.com</div> <div>Email Address</div>	<div>1/12/2024</div> <div>Date</div>



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John Moreno, Chief Estimateo/V.P.  
Printed Name and Title

John Moreno  
Digitally signed by John Moreno  
DN: cn=John Moreno, o=Sierra West Consulting  
Group, Inc, ou=Chief Estimator,  
email=jlmoreno@sierrawestgroup.com, c=US  
Date: 2024.01.08 13:46:28 -08'00'  
Signature

Sierra West Consulting Group, Inc-Corporation  
Name of Firm/Company/Corporation

916.925.4000  
Telephone Number

9700 Business Park Drive #102  
Street Address

Sacramento, CA 95827  
City, State, Zip

jlmoreno@sierrawestgroup.com  
Email Address

1/08/2024  
Date



**ATTACHMENT D: PREVIOUS CONTRACT PERFORMANCE & LITIGATION STATEMENT**

---

The City will evaluate the facts and may, at its sole discretion, reject Proposer’s response if the facts discovered indicate that completion of a contract resulting from this Request for Proposal may be jeopardized by the selection of Proposer. If no such terminations for default have been experienced by Proposer in the last five years, so indicate. The City shall reject any Proposer’s response if it discovers any contract terminations within the stated period that were not disclosed.

**PREVIOUS CONTRACT PERFORMANCE:**

- a) Submit details of all terminations for default experienced by Proposer during the past three (3) years including the other party’s name, address and telephone number. Termination for default is defined as a notice to stop performance due to Proposer’s nonperformance or poor performance and the issue was either (a) not litigated or (b) litigated and such litigation determined Proposer to be in default. Present a description of the facts surrounding each incident and include Proposer’s position on the matter. Exclude garnishments and similar routine matters that do not affect contract performance. Indicate whether or not the Proposer or principals have ever been suspended or debarred by any government agency. *State “NONE,” if none. Use additional sheets as necessary.*

None

- a) Indicate whether or not the Proposer or principals have ever been involved in any kind of bankruptcy proceedings. Give a summary of all proceedings and provide a listing of all significant outstanding claims or judgments. *State “NONE,” if none. Use additional sheets as necessary.*

None




**LITIGATION HISTORY:**

Check One:

- ☒ The undersigned firm has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.
  
- ☒ The undersigned firm, by attachment to this form, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

COMPANY: studio 2G Architects, LLP.

SIGNATURE: 

NAME: Heidi Gibson

TITLE: Principal

DATE: 1/15/2024

Failure to check the appropriate blocks above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.

## ATTACHMENT D: PREVIOUS CONTRACT PERFORMANCE & LITIGATION STATEMENT

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NONE



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- ☐ The undersigned firm, by attachment to this form, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

COMPANY: ISE Structural Engineers, (dba: Innovative Structural Engineering, Inc.)

SIGNATURE: 

NAME: Shawn Lothrop, SE, PE

TITLE: CEO

DATE: 2024/01/16

Failure to check the appropriate blocks above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.



## ATTACHMENT D: PREVIOUS CONTRACT PERFORMANCE & LITIGATION STATEMENT

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NONE

- a) Indicate whether or not the Proposer or principals have ever been involved in any kind of bankruptcy proceedings. Give a summary of all proceedings and provide a listing of all significant outstanding claims or judgments. *State "NONE," if none. Use additional sheets as necessary.*

NONE



**LITIGATION HISTORY:**

Check One:

- ☒ The undersigned firm has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.
- ☒ The undersigned firm, by attachment to this form, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

COMPANY: ARB Electrical Inc.SIGNATURE: NAME: Andrew BalkwellTITLE: Electrical EngineerDATE: January 10, 2024

Failure to check the appropriate blocks above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.



## ATTACHMENT D: PREVIOUS CONTRACT PERFORMANCE & LITIGATION STATEMENT

The City will evaluate the facts and may, at its sole discretion, reject Proposer's response if the facts discovered indicate that completion of a contract resulting from this Request for Proposal may be jeopardized by the selection of Proposer. If no such terminations for default have been experienced by Proposer in the last five years, so indicate. The City shall reject any Proposer's response if it discovers any contract terminations within the stated period that were not disclosed.

### PREVIOUS CONTRACT PERFORMANCE:

- a) Submit details of all terminations for default experienced by Proposer during the past three (3) years including the other party's name, address and telephone number. Termination for default is defined as a notice to stop performance due to Proposer's nonperformance or poor performance and the issue was either (a) not litigated or (b) litigated and such litigation determined Proposer to be in default. Present a description of the facts surrounding each incident and include Proposer's position on the matter. Exclude garnishments and similar routine matters that do not affect contract performance. Indicate whether or not the Proposer or principals have ever been suspended or debarred by any government agency. *State "NONE," if none. Use additional sheets as necessary.*

NONE

- a) Indicate whether or not the Proposer or principals have ever been involved in any kind of bankruptcy proceedings. Give a summary of all proceedings and provide a listing of all significant outstanding claims or judgments. *State "NONE," if none. Use additional sheets as necessary.*

NONE



**LITIGATION HISTORY:**

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- ☐ The undersigned firm, by attachment to this form, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

COMPANY: BMA Mechanical, Inc.

