

**CONTRACT FOR PROFESSIONAL SERVICES TO
PROVIDE ON-CALL ARCHITECTURAL SERVICES
BETWEEN THE CITY OF HERMOSA BEACH AND PAUL MURDOCH ARCHITECTS**

This AGREEMENT is entered into this 17th day of November, 2025, by and between the CITY OF Hermosa Beach, a general law city a municipal corporation ("CITY") and Paul Murdoch Architects, Architectural Firm ("CONSULTANT").

RECITALS

- A. The City desires to obtain Architectural services on an On-call basis with Paul Murdoch Architects for City projects.
- B. The City does not have the personnel able and/or available to perform the services required under this agreement and therefore, the City desires to contract for consulting services to accomplish this work.
- C. The Consultant warrants to the City that it has the qualifications, experience and facilities to perform properly and timely the services under this Agreement.
- D. The City desires to contract with the Consultant to perform the services as described in Exhibit A of this Agreement.

NOW, THEREFORE, based on the foregoing recitals, the City and the Consultant agree as follows:

- 1. CONSIDERATION AND COMPENSATION** As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as EXHIBIT A.

As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement.

As additional consideration, CITY agrees to pay CONSULTANT a total not to exceed amount of \$1,000,000, for CONSULTANT's services, unless otherwise specified by written amendment to this Agreement.

No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his/her designee.

CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its invoice for services itemizing the fees and costs incurred during the previous month. CITY shall pay CONSULTANT all uncontested amounts set forth in CONSULTANT's invoice within 30 days after it is received.

- 2. SCOPE OF SERVICES**. CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICE attached hereto as Exhibit A and incorporated herein by this reference.

Except as herein otherwise expressly specified to be furnished by CITY, CONSULTANT will, in a professional manner, furnish all of the labor, technical, administrative,

professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space, and facilities necessary or proper to perform and complete the work and provide the professional services required of CONSULTANT by this Agreement.

- 3. PAYMENTS.** For CITY to pay CONSULTANT as specified by this Agreement, CONSULTANT must submit an invoice to CITY which lists the reimbursable costs, the specific tasks performed, and, for work that includes deliverables, the percentage of the task completed during the billing period in accordance with the schedule of compensation incorporated in "Exhibit B."
- 4. TIME OF PERFORMANCE.** The services of the CONSULTANT are to commence upon receipt of a notice to proceed from the CITY and shall continue until all authorized work is completed to the CITY's reasonable satisfaction, in accordance with the schedule incorporated in "Exhibit A," unless extended in writing by the CITY.
- 5. FAMILIARITY WITH WORK.** By executing this Agreement, CONSULTANT represents that CONSULTANT has (a) thoroughly investigated and considered the scope of services to be performed; (b) carefully considered how the services should be performed; and (c) understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.
- 6. KEY PERSONNEL.** CONSULTANT's key person assigned to perform work under this Agreement is Paul Murdoch. CONSULTANT shall not assign another person to be in charge of the work contemplated by this Agreement without the prior written authorization of the City.
- 7. TERM OF AGREEMENT.** The term of this Agreement shall commence upon execution by both parties and shall expire on November 17, 2028, unless earlier termination occurs under Section 11 of this Agreement, or this Agreement is extended in writing in advance by both parties.
- 8. CHANGES.** CITY may order changes in the services within the general scope of this Agreement, consisting of additions, deletions, or other revisions, and the contract sum and the contract time will be adjusted accordingly. All such changes must be authorized in writing, executed by CONSULTANT and CITY. The cost or credit to CITY resulting from changes in the services will be determined in accordance with written agreement between the parties.
- 9. TAXPAYER IDENTIFICATION NUMBER.** CONSULTANT will provide CITY with a Taxpayer Identification Number.
- 10. PERMITS AND LICENSES.** CONSULTANT will obtain and maintain during the term of this Agreement all necessary permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.
- 11. TERMINATION.** Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause. Notice of termination shall be in writing.

CONSULTANT may terminate this Agreement. Notice will be in writing at least 30 days before the effective termination date.

In the event of such termination, the CONSULTANT shall cease services as of the date of termination, and all finished or unfinished documents, data, drawings, maps, and other materials prepared by CONSULTANT shall, at CITY's option, become CITY's property, and CONSULTANT will receive just and equitable compensation for any work satisfactorily completed up to the effective date of notice of termination.

Should the Agreement be terminated pursuant to this Section, CITY may procure on its own terms services similar to those terminated.

