



**MEMORANDUM**

**TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS**  
**FROM: CAROLYNN PETRU, DEPUTY CITY MANAGER**   
**DATE: SEPTEMBER 7, 2010**  
**SUBJECT: CIVIC CENTER FACILITY ASSESSMENT**  
**PROFESSIONAL SERVICES AGREEMENT**

**REVIEWED BY: CAROLYN LEHR, CITY MANAGER** 

Project Coordinator: Sara Singer, Senior Administrative Analyst 

**RECOMMENDATION**

1) Approve the Professional Services Agreement with Gonzalez Goodale Architects to assist the City in conducting a Civic Center Facility Assessment; and, 2) Authorize the City Manager and City Clerk to execute the Agreement.

**BACKGROUND**

On July 6, 2010, the City Council authorized staff to distribute a Request for Proposals (RFP) seeking professional services to develop probable costs to renovate City Hall facilities. The purpose of the effort is to develop a planning level assessment of the current facilities to determine an opinion of probable cost to renovate the buildings to current building and safety codes. The City received 13 proposals which were evaluated by Staff using the Qualifications Based Selection Process.

**DISCUSSION**

Staff has prepared the attached Professional Services Agreement with Gonzalez Goodale Architects for Council's consideration, which has been reviewed and approved by the City Attorney. The agreement outlines the general scope of the work to be performed.

The buildings which are being evaluated as part of the assessment are: the Administration building, Community Development building and the Cable TV/Communications Center. If these buildings are expected to function into the future as primary operational facilities for the City, they should be brought to a level of safety, sustainability and efficiency that is appropriate for the needs of a responsive city government. The scope of this assessment will address compliance with mandated Americans with Disabilities Act (ADA) law; seismic

**CIVIC CENTER FACILITY ASSESSMENT PROFESSIONAL SERVICES  
AGREEMENT**

September 7, 2010

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hazard mitigation; mechanical, electrical and plumbing (MEP) upgrades; and fire, life and safety (FLS) systems.

**FISCAL IMPACT**

Costs for the Civic Center Facility Assessment are not to exceed the contract amount of \$22,000. This cost will be paid using funds which were budgeted for the City Hall Feasibility Study in the FY09-10 Capital Improvement Plan.

**ATTACHMENTS**

Professional Services Agreement

## PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT ("Agreement") is made and entered into this 7<sup>th</sup> day of September, 2010, by and between the CITY OF RANCHO PALOS VERDES, hereinafter referred to as the "CITY," and Gonzalez Goodale Architects, hereafter referred to as "CONSULTANT."

IN CONSIDERATION of the covenants hereinafter set forth, the parties hereto mutually agree as follows:

### ARTICLE 1 SCOPE OF SERVICES

#### 1.1 Project Description

The Project is described as follows:

As part of the proposal for the Rancho Palos Verdes Civic Center, the scope of work is to provide professional services to assess and evaluate three (3) existing buildings at the CITY's Civic Center, located at 30940 Hawthorne Boulevard, and to provide a report discussing the feasibility and planning level opinion of probable cost to renovate these buildings.

#### 1.2 Description of Services

##### A. General Level and Range of Service

CONSULTANT shall provide services including, but not limited to, the following broad areas:

(1) Assess and evaluate three (3) existing buildings at the Civic Center as described in the CONSULTANT's Proposal, including the Understanding of the Project, the Project Team Organizational Chart, and the Project Schedule, all of which is attached hereto as Exhibit A and incorporated herein by this reference.

(2) Provide a report discussing the feasibility and planning level opinion of probable cost to renovate these buildings. The report shall include a summary of the required renovations to bring the current facilities up to current building, fire/life safety, seismic, mechanical, electrical and plumbing ("MEP") requirements, accessibility, environmental hazard and efficiency codes and standards.

(3) Present the findings of the report to the City Council.

[continued on next page]

## B. Specific Tasks

CONSULTANT shall provide a report that includes:

(1) Evaluation of federal Americans with Disabilities Act and State of California Disabled Access compliance status and recommendations for correcting any deficiencies.

(2) Evaluation of building structural systems, seismic requirements for MEP systems, and suspended ceilings. CONSULTANT will also review and augment the findings in the CITY'S existing Seismic Hazard Report.

(3) Evaluation of MEP system. The cost of operations (energy, repairs, replacement, etc.) should be compared against the cost of operating a new system. The analysis should include discussion regarding: a) Elevator; b) HVAC System Analysis; c) Electrical System Analysis; d) Plumbing System Analysis; e) Energy Conservation and Sustainability Component Condition and Feasibility; f) Site Utility Line Sizes; and g) Data/Communication Systems within the facilities.