SIGNATURE: Brandon Rodgers  Digitally signed by Brandon Rodgers  
Date: 2024.01.16 13:44:45-08'00'

NAME: Brandon Rodgers

TITLE: President

DATE: 1/16/24

Failure to check the appropriate blocks above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.

## **ATTACHMENT D: PREVIOUS CONTRACT PERFORMANCE & LITIGATION STATEMENT**

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NONE

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NONE

**Check One:**

- COMPANY: M. Fikse Company

**SIGNATURE:** Myron Fikse

NAME: Myron Fikse

TITLE: Principal

DATE: 1/16/24

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## ATTACHMENT D: PREVIOUS CONTRACT PERFORMANCE & LITIGATION STATEMENT

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The City will evaluate the facts and may, at its sole discretion, reject Proposer's response if the facts discovered indicate that completion of a contract resulting from this Request for Proposal may be jeopardized by the selection of Proposer. If no such terminations for default have been experienced by Proposer in the last five years, so indicate. The City shall reject any Proposer's response if it discovers any contract terminations within the stated period that were not disclosed.

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NONE

- a) Indicate whether or not the Proposer or principals have ever been involved in any kind of bankruptcy proceedings. Give a summary of all proceedings and provide a listing of all significant outstanding claims or judgments. *State "NONE," if none. Use additional sheets as necessary.*

NONE





### LITIGATION HISTORY:

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- ☒ The undersigned firm has had no litigation and/or judgments entered against it by any local, state or federal entity and has had no litigation and/or judgments entered against such entities during the past ten (10) years.
- ☐ The undersigned firm, by attachment to this form, submits a summary and disposition of individual cases of litigation and/or judgments entered by or against any local, state or federal entity, by any state or federal court, during the past ten (10) years.

COMPANY: Sierra West Consulting Group, Inc

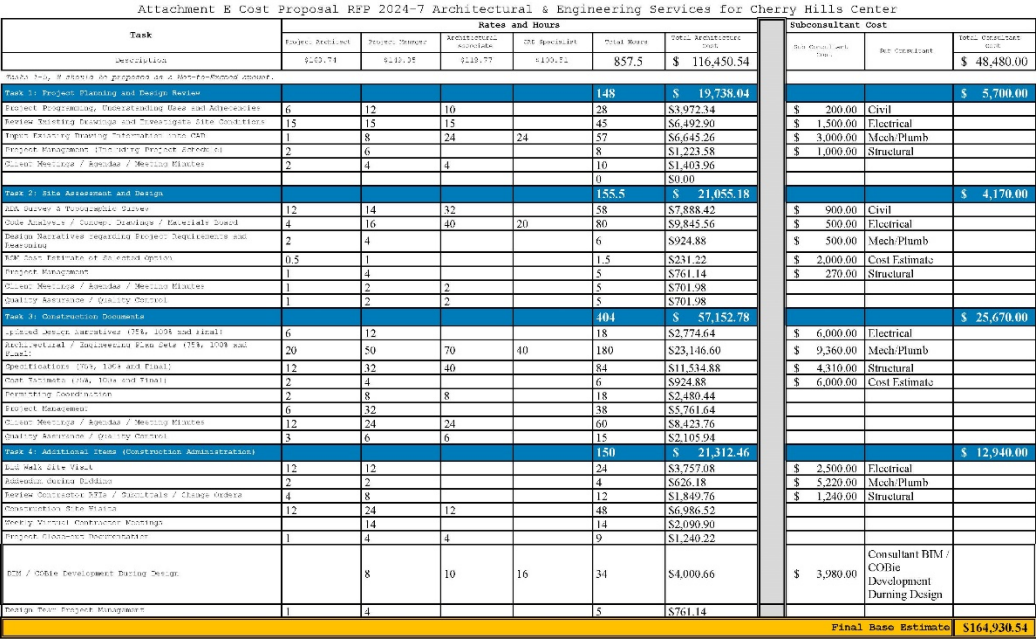
SIGNATURE: John Moreno  
Digitally signed by John Moreno  
DN: cn=John Moreno, o=Sierra West Consulting Group, Inc,  
ou=Chief Estimator, email=jmoreno@sierrawestgroup.com, c=US  
Date: 2024.01.18 09:39:02 -08'00'

NAME: John Moreno

TITLE: Chief Estimator/V.P.

DATE: 1/18/2024

Failure to check the appropriate blocks above may result in disqualification of your proposal. Likewise, failure to provide documentation of a possible conflict of interest, or a summary of past litigation and/or judgments, may result in disqualification of your proposal.