12. INDEMNIFICATION. To the extent permitted by law, CONSULTANT shall indemnify, and hold harmless CITY, its officers, officials, employees and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature to the extent caused by CONSULTANT's negligence, recklessness or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this AGREEMENT. CONSULTANT shall promptly pay any final judgment rendered against CITY (and its officers, officials, employees and volunteers) with respect to claims determined by a trier of fact to have been the result of the CONSULTANT's negligence, recklessness or willful misconduct. CONSULTANT shall reimburse the CITY its costs of defense, including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation to the extent such fees, costs and all other costs are determined by the court of competent jurisdiction to have been caused by the actual negligence, recklessness or willful misconduct of the Consultant. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section 17, and any approval of said insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

13. ASSIGNABILITY. This Agreement is for CONSULTANT's professional services. CONSULTANT's attempts to assign the benefits or burdens of this Agreement without CITY's written approval are prohibited and will be null and void.

14. INDEPENDENT CONSULTANT. CITY and CONSULTANT agree that CONSULTANT will act as an independent contractor and will have control of all work and the manner in which is it performed. CONSULTANT will be free to contract for similar service to be performed for other employers while under contract with CITY. CONSULTANT is not an agent or employee of CITY and is not entitled to participate in any pension plan, insurance, bonus or similar benefits CITY provides

for its employees. Any provision in this Agreement that may appear to give CITY the right to direct CONSULTANT as to the details of doing the work or to exercise a measure of control over the work means that CONSULTANT will follow the direction of the CITY as to end results of the work only.

15. AUDIT OF RECORDS. CONSULTANT agrees that CITY, or designee, has the right to review, obtain, and copy all records pertaining to the performance of this Agreement. CONSULTANT agrees to provide CITY, or designee, with any relevant information requested and will permit CITY, or designee, access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this Agreement. CONSULTANT further agrees to maintain such records for a period of three (3) years following final payment under this Agreement.

CONSULTANT will keep all books, records, accounts and documents pertaining to this Agreement separate from other activities unrelated to this Agreement.

16. CORRECTIVE MEASURES. CONSULTANT will promptly implement any corrective measures required by CITY regarding the requirements and obligations of this Agreement. CONSULTANT will be given a reasonable amount of time as determined by the City to implement said corrective measures. Failure of CONSULTANT to implement required corrective measures shall result in immediate termination of this Agreement.

17. INSURANCE REQUIREMENTS.

A. The CONSULTANT, at the CONSULTANT's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies:

1. Workers Compensation Insurance as required by law. The Consultant shall require all subcontractors similarly to provide such compensation insurance for their respective employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the CITY at least thirty (30) days prior to such change. The insurer shall agree to waive all rights of subrogation against the CITY, its officers, agents, employees, and volunteers for losses arising from work performed by the CONSULTANT for City.

2. General Liability Coverage. The CONSULTANT shall maintain commercial general liability insurance in an amount of not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.

3. Automobile Liability Coverage. The CONSULTANT shall maintain automobile liability insurance covering bodily injury and property damage

for all activities of the CONSULTANT arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired, and non-owned vehicles, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence.

4. Professional Liability Coverage. The CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the CONSULTANT'S operations under this Agreement, whether such operations be by the CONSULTANT or by its employees, subcontractors, or sub-consultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.

B. Endorsements. Each general liability, automobile liability and professional liability insurance policy shall be issued by a financially responsible insurance company or companies admitted and authorized to do business in the State of California, or which is approved in writing by City, and shall be endorsed as follows. CONSULTANT also agrees to require all contractors, and subcontractors to do likewise.

1. "The CITY, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the CONSULTANT, including materials, parts, or equipment furnished in connection with such work or operations."

2. This policy shall be considered primary insurance as respects the CITY, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by the CITY, including any self-insured retention the CITY may have, shall be considered excess insurance only and shall not contribute with this policy.

3. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.

4. The insurer waives all rights of subrogation against the CITY, its elected or appointed officers, officials, employees, or agents.

5. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, agents, or volunteers.

6. The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days written notice has been received by the CITY.

C. CONSULTANT agrees to provide immediate notice to CITY of any claim or loss against CONSULTANT arising out of the work performed under this agreement. CITY assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve CITY.

D. Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the CITY's option, the CONSULTANT shall demonstrate financial capability for payment of such deductibles or self-insured retentions.

E. The CONSULTANT shall provide certificates of insurance with original endorsements to the CITY as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the CITY on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the CITY at all times during the term of this Agreement.