(4) Evaluation of Fire and Life Safety Systems.

(5) Evaluation of architectural requirements, including building systems and interior finishes of the existing facilities.

(6) Review of Phase I Environmental Report and Hazardous Materials Survey.

(7) Prepare a preliminary report to review with City Staff.

(8) Present final report and findings to the City Council.

### 1.3 Schedule of Work

Upon receipt of written Notice to Proceed from the CITY, CONSULTANT shall perform with due diligence the services included in Section 1.2 of this Agreement. No work shall be done on any item of Section 1.2 for which the City has not issued to CONSULTANT a written Notice to Proceed. CONSULTANT shall perform all services under this Agreement in a timely manner consistent with the Project Schedule, which is within Exhibit A. Time is of the essence in this Agreement.

[continued on next page]

ARTICLE 2  
COMPENSATION

2.1 Fee

A. CITY agrees to compensate CONSULTANT an amount not to exceed twenty-two thousand dollars (\$22,000) for the Project as described in the CONSULTANT's Proposed Work Plan (by tasks) and Fee, which is attached hereto as Exhibit B and incorporated herein by this reference.

B. CITY may request additional specified work pursuant to Section 2.4 of this Agreement. All such work must be authorized in writing by the Deputy City Manager or his or her designee prior to commencement. In any case, the total compensation of this Project, including any additional services performed, shall not exceed twenty-five thousand dollars (\$25,000).

C. CONSULTANT's final invoice must be submitted within thirty (30) days of completion of the stated scope of services.

2.2 Payment Address

All payments due CONSULTANT shall be paid to:

Gonzalez Goodale Architects  
135 West Green Street  
Suite 200  
Pasadena, California 91105

2.3 Terms of Compensation

CONSULTANT will submit invoices monthly for the work completed in the previous month. CITY agrees to authorize payment for all undisputed invoice amounts within thirty (30) days of receipt of the invoice. CITY agrees to use its best efforts to notify CONSULTANT of any disputed invoice amounts or claimed completion percentages within ten (10) days of the receipt of each invoice. However, CITY's failure to timely notify CONSULTANT of a disputed amount of claimed completion percentage shall not be deemed a waiver of CITY's right to challenge such amount or percentage.

Additionally, in the event CITY fails to pay any undisputed amounts due CONSULTANT within forty-five (45) days after invoices are received by CITY then CITY agrees that CONSULTANT shall have the right to consider said default a total breach of this Agreement and be terminated by CONSULTANT without liability to CONSULTANT upon ten (10) working days advance written notice.

## 2.4 Additional Services

Subject to the provisions of Section 2.1(B) above, CITY may request in writing that CONSULTANT perform additional services not covered by the specific Scope of Work set forth in this Agreement. CONSULTANT shall perform such services and will be paid for such additional services in accordance with CONSULTANT's Current Fee Schedule, which is attached hereto as Exhibit C and incorporated herein by this reference. The Current Fee Schedule shall be in effect through the end of this Agreement or December 31, 2010, whichever occurs first.

## 2.5 Time of Performance and Services:

This Agreement shall commence on the day it is executed and shall terminate upon satisfactory completion of all services listed in Article 1 of this Agreement.

# ARTICLE 3 INDEMNIFICATION AND INSURANCE

## 3.1 Indemnification

CONSULTANT will defend, indemnify and hold harmless CITY and its officials, officers, employees, agents and volunteers free and harmless from all tort liability, including liability for claims, suits, actions, expenses or costs of any kind, whether actual, alleged or threatened, actual attorneys' fees, experts' fees, or court costs incurred by the CITY, to the extent arising out of or in any way connected with, in whole or in part, the negligent or reckless acts or omissions or willful misconduct of CONSULTANT or any of CONSULTANT's officers, agents, employees or contractors in the performance of this Agreement. This includes but is not limited to claims, suits and liabilities for bodily injury, death or property damage to any individual or entity, including officers, agents, employees or contractors of the CONSULTANT. The provisions of this paragraph shall not apply to claims to the extent arising out of the active negligence or willful misconduct of the CITY and its officials, officers, employees, agents and volunteers.

In addition to the foregoing, CONSULTANT shall indemnify, defend and hold free and harmless the CITY and the CITY's officials, officers, employees, agents and volunteers from and against any and all losses, liabilities, damages, costs and expenses, including reasonable attorneys' fees, experts' fees, and costs to the extent the same are caused by negligence or willful misconduct of the CONSULTANT, or any of the CONSULTANT's officials, officers, agents, employees or volunteers, in the performance of professional services pursuant to this Agreement.