Task	Rates and Hours						Subcontractor Cost
	Project Assistant	Project Manager	Subcontractor - Hourly Rate	Job Specialist	Total Hours	Total Requirement	
Subcontractor - As-Built Drawings	\$10.75	\$20.25	\$20.75	\$20.75	145.5	\$ 18,389.66	
Subcontractor - As-Built Drawings					145.5	\$ 18,389.66	
Subcontractor - As-Built Drawings of Plans of 2nd and 3rd Floor, Including Plumbing, Electrical and Other	*	*	*	*	*	*	
Subcontractor - As-Built Drawings of Plans of 2nd and 3rd Floor, Including Plumbing, Electrical and Other	*	*	*	*	*	*	
Subcontractor - As-Built Drawings of Plans of 2nd and 3rd Floor, Including Plumbing, Electrical and Other	8	32	50	20	110	\$ 14,087.82	
Subcontractor - As-Built Drawings of Plans of 2nd and 3rd Floor, Including Plumbing, Electrical and Other		0.5			0.5	\$ 5,500.00	
Subcontractor - As-Built Drawings of Plans of 2nd and 3rd Floor, Including Plumbing, Electrical and Other		0.5			0.5	\$ 8,100.00	
Subcontractor - As-Built Drawings of Plans of 2nd and 3rd Floor, Including Plumbing, Electrical and Other		0.5			0.5	\$ 14,220.00	
Subcontractor - As-Built Drawings of Plans of 2nd and 3rd Floor, Including Plumbing, Electrical and Other		0.5			0.5	\$ 1,750.00	
Subcontractor - As-Built Drawings of Plans of 2nd and 3rd Floor, Including Plumbing, Electrical and Other					16	\$ 3,500.00	
Subcontractor - As-Built Drawings of Plans of 2nd and 3rd Floor, Including Plumbing, Electrical and Other	2	6	8			\$ 2,181.74	
Subcontractor - As-Built Drawings of Plans of 2nd and 3rd Floor, Including Plumbing, Electrical and Other		4	6	8		\$ 2,120.10	
Subcontractor - As-Built Drawings of Plans of 2nd and 3rd Floor, Including Plumbing, Electrical and Other						\$ 1,780.00	
Final Base Estimate with Alternates						\$218,170.00	

**BIM Scope of Work Explanation:**

Since the building is existing but not previously modeled in BIM we will be providing a hybrid approach to this project that doesn't necessarily align with a standard BIM level of design.

We will have CAD backgrounds for any existing elements that are to remain, any new elements will be modeled in BIM.

**As part of the base BID during design we will provide:**

- Native Revit File: IFC exports of new design elements over 2" in diameter. COBie excel files will be exported from the BIM and contain information on the modeled elements. Specific model elements will be fully defined in the BIM with exact dimensions, quantities, locations, attributes, and relationships.

**IF BID Alternate #7 is executed:**

- In Construction Administration the following information will be added to the model elements by the design team once the as-built information is provided by the contractor:
  - Warranty information, any updates to manufacturer information or product name, or location based on as-built conditions.

**Assumptions / Exclusions:**

- Fees for submittals to agencies or associations, including EMWQ Plan Check Deposits, are excluded
- Miscellaneous site equipment anchorage and ancillary structures are excluded
- Seismic bracing of MEP distribution system and equipment less than 400 lbs is excluded
- Architectural component, facade & signage attachment is excluded
- Owner excessive revisions during design are excluded
- Construction changes or repairs are excluded
- Revisions due to code change is excluded
- Solar design is excluded
- The Alarm design is excluded (It is assumed the existing fire alarm system will be re-used)
- Electrical service upgrade is excluded (It is assumed the existing electrical service is adequate to power the TI and no service upgrade will be required. An additional electrical panel may be required, and is assumed at this point)
- Proposal assumes that the existing roof drain system is to remain protected in place
- Proposal assumes that the stakeholders will be responsible for retaining a licensed plumber to determine the existing underlab conditions including waste line routing, materials, inverts, and condition for reuse
- Geotechnical Engineering is excluded
- Parking Lot Modifications outside of what is determined by ADA survey is excluded
- Water Quality Management Plans are excluded
- Hydrology Report is excluded
- Storm Drain Modification is excluded

<p><b>Assumptions / Inclusions:</b></p> <p>Reimbursables (drive time, mileage, etc.) are included in our fees</p> <p>MEP rooftop equipment anchorage is included</p> <p>Preparation of project book specifications are included.</p> <p>IT/DATA/SECURITY designs will provide pathway and cable as needed at work stations and security cameras and access points as requested, but no equipment design will be provided. Low voltage cable is assumed to be CAT5E U/UTP</p> <p>Exterior lighting is included (except, but not limited to) battery backed up, no central UPS will be provided. All exterior lighting will be accomplished with LED-type fixtures (not CFL or incandescent)</p> <p>Emergency Lighting is included, but limited to the remodelled lobby entrance area only. No upgraded corridors or the lighting is included.</p> <p>No record plans for existing systems are assumed to exist – all readily observable existing conditions will be gathered via site observation</p> <p>Proposed assumptions that the existing mechanical systems are to remain protected in place – scope includes reconfiguration of ductwork in the area of work</p>
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