F. Failure on the part of the CONSULTANT to procure or maintain required insurance shall constitute a material breach of contract under which the CITY may terminate this Agreement pursuant to Section 11 above.

G. The commercial general and automobile liability policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the Consultant (as the named insured) should Consultant fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. Consultant understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Consultant as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on Consultant's behalf upon the Consultant's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against Consultant for breach of this Agreement in addition to any other damages incurred by City due to the breach.

18. USE OF OTHER CONSULTANTS. CONSULTANT must obtain CITY's prior written approval to use any sub-consultants while performing any portion of this Agreement. Such approval must include approval of the proposed consultant and the terms of compensation.

19. FINAL PAYMENT ACCEPTANCE CONSTITUTES RELEASE. The acceptance by the CONSULTANT of the final payment made under this Agreement shall operate as and be a release of the CITY from all claims and liabilities for compensation to the CONSULTANT for anything done, furnished or relating to the CONSULTANT'S work or services. Acceptance of payment shall be any negotiation of the CITY'S check or the failure to make a written extra compensation claim within ten (10) calendar days of the receipt of that check. However, approval or payment by the CITY

shall not constitute, nor be deemed, a release of the responsibility and liability of the CONSULTANT, its employees, sub-consultants and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by the CITY for any defect or error in the work prepared by the Consultant, its employees, sub-consultants and agents.

20. CORRECTIONS. In addition to the above indemnification obligations, the CONSULTANT shall correct, at its expense, all errors in the work which may be disclosed during the City's review of the Consultant's report or plans. Should the Consultant fail to make such correction in a reasonably timely manner, such correction shall be made by the CITY, and the cost thereof shall be charged to the CONSULTANT. In addition to all other available remedies, the City may deduct the cost of such correction from any retention amount held by the City or may withhold payment otherwise owed CONSULTANT under this Agreement up to the amount of the cost of correction.

21. NON-APPROPRIATION OF FUNDS. Payments to be made to CONSULTANT by CITY for services performed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that CITY does not appropriate sufficient funds for payment of CONSULTANT'S services beyond the current fiscal year, the Agreement shall cover payment for CONSULTANT'S services only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

22. NOTICES. All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

CITY	CONSULTANT
City of Hermosa Beach 1315 Valley Drive Hermosa Beach, CA 90254 ATTN:	Paul Murdoch 6310 San Vicente Blvd #400 Los Angeles CA 90048 ATTN:

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph. Courtesy copies of notices may be sent via electronic mail, provided that the original notice is deposited in the U.S. mail or personally delivered as specified in this Section.

A. **SOLICITATION.** CONSULTANT maintains and warrants that it has not employed nor retained any company or person, other than CONSULTANT'S bona fide employee, to solicit or secure this Agreement. Further, CONSULTANT warrants that it has not paid nor has it agreed to pay any company or person,

other than CONSULTANT's bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Should CONSULTANT breach or violate this warranty, CITY may rescind this Agreement without liability.

B. THIRD PARTY BENEFICIARIES. This Agreement and every provision herein is generally for the exclusive benefit of CONSULTANT and CITY and not for the benefit of any other party. There will be no incidental or other beneficiaries of any of CONSULTANT's or CITY's obligations under this Agreement.

C. INTERPRETATION. This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.

D. ENTIRE AGREEMENT. This Agreement, and its Attachments, sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written.

E. RULES OF CONSTRUCTION. Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.

F. AUTHORITY/MODIFICATION. The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment with signatures of all parties to this Agreement. CITY's city manager, or designee, may execute any such amendment on behalf of CITY.

23. ACCEPTANCE OF FACSIMILE OR ELECTRONIC SIGNATURES. The Parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into in connection with this Contract will be considered signed when the signature of a party is delivered by facsimile transmission or scanned and delivered via electronic mail. Such facsimile or electronic mail copies will be treated in all respects as having the same effect as an original signature.

24. FORCE MAJEURE. Should performance of this Agreement be impossible due to fire, flood, explosion, war, embargo, government action, civil or military authority, the natural elements, or other similar causes beyond the Parties' control, then the Agreement will immediately terminate without obligation of either party to the other.

25. TIME IS OF ESSENCE. Time is of the essence to comply with dates and schedules to be provided.

26. ATTORNEY'S FEES. The parties hereto acknowledge and agree that each will bear his or its own costs, expenses and attorneys' fees arising out of and/or connected with the negotiation, drafting and execution of the Agreement, and all matters arising out of or connected therewith except that, in the event any action is brought by any party hereto to enforce this Agreement, the prevailing party in

such action shall be entitled to reasonable attorneys' fees and costs in addition to all other relief to which that party or those parties may be entitled.