## 3.2 General Liability

CONSULTANT shall at all times during the term of the Agreement carry, maintain, and keep in full force and effect, a policy or policies of Commercial General

Liability Insurance, with minimum limits of one million dollars (\$1,000,000) for each occurrence and two million dollars (\$2,000,000) general aggregate for bodily injury, death, loss or property damage for products or completed operations and any and all other activities undertaken by CONSULTANT in the performance of this Agreement. Said policy or policies shall be issued by an insurer admitted to do business in the State of California and rated in A.M. Best's Insurance Guide with a rating of A:VII or better.

### 3.3 Professional Liability

CONSULTANT shall at all times during the term of this Agreement, carry, maintain, and keep in full force and effect a policy or policies of professional liability insurance with a minimum limit of one million dollars (\$1,000,000) per claim and aggregate for errors and/or omissions of CONSULTANT in the performance of this Agreement. Said policy or policies shall be issued by an insurer admitted to do business in the State of California and rated in Best's Insurance Guide with a rating of A:VII or better. If a "claims made" policy is provided, such policy shall be maintained in effect from the date of performance of work or services on the CITY's behalf until three (3) years after the date of work or services are accepted as completed. Coverage for the post-completion period may be provided by renewal or replacement of the policy for each of the three (3) years or by a three-year extended reporting period endorsement, which reinstates all limits for the extended reporting period. If any such policy and/or policies have a retroactive date, that date shall be no later than the date of first performance of work or services on behalf of the CITY. Renewal or replacement policies shall not allow for any advancement of such retroactive date.

### 3.4 Automobile Liability

CONSULTANT shall at all times during the term of this Agreement obtain, maintain, and keep in full force and effect, a policy or policies of Automobile Liability Insurance, with minimum of one million dollars (\$1,000,000) per claim and occurrence and two million dollars (\$2,000,000) in the aggregate for bodily injuries or death of one person and \$500,000 for property damage arising from one incident.

### 3.5 Worker's Compensation

CONSULTANT agrees to maintain in force at all times during the performance of work under this Agreement worker's compensation insurance as required by the law. CONSULTANT shall require any subcontractor similarly to provide such compensation insurance for their respective employees.

### 3.6 Notice of Cancellation

A. All insurance policies shall provide that the insurance coverage shall not be canceled by the insurance carrier without thirty (30) days prior written notice to CITY, or ten (10) days notice if cancellation is due to nonpayment of premium. CONSULTANT agrees that it will not cancel or reduce said insurance coverage.

B. CONSULTANT agrees that if it does not keep the aforesaid insurance in full force and effect, CITY may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, CITY may take out the necessary insurance and pay, at CONSULTANT's expense, the premium thereon.

### 3.7 Certificate of Insurance

At all times during the term of this Agreement, CONSULTANT shall maintain on file with the CITY Clerk a certificate of insurance showing that the aforesaid policies are in effect in the required amounts. The commercial general liability policy shall contain endorsements naming the CITY, its officers, agents and employees as additional insureds.

### 3.8 Primary Coverage

The insurance provided by CONSULTANT shall be primary to any coverage available to CITY. The insurance policies (other than worker's compensation and professional liability) shall include provisions for waiver of subrogation.

## ARTICLE 4 TERMINATION

### 4.1 Termination of Agreement

A. This Agreement may be terminated at any time, with or without cause, by the CITY upon thirty (30) days prior written notice or by CONSULTANT upon ninety (90) days prior written notice. Notice shall be deemed served if completed in accordance with Section 6.13.

B. In the event of termination or cancellation of this Agreement by CONSULTANT or CITY, due to no fault or failure of performance by CONSULTANT, CONSULTANT shall be paid compensation for all services performed by CONSULTANT, in an amount to be determined as follows: for work satisfactorily done in accordance with all of the terms and provisions of this Agreement, CONSULTANT shall be paid an amount equal to the percentage of services performed prior to the effective date of termination or cancellation in accordance with the work items; provided, in no event shall the amount of money paid under the foregoing provisions of this paragraph exceed the amount which would have been paid to CONSULTANT for the full performance of the services described in Article 2.1.