27. STATEMENT OF EXPERIENCE. By executing this Agreement, CONSULTANT represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to CITY. CONSULTANT represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private consultants, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public agency.

28. OWNERSHIP OF DOCUMENTS. It is understood and agreed that the City shall own all documents and other work product of the Consultant, except the Consultant's notes and workpapers, which pertain to the work performed under this Agreement. The City shall have the sole right to use such materials in its discretion and without further compensation to the Consultant, but any re-use of such documents by the City on any other project without prior written consent of the Consultant shall be at the sole risk of the City.

29. USE OF LOGO. The CITY grants the CONSULTANT permission to use its name, logo and/or trademark in deliverables produced by the CONSULTANT on the behalf of the CITY, such as written reports, presentation slides, press releases, social media graphics, and other public outreach materials. The CITY's prior review of artwork and written approval is required for any use of CITY logo. CITY will provide an electronic copy of the most current logo to the CONSULTANT for use in materials. The CONSULTANT will, in turn, only use the most current logo of the CITY.

30. DISCLOSURE REQUIRED. (City and Consultant initials required at one of the following paragraph:

By their respective initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is a "consultant" for the purposes of the California Political Reform Act because Consultant's duties would require him or her to make one or more of the governmental decisions set forth in Fair Political Practices Commission Regulation 18700.3(a) or otherwise serves in a staff capacity for which disclosure would otherwise be required were Consultant employed by the City. Consultant hereby acknowledges his or her assuming-office, annual, and leaving-office financial reporting obligations under the California Political Reform Act and the City's Conflict of Interest Code and agrees to comply with those obligations at his or her expense. Prior to consultant commencing services hereunder, the City's Manager shall prepare and deliver to consultant a memorandum detailing the extent of Consultant's disclosure obligations in accordance with the City's Conflict of Interest Code.

City Initials _____

Consultant Initials _____

OR

By their initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is not a "consultant" for the purpose of the California Political Reform Act

because Consultant's duties and responsibilities are not within the scope of the definition of consultant in Fair Political Practice Commission Regulation 18700.3(a) and is otherwise not serving in staff capacity in accordance with the City's Conflict of Interest Code.

City Initials _____

Consultant Initials _____

IN WITNESS WHEREOF the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF HERMOSA BEACH

CONSULTANT

ATTN: _____
Steve Napolitano, Interim City By: _____
Manager

ATTN: _____
Paul Murdoch, FAIA, LEED AP

ATTEST:

Myra Maravilla, City Clerk

Taxpayer ID No.

APPROVED AS TO FORM:

Jason Baltimore, Interim City Attorney

EXHIBIT A

SCOPE OF SERVICES

REQUEST FOR QUALIFICATIONS (RFQ) NO. 25-003
ON-CALL PROFESSIONAL ARCHITECTURAL SERVICES
IN THE CITY OF HERMOSA BEACH, CALIFORNIA



CITY OF HERMOSA BEACH
Department of Public Works
1315 Valley Drive
Hermosa Beach, CA 90254
(310) 318-0212



CITY OF HERMOSA BEACH

1315 Valley Drive, Hermosa Beach, CA 90254

Phone: (310) 318-0210, Fax: (310) 937-5015

www.Hermosabeach.gov

RFQ NUMBER: RFQ# 25-003
RFQ TITLE: **ON-CALL PROFESSIONAL ARCHITECTURAL SERVICES**

REQUESTING DEPARTMENT: Public Works – Engineering Division

RELEASE DATE: August 21, 2025

DUE DATE: **September 18, 2025 @ 3:00 p.m. PST**

Notice is hereby given that the Department of Public Works of the City of Hermosa Beach will receive statements of qualification for:

RFQ# 25-003, ON-CALL PROFESSIONAL ARCHITECTURAL SERVICES

Statements of qualification must be submitted as PDF via the PlanetBids Portal (pbsystem.planetbids.com/portal/51313/portal-home) and will be received until 3:00 p.m. PST, September 18, 2025.

Statements of qualification will not be opened at that time but will be submitted to the Public Works Department for verification and compliance with specifications and subsequent recommendation to City Council for award of a contract or rejection of the responses, as deemed appropriate. The City reserves the right to make no award.

Please direct any general inquiries regarding this RFQ to Andrew Nguyen at anguyen@hermosabeach.gov. All questions regarding the content of the RFQ must be submitted on the PlanetBids Portal.

Dated: August 21, 2025

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1. Introduction

1.1 Invitation for Qualifications

The City of Hermosa Beach ("City") is seeking Statements of Qualifications from qualified individuals or firms ("Consultant") to provide on-call Architectural Services. The selected Consultant would assist the City's Public Works Department in the preparation of the designs of Capital Improvement Projects (CIPs) and other as-needed work in support of the Department's operations and programs and ongoing efforts to maintain facilities Citywide. Consultants must have the expertise, experience, and resources available to perform the work described in this request for qualifications (RFQ).

The City intends to enter an agreement with up to three (3) qualified Consultants (or teams of Consultants) for the requested services in an amount not to exceed \$1,000,000 for a period of three years, with an option to extend for two additional one-year terms. The City anticipates a contract start date around November 2025.

This RFQ does not require Consultants to address any specific projects or task orders. As work is identified, the City will solicit proposals from one or more of the on-call Consultants. A task order will then be negotiated and executed between the City and the selected Consultant.

1.2 RFQ Timeline

RFQ posted	August 21, 2025
Deadline to submit written questions	September 4, 2025
Posting of responses to questions	September 9, 2025
Deadline to submit qualifications	September 18, 2025
Interviews for selected firms if the City wishes to do so	TBD
Tentative award	October 2025

1.3 Submittal Procedures

Respondents shall submit **one copy** of the statement of qualification and **one copy** of the rate schedule in PDF format (separate files) on the PlanetBids Portal.

No responses will be accepted after the listed date and time. The format, content, and procedures for submitting a statement of qualifications are provided in further detail in Section 3 of this RFQ.

1.4 Protest Procedures

Proposers may file a “protest” of a proposal/statement of qualification with the City’s City Manager. In order for a Proposer’s protest to be considered valid, the protest must:

- A. Be filed in writing within five (5) calendar days after submittal deadline, or where the Protest relates solely to events occurring thereafter, within five (5) calendar days after the event or occurrence giving rise to the protest;
- B. Clearly identify the specific irregularity or accusation;
- C. Clearly identify the specific City staff determination or recommendation being protested;
- D. Specify in detail the grounds for protest and the facts supporting the protest;
- E. Include all relevant supporting documentation with the protest at time of filing; and
- F. Be transmitted concurrently to all other parties with a direct financial interest that may be adversely affected by the outcome of the protest. Such parties shall include all other Proposers or proposers who appear to have a reasonable prospect of receiving an award depending upon the outcome of the protest.

If the protest does not comply with each of these requirements, the City may reject the protest with or without further review.

If the protest is timely and complies with the above requirements, the City Manager, or other designated City staff member, shall review the protest, any response from the challenged Proposer(s), and all other relevant information, and will provide a written decision to the protestor.

3. State or Federal Funding

If the subject matter of the solicitation or project is receiving any state or federal funds which requires a protest procedure different than the procedures stated above, then that protest procedure shall control.

In the event there is any lawsuit filed against the City relating to any federally funded project, the City will provide prompt notice of that lawsuit to all agencies who participated in the funding of the project.

4. Mandatory Procedure

This administrative procedure and the time limits set forth herein are mandatory. Failure to comply with these mandatory procedures shall constitute a waiver of any right to pursue the protest, including filing a Government Code claim or any legal proceedings or actions.

1.5 Contact

Please direct any inquiries regarding this RFQ to **Andrew Nguyen** at **anguyen@hermosabeach.gov**. All questions regarding the content of the RFQ shall be submitted directly on the PlanetBids Portal. Responses to all questions will be posted on the PlanetBids portal.

1.6 General RFQ Conditions

The following instructions and conditions apply to this RFQ:

Pre-Contractual Expenses

The City of Hermosa Beach shall not, in any event, be liable for any pre-contractual expenses incurred by any Consultant. In addition, no Consultant shall include any such expenses as part of the price proposed. Pre-contractual expenses are defined as expenses incurred by bidders in:

- Preparing a statement of qualifications in response to this RFQ.
- Submitting that response to the City of Hermosa Beach.
- Negotiating with the City of Hermosa Beach any matter related to this RFQ, proposal, and/or contractual agreement.
- Any other expenses incurred by the consultant prior to the date of an executed contract.