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ARTICLE 5  
OWNERSHIP OF DOCUMENTS

5.1 Ownership of Documents and Work Product

All documents, plans, specifications, reports, photographs, images, video files and media created or developed by CONSULTANT pursuant to this Agreement ("Written Products") shall be and remain the property of the CITY without restriction or limitation upon its use, duplication or dissemination by the CITY. All Written Products shall be considered "works made for hire," and all Written Products and any and all intellectual property rights arising from their creation, including, but not limited to, all copyrights and other proprietary rights, shall be and remain the property of the CITY without restriction or limitation upon their use, duplication or dissemination by the CITY. CONSULTANT shall not obtain or attempt to obtain copyright protection as to any Written Products.

CONSULTANT hereby assigns to the CITY all ownership and any and all intellectual property rights to the Written Products that are not otherwise vested in the CITY pursuant to the paragraph directly above this one.

CONSULTANT warrants and represents that it has secured all necessary licenses, consents or approvals to use any instrumentality, thing or component as to which any intellectual property right exists, including computer software, used in the rendering of the services and the production of all Written Products produced under this Agreement, and that the CITY has full legal title to and the right to reproduce the Written Products. CONSULTANT shall defend, indemnify and hold the CITY, and its elected officials, officers, employees, servants, attorneys, designated volunteers, and agents serving as independent contractors in the role of CITY officials, harmless from any loss, claim or liability in any way related to a claim that CITY's use of any of the Written Products is violating federal, state or local laws, or any contractual provisions, or any laws relating to trade names, licenses, franchises, copyrights, patents or other means of protecting intellectual property rights and/or interests in products or inventions. CONSULTANT shall bear all costs arising from the use of patented, copyrighted, trade secret or trademarked documents, materials, equipment, devices or processes in connection with its provision of the services and Written Products produced under this Agreement. In the event the use of any of the Written Products or other deliverables hereunder by the CITY is held to constitute an infringement and the use of any of the same is enjoined, CONSULTANT, at its expense, shall: (a) secure for CITY the right to continue using the Written Products and other deliverables by suspension of any injunction, or by procuring a license or licenses for CITY; or (b) modify the Written Products and other deliverables so that they become non-infringing while remaining in compliance with the requirements of this Agreement. This covenant shall survive the termination of this Agreement.

Upon termination, abandonment or suspension of the Project, the CONSULTANT shall deliver to the CITY all Written Products and other deliverables related to the Project. If CONSULTANT prepares a document on a computer, CONSULTANT shall provide CITY with said document both in a printed format and in an electronic format that is acceptable to the City.

ARTICLE 6  
GENERAL PROVISIONS

6.1 Representation

The CITY representative shall be the Deputy City Manager or his or her designee, and a CONSULTANT representative shall be designated by CONSULTANT as the primary contact person for each party regarding performance of this Agreement.

6.2 Fair Employment Practices/Equal Opportunity Acts

In the performance of this Agreement, CONSULTANT shall comply with all applicable provisions of the California Fair Employment Practices Act (California Government Code Sections 12940-48) and the applicable equal employment provisions of the Civil Rights Act of 1964 (42 U.S.C. 200e-217), and the Americans with Disabilities Act of 1992 (42 U.S.C. § 11200, et seq.).

6.3 Personnel

CONSULTANT represents that it has, or shall secure at its own expense, all personnel required to perform CONSULTANT'S services under this Agreement. Any person who performs engineering services pursuant to this Agreement shall be licensed as a Civil Engineer by the State of California and in good standing. CONSULTANT shall make reasonable efforts to maintain the continuity of CONSULTANT's staff who are assigned to perform the services hereunder and shall obtain the approval of the Deputy City Manager or his or her designee of all proposed staff members who will perform such services. CONSULTANT may associate with or employ associates or subcontractors in the performance of its services under this Agreement, but at all times shall be responsible for their services.

6.4 Conflicts of Interest

CONSULTANT agrees not to accept any employment or representation during the term of this Agreement or within twelve (12) months after completion of the work under this Agreement which is or may likely make CONSULTANT "financially interested" (as provided in California Government Code Sections 1090 and 87100) in any decisions made by CITY on any matter in connection with which CONSULTANT has been retained pursuant to this Agreement.

6.5 Legal Action

A. Should either party to this Agreement bring legal action against the other, the validity, interpretation, and performance of this Agreement shall be controlled by and construed under the laws of the State of California, excluding California's choice of law rules. Venue for any such action relating to this Agreement shall be in the Los Angeles County Superior Court.

B. If any legal action or other proceeding, including action for declaratory relief, is brought for the enforcement of this Agreement or because of an alleged dispute, breach, default or misrepresentation in connection with this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees, experts' fees, and other costs, in addition to any other relief to which the party may be entitled.