Authority to Withdraw RFQ and/or Not Award Contract

The City of Hermosa Beach reserves the right to withdraw this RFQ at any time for any reason without prior notice. Further, the City makes no representations that any agreement will be awarded to any Consultant responding to this RFQ. The City expressly reserves the right to reject any and all responses to this RFQ without indicating any reasons for such rejection(s).

The release of this RFQ does not obligate or compel the City to enter into a contract or agreement.

Authority to Revise RFQ and Request Additional Information

The City reserves the rights to amend the RFQ at any time, to determine the successful respondent(s), and to reject any or all responses or their components. Should it be necessary for the City to issue addendums to this RFQ during the advertisement period, the City will post addendums to the PlanetBids Portal. It is the responsibility of all prospective respondents to check PlanetBids regularly to see whether any addenda or supplemental materials have been issued. Statements of qualifications shall acknowledge that the Consultant is aware of all addendums which have been issued and has incorporated their provisions in their response by completing the Certification of Qualifications Form.

The City reserves the right, to request additional information or clarifications from consultants where it may serve the City's best interest.

Other Conditions

- **ADDITIONAL SERVICES.** The Scope of Work describes the minimum work to be accomplished. Upon final selection of the firm(s), the Scope of Work may be modified and refined during negotiations with the City. Any proposer that provides additional services can include those services in the statement of qualifications and list them as additional services.
- **AUTHORIZED SIGNATURES.** Every statement of qualifications must be signed by the person or persons legally authorized to bind the consultant to a contract for the execution of the work. Upon request of the City, any agent submitting a statement of qualifications on behalf of a consultant shall provide a current power of attorney certifying the agent's authority to bind the consultant.
- **AWARD OF QUALIFICATIONS.** City reserves the right to negotiate final terms with the selected consultant, if any. Award may be made to the consultant offering the most advantageous statement of qualifications after consideration of all criteria.
- **COMPLIANCE WITH LAWS.** All statement of qualifications shall comply with current federal, state, and other laws relative thereto.
- **CONFLICT OF INTEREST.** By signing the Certification of Qualifications , the consultant declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this statement of qualifications or any work connected with this statement of qualifications. Should any agreement be approved in connection with this Request for Qualifications, consultant declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
- **DISQUALIFICATION OF PROPOSER.** If there is reason to believe that collusion exists among the consultants, the City may refuse to consider statement of qualifications

from participants in such collusion. No person, firm, or corporation under the same or different name, shall make, file, or be interested in more than one statement of qualifications for the same work unless alternate statement of qualifications are called for. Reasonable grounds for believing that any consultant is interested in more than one statement of qualifications for the same work will cause the rejection of all statement of qualifications for the work in which a consultant is interested. Consultants shall submit as part of their statement of qualifications documents the completed Non-Collusion Affidavit.

- **EXAMINATION OF DOCUMENTS.** It is the responsibility of the consultant to carefully and thoroughly examine and be familiar with these RFQ documents, general conditions, all forms, specifications, drawings, plans, and addendums (if any). Consultants shall satisfy themselves as to the character, quantity, and quality of work to be performed and materials, labor, supervision necessary to perform the work as specified by these documents. The failure or neglect of the consultant to examine documents shall in no way relieve the consultant from any obligations with respect to the solicitation for and subsequent contract that may be awarded. The submission of a statement of qualifications shall constitute an acknowledgment upon which the City may rely that the consultant has thoroughly examined and is familiar with the RFQ documents. The failure or neglect of a consultant to receive or examine any of the documents shall in no way relieve the consultant from any obligations with respect to the statement of qualifications. No claim will be allowed for additional compensation that is based upon a lack of knowledge of any solicitation document.
- **INTERPRETATION OF RFQ DOCUMENTS.** City reserves the right to make corrections or clarifications of the information provided in this RFQ. If any person is in doubt as to the true meaning of any part of this RFQ documents, or finds discrepancies or omissions in the document, the person may submit to the City a written request for an interpretation or correction. Oral statement(s), interpretations or clarifications concerning meaning or intent of the contents of this RFQ by any person are unauthorized and invalid. Modifications to the RFQ, including, but not limited to the scope of work, can be made only by written addendum issued by the City. Proposers shall submit all questions in writing to the contact listed in the announcement or submitted on the PlanetBids Portal. Proposers may not contact any other staff members with questions. The requesting party is responsible for prompt delivery of any requests. When the City considers interpretations necessary, interpretations will be in the form of an addendum to the RFQ documents, and when issued, will be sent as promptly as is practical to all parties recorded by the City as having received RFQ documents. All such addenda shall become a part of the RFQ document. It is the responsibility of each consultant to ensure the City has their correct business name, mailing address and e-mail address on file through the PlanetBids online portal. Any prospective consultants who obtained a set of RFQ documents from the PlanetBids online portal are responsible for checking PlanetBids to verify if any subsequent Addendums were issued.