C. Should any legal action about a project between CITY and a party other than CONSULTANT require the testimony of CONSULTANT when there is no allegation that CONSULTANT was negligent, CITY shall compensate CONSULTANT for its testimony and preparation to testify at hourly rates that are agreed-upon in advance in writing by both parties.

#### 6.6 Assignment

Neither this Agreement nor any part thereof shall be assigned by CONSULTANT without the prior written consent of the CITY. Any such purported assignment without written consent shall be null and void, and CONSULTANT shall hold harmless, defend and indemnify the CITY and its officers, officials, employees, agents and representatives with respect to any claim, demand or action arising from any unauthorized assignment.

Notwithstanding the above, CONSULTANT may use the services of persons and entities not in CONSULTANT's direct employ, when it is appropriate and customary to do so. Such persons and entities include, but are not necessarily limited to, surveyors, specialized consultants, and testing laboratories. CONSULTANT's use of subcontractors for additional services shall not be unreasonably restricted by the CITY provided CONSULTANT notifies the CITY in advance.

#### 6.7 Independent Contractor

CONSULTANT is and shall at all times remain, as to the CITY, a wholly independent contractor. Neither the CITY nor any of its agents shall have control over the conduct of CONSULTANT or any of the CONSULTANT's employees, except as herein set forth, and CONSULTANT is free to dispose of all portions of its time and activities which it is not obligated to devote to the CITY in such a manner and to such persons, firms, or corporations at the CONSULTANT wishes except as expressly provided in this Agreement. CONSULTANT shall have no power to incur any debt, obligation, or liability on behalf of the CITY or otherwise act on behalf of the CITY as an agent. CONSULTANT shall not, at any time or in any manner, represent that it or any of its agents, servants or employees, are in any manner agents, servants or employees of CITY. CONSULTANT agrees to pay all required taxes on amounts paid to CONSULTANT under this Agreement, and to indemnify and hold the CITY harmless from any and all taxes, assessments, penalties, and interest asserted against the CITY by reason of the independent contractor relationship created by this Agreement. CONSULTANT shall fully comply with the workers' compensation law regarding CONSULTANT and its employees. CONSULTANT further agrees to indemnify

and hold the CITY harmless from any failure of CONSULTANT to comply with applicable workers' compensation laws. The CITY shall have the right to offset against the amount of any fees due to CONSULTANT under this Agreement any amount due to the CITY from CONSULTANT as a result of its failure to promptly pay to the CITY any reimbursement or indemnification arising under this Article.

#### 6.8 Titles

The titles used in this Agreement are for general reference only and are not part of the Agreement.

#### 6.9 Entire Agreement

This Agreement, including any other documents incorporated herein by specific reference, represents the entire and integrated agreement between CITY and CONSULTANT and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be modified or amended, or provisions or breach may be waived, only by subsequent written agreement signed by both parties.

#### 6.10 Construction

In the event of any asserted ambiguity in, or dispute regarding the interpretation of any matter herein, the interpretation of this Agreement shall not be resolved by any rules of interpretation providing for interpretation against the party who causes the uncertainty to exist or against the party who drafted the Agreement or who drafted that portion of the Agreement.

#### 6.11 Non-Waiver of Terms, Rights and Remedies

Waiver by either party of any one or more of the conditions of performance under this Agreement shall not be a waiver of any other condition of performance under this Agreement. In no event shall the making by the CITY of any payment to CONSULTANT constitute or be construed as a waiver by the CITY of any breach of covenant, or any default which may then exist on the part of CONSULTANT, and the making of any such payment by the CITY shall in no way impair or prejudice any right or remedy available to the CITY with regard to such breach or default.

#### 6.12 Severability

If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

### 6.13 Notice

Except as otherwise required by law, any notice, request, direction, demand, consent, waiver, approval or other communication required or permitted to be given hereunder shall not be effective unless it is given in writing and shall be delivered (a) in person or (b) by certified mail, postage prepaid, and addressed to the parties at the addresses stated below, or at such other address as either party may hereafter notify the other in writing as aforementioned:

To CITY:

Carolynn Petru, Deputy City Manager  
City of Rancho Palos Verdes  
30940 Hawthorne Blvd.  
Rancho Palos Verdes, California 90275

To CONSULTANT:

Gonzalez Goodale Architects  
John Ferguson, Principal  
135 West Green Street, Suite 200  
Pasadena, California 91105

A party may change its address by giving written notice to the other party. Thereafter, any notice or other communication shall be addressed and transmitted to the new address. If sent by mail, any notice, tender, demand, delivery or other communication shall be deemed effective three (3) business days after it has been deposited in the United States mail. For purposes of communicating these time frames, weekends and federal, state, religious, County of Los Angeles or CITY holidays shall be excluded. No communication via facsimile or electronic mail shall be effective to give any such notice or other communication hereunder.

[Signatures on next page]

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

"CONSULTANT"  
Gonzalez Goodale Architects

Date: \_\_\_\_\_

BY: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

CITY OF RANCHO PALOS VERDES  
A Municipal Corporation

Date: \_\_\_\_\_

BY: \_\_\_\_\_

Carolyn Lehr, City Manager

ATTEST:

\_\_\_\_\_  
Carla Morreale, City Clerk

## Exhibit A

### 1. UNDERSTANDING OF THE PROJECT

Gonzalez Goodale Architects understands that we are to provide professional services to assess and evaluate three existing buildings at the Rancho Palos Verdes Civic Center, located at 30940 Hawthorne Boulevard, and to provide a report discussing the feasibility and planning level opinion of probable cost to renovate these buildings. The goals of the renovation are to extend the life of the buildings a minimum of 20 years, and to ensure that the facilities allow for immediate occupancy after a seismic event for the continued provision of City services.

Our approach to the project will proceed in four logical phases. The first phase will consist of information gathering; the second phase will develop optional solutions addressing deficiencies identified in the first phase; the third will entail discussions with City staff to determine viability of various options; and the final phase will involve the preparation of a final report that summarizes and expands on the most appropriate course of rehabilitation for the existing structures.

Primary among the many goals of this study are fire-life safety systems, seismic-event performance meeting the "immediate occupancy" level as defined by ASCE/SEI 41-06 and FEMA 356, and compliance with State of California access codes and the ADA. Also, consideration of sustainable, energy efficient solutions will have high priority.

Given the nature of this project, the study will depend, to a large extent, on evaluation of city maintenance records, utility bills, and other historical documents that are retrievable. During the first phase of the work, we will provide a checklist of records and documents that would positively affect the study effort, prior to conducting interviews with staff members. In this way, unnecessary document collection will be minimized and appropriate collection efforts will be enhanced.

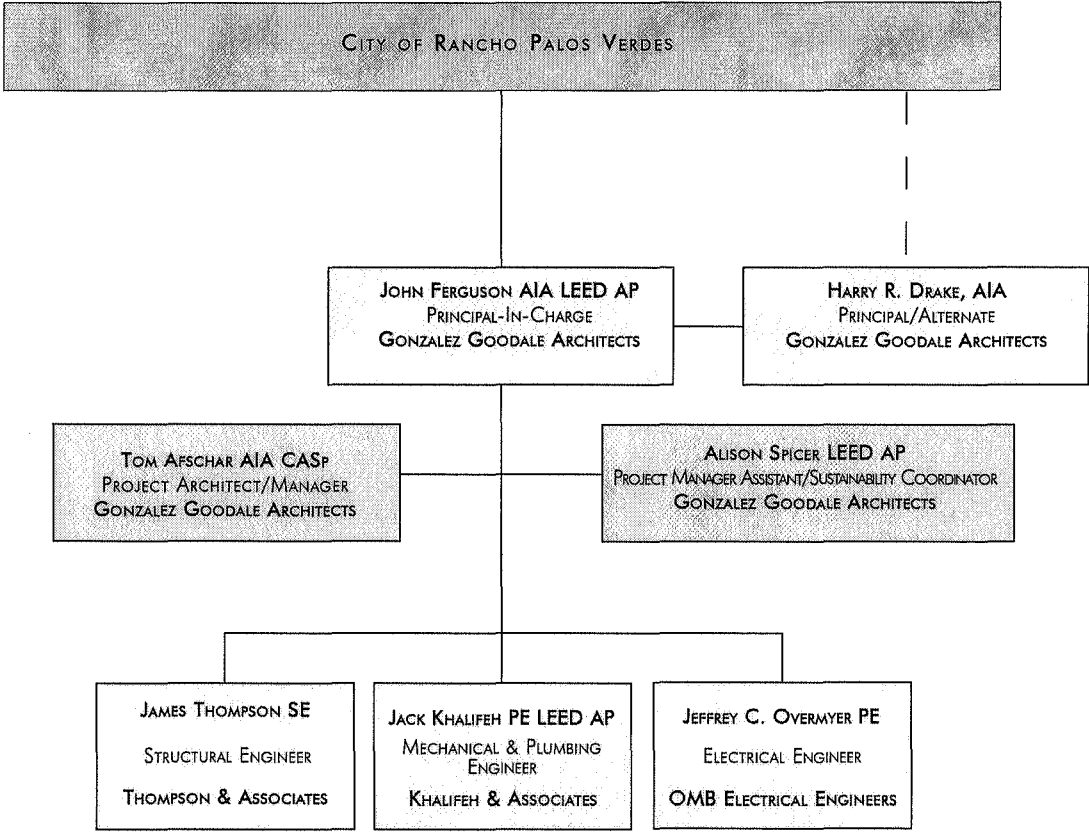
A study such as this one can be approached in several different ways. Unfortunately, the value of the resulting reports can also vary. If the study is conceived in an interdependent form, the City might not have the ability to flexibly execute the program to its best advantage, over time, and to coincide with budgetary constraints.