- **IRREGULARITIES.** City reserves the right to waive non-material irregularities if such would be in the best interest of the City as determined by the City Manager.
- **NON-DISCRIMINATION.** Consultant represents and warrants that it does not and will not discriminate against any employee or applicant for employment because of race, religion, gender, color, national origin, sexual orientation, ancestry, marital status, physical condition, pregnancy or pregnancy-related condition, political affiliation or opinion, age or medical condition.
- **NON-EXCLUSIVE.** Should the City make an award, the successful consultant will enter into a NON-EXCLUSIVE professional services agreement and the City reserves the right to enter into agreements with other firms.
- **OFFERS OF MORE THAN ONE PRICE.** Consultants are NOT allowed to submit more than one rate schedule.
- **OWNERSHIP.** All data, documents and other products used or developed during the RFQ process become the property of the City upon submission. All documents submitted in response to this RFQ shall become the property of the City and a matter of public record pursuant to Government Code sections 6250 et seq. Statement of qualifications should not be marked as confidential or proprietary, and City may refuse to consider a statement of qualifications so marked. All information contained within the statement of qualifications will become a matter of public record. It is the responsibility of each bidder to clearly identify any and all information contained within its statement of qualifications that it considers to be confidential and/or proprietary. To the extent that the City agrees with that designation, such information will be held in confidence whenever possible. All other information will be considered public.
- **PROFESSIONAL SERVICES AGREEMENT.** Prior to awarding any work, the selected Consultant will be required to execute a professional services agreement (sample attached) with the City. Any proposed change to the agreement shall be identified in the response to the Request for Qualifications (RFQ) and shall be subject to the sole approval of the City. The City requires the Consultant to obtain and maintain a policy of professional liability and other insurance as indicated in the agreement.
- **NO PUBLIC OPENING/PUBLIC RECORDS ACT.** Statement of qualifications shall be opened and its contents secured by City staff to prevent disclosure during the evaluative process and the process of negotiating with competing consultants. Adequate precautions shall be taken to treat each consultant fairly and to insure that information gleaned from competing statement of qualifications is not disclosed to other Consultants. Prices and other information concerning the statement of qualifications shall not be disclosed until a recommendation for award is made to the awarding authority.
- **PUBLIC RECORD.** All statement of qualifications submitted in response to this RFQ will become the property of the City upon submittal and a matter of public record

when the City selects a proposer for recommendation to the City Council for its consideration pursuant to applicable law.

- **REPRESENTATIONS.** Consultant understands and acknowledges that the representations made in their submitted statement of qualifications are material and important, and will be relied on by the City in evaluation of the statement of qualifications. Consultant misrepresentation shall be treated as fraudulent concealment from the City of the facts relating to the statement of qualifications.
- **SEVERABILITY.** If any provisions or portion of any provision, of this Request for Qualifications are held invalid, illegal or unenforceable, they shall be severed from the Request for Qualifications and the remaining provisions shall be valid and enforceable.
- **SUBCONTRACTOR INFORMATION.** If the statement of qualifications includes the use of sub consultants, consultant must identify specific sub consultants and the specific requirements of this RFQ for which each proposed sub consultant would perform services. All sub consultant for work services must follow all required provisions of the prime contract.
- **VALIDITY.** Statement of qualifications must be valid for a period of 90 days from the due date.
- **WITHDRAWAL OF STATEMENT OF QUALIFICATIONS.** Consultants' authorized representative may withdraw statement of qualifications only by written request received by this RFQ contact personal before the Submittal Deadline.
- **BUSINESS LICENSE.** The selected firm(s) must obtain a City of Hermosa Beach Business license and maintain a current certificate of insurance with the City for the duration of the Professional Service Agreement.

2. Scope of Services

2.1 City Location and Characteristics

The City of Hermosa Beach is located within the southwestern coastal portion of Los Angeles County in what is commonly referred to locally as the "South Bay" area. The City is bounded on the north by the City of Manhattan Beach, on the south by the City of Redondo Beach, on the east by the City of Redondo Beach and the City of Manhattan Beach, and on the west by the Pacific Ocean. The City limits for Hermosa Beach encompass a relatively small land area, approximately 1.4 square miles. Hermosa Beach is thriving, and engaged community, with some 20,000 residents and naturally draws a high number of visitors to its beaches and downtown.