Our goal is to provide a report that is generated from mutually determined solutions that will address, in a prioritized form, all deficiencies present in the existing structures. While it might be necessary to cluster certain parts of the planned rehabilitation work, whenever possible, the solutions we will propose will not have prerequisite or dependant elements of work. Also, community and economic factors driving the process will most likely change over time. The study should anticipate this reality by including optional solutions, with alternative means of implementation.

Finally, we believe the planned rehabilitation work should be conceived with attention to the value returned by each part of the plan. How will each element add to safety, energy conservation, staff efficiency or other qualities in return for the necessary investment? When answers to this question are included in the plan, the City will have the tools necessary to implement the work effectively.

For a better understanding of a typical facility assessment renovation deliverable, following is an example of the facilities assessment components (Table of Contents and Executive Summary) of the Arcadia City Hall Renovation Analysis, some of which will also pertain to your project.

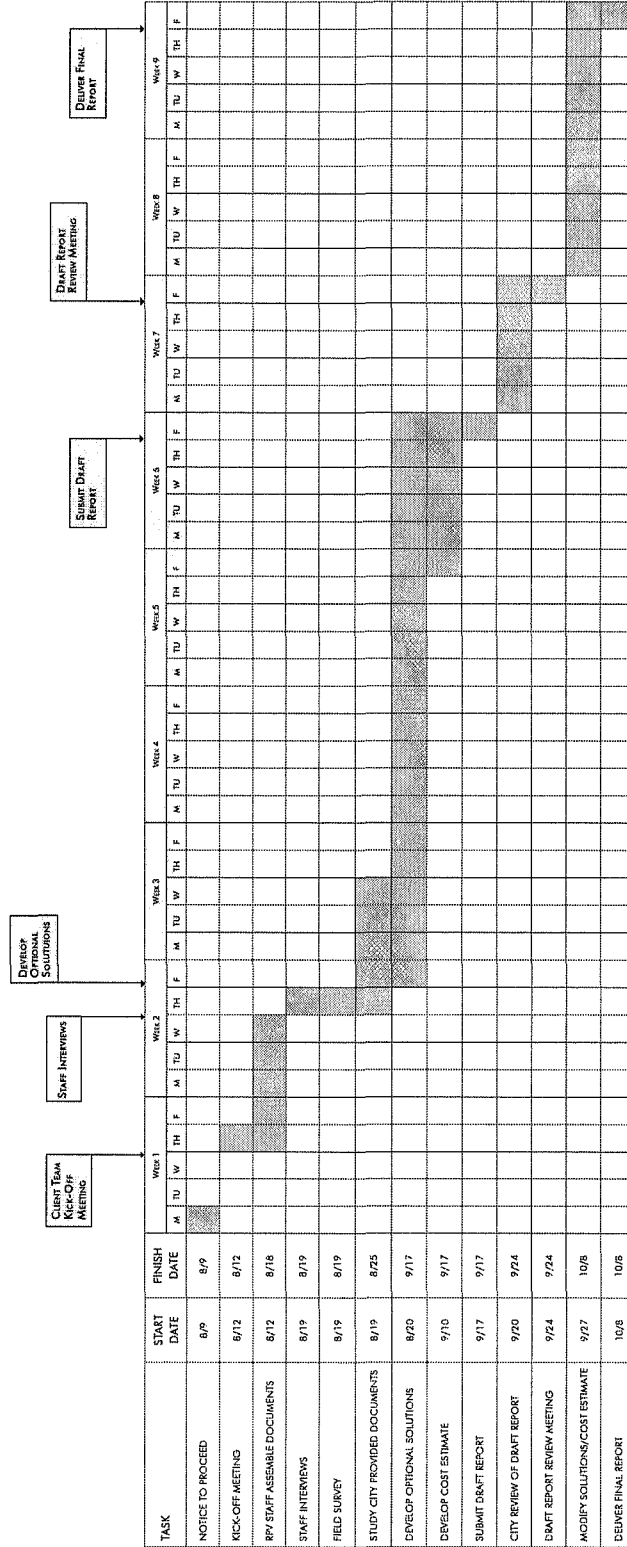
3. PROJECT TEAM  
ORGANIZATIONAL CHART



# 4. PROJECT SCHEDULE

CITY OF RANCHO PALOS VERDES  
 CIVIC CENTER FACILITIES ASSESSMENT  
 AUGUST 2010

PHASES & MILESTONES



# Exhibit B

CITY OF RANCHO PALOS VERDES  
CIVIC CENTER FACILITIES ASSESSMENT

Gonzalez Goodale Architects  
8/4/2010

**PROPOSED WORK PLAN (by tasks) & FEE**

**TASKS**

<b>1 PROGRAMMING</b>
a Kick-Off Client Team Meeting
b Prepare City Staff Checklists
c Conduct & Document Staff Interviews
d Conduct & Document Field Survey/Photos
e Assemble Documents and Photo Records
f Study Soils Report / ADA Report / Surveys, etc
g Engage Engineering Consultant Analysis
h Develop Optional Scenarios
i Present/Discuss Optional Solutions
j Write Report
k Prepare Opinion of Probable Cost
l Present/Discuss Preliminary Report With City
m Revise/Adjust Based on Client Meeting
n Prepare Documents & Assemble Final Packages

**PROPOSED WORK EFFORTS**

ROLE	GONZALEZ GOODALE - Hours			CONSULTANTS - Costs		PHASE SUBTOTALS
	PIC	PM/A	PMA	Structural	MEP	
	\$705	3	3			\$705
	\$840	6		4	2	\$840
	\$1,335	7	5		2	\$1,335
	\$1,595	9	1	8		\$1,595
	\$810	9		1	8	\$810
	\$1,490	8	2	6		\$1,490
	\$705	3	3		\$3,000	\$6,205
	\$2,330	14	2	10	2	\$2,330
	\$940	4	4			\$940
	\$2,150	14	2	8	4	\$2,150
	\$1,470	10	2	4	4	\$1,470
	\$705	3	3			\$705
	\$1,060	6	2	3	1	\$1,060
	\$160	2		2		\$160
<b>98 subtotal hours</b>						
<b>Totals</b>	<b>\$16,295</b>			<b>\$3,000</b>	<b>\$2,500</b>	<b>\$21,795</b>
						<i>non reimbursable expenses (printing, plotting, etc.)</i> \$436
						<b>(ROUNDED) PROPOSED Not-to-Exceed FEE \$22,000</b>

2%

**NOTES and ASSUMPTIONS:**

1 PIC = Principal in Charge, PMA = Project Manager/Architect, PMA = Project Manager Assistant

## Exhibit C

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### 5. FEES & EXPENSES CURRENT FEE SCHEDULE

#### GONZALEZ GOODALE ARCHITECTS

Principal	\$235.00	Sustainability Coordinator	\$150.00
Project Manager	\$170.00	Administrative	\$ 80.00

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#### THOMPSON & ASSOCIATES, INC. | STRUCTURAL ENGINEERS

Principal Structural Engineer	\$145.00	Project CAD Drafter	\$ 75.00
Senior Structural Engineer	\$120.00	Staff CAD Drafter	\$ 60.00
Project Engineer	\$ 90.00	Clerical	\$ 50.00
Staff Engineer	\$ 75.00		

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#### KHALIFEH & ASSOCIATES, INC. | MECHANICAL & PLUMBING ENGINEERS

Principal	\$195.00	Design/Drafter	\$110.00
Senior Engineer	\$150.00	Secretarial	\$58.00
Engineer	\$125.00		

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#### OMB ELECTRICAL ENGINEERS, INC. | ELECTRICAL ENGINEERS

Principal	\$195.00	Design/Drafter	\$110.00
Senior Engineer	\$150.00	Secretarial	\$58.00
Engineer	\$125.00		

Hourly rates are inclusive of base salaries together with mandatory and customary benefits including taxes health insurance, holidays, vacations and similar benefits.