Governed by a five-member City Council with members elected at large, Hermosa Beach operates under the council/city manager form of government as a general law

city. Like the community, the Council is informed, educated, and engaged. The programs and services provided by the City are accomplished through seven City departments: Administrative Services, City Clerk, City Manager, Community Development, Community Resources, Police, and Public Works.

2.2 Description

The Public Works Department is responsible for engineering and oversight of the City's Capital Improvement Program (CIP), maintenance of City facilities and parks, public counter services including plan check and permit issuance, and a wide variety of other programs and services.

The City of Hermosa Beach ("City") Public Works Department is seeking Statements of Qualification from qualified individuals, firms, or teams of firms ("Consultant") to provide on-call Architectural Services. The selected Consultant would assist the City's Public Works Department in the preparation of the designs of Capital Improvement Projects (CIPs), maintenance projects, facilities upgrade and modernization projects and other as-needed work in support of the Department's programs, plans, and services. Consultants must have the expertise, experience, and resources available to perform all of the work described in this RFQ.

The City intends to enter an agreement with up to 3 qualified consultants (or teams of consultants) for the requested services in an amount not to exceed \$1,000,000 each for a period of 3 years with the option of extending it by two additional one- year terms at the sole discretion of the City. The City anticipates a contract start date around November of 2025.

This RFQ does not require consultants to address any specific projects or task orders. As work is identified, the City will solicit proposals from one, or more, on-call firms. The designated Consultant(s) shall then provide a proposal, including proposed fee and delivery schedule per each task order issued by the City. A task order will then be negotiated and executed between the City and the selected firm. Compensation will be based on a time and materials, or a fixed fee with a not-to-exceed limit agreed upon by both the Consultant and City before work begins.

Please note that being selected for an on-call contract does not guarantee that a consultant will be requested to submit a task order or be assigned any work. The City reserves the right to retain other consulting firms in its sole discretion when the City believes there will be an economic or other significant advantage for doing so.

2.3 General Scope of Work

The scope of work for specific projects will be determined at the time when the City solicits task order proposals. On-call services are required for various projects at various City facilities that may include municipal buildings, and other structures. Services are

expected to cover a range of small, medium, and large studies, conceptual designs, final designs, conditions investigations, coordination processes and technical support. Services assigned through the Task Order document are intended for the effective delivery of projects or other issues to come before the Public Works Department. This RFQ for On-Call Professional Architectural Services is focused largely but not exclusively on “vertical work”. The types of task assignments for Services to be provided by a Firm under this Agreement are expected to cover the range of responsibilities and perspectives handled by the Architecture team, including the necessary subconsultant support where required. While not an exhaustive or exclusive list, the assignments may include, but are not limited to, one of the following:

Existing Conditions Inventories or Condition Assessments

- The Consultant may be tasked to inspect, document, and assess the locations and conditions of various assets as a means to validate or prioritize project programs, to adjust budget allocations, or to expedite, coordinate, or reduce risk in upcoming design projects.
- Condition Assessments (estimate of remaining service life and code compliance reviews) investigation, analysis, and recommendation(s) for repair/replacement of existing building components.
- Work may include professional services of an architectural nature as well as incidental services that members of those professions and those in their employment may logically or justifiably perform, such as hiring a trade to perform investigation or destructive testing under their direction.

Project Scoping, and Project Program Definition Studies or Validations

- The Consultant may be tasked to develop project scopes or project programs. These definitions will clarify the size, location, special equipment needs, levels of finishes, and operational adjacencies of upcoming projects, and will solidify potential cost and schedules. Alternatively, the Consultant might be asked to review the Project Program documents developed by others as a second opinion or considering new information or needs.

General Design Services

Pre-Design Services:

- Pre-Design services include attending a pre-design kick-off meeting, existing condition survey and report, coordination with City and its consultants, reviewing record and as-built drawings, space programming, etc. The Consultant will gather any existing records and/or documents (e.g., Record Drawing, site surveys, etc.) that indicate existing conditions; and will conduct on-site inspection(s) of the premises to verify conditions. The extent of this effort shall be as in-depth and as extensive as is required and necessary to support the design effort.

Planning and Conceptual Design Services:

- Planning and conceptual design services include meeting with City staff and project stakeholders to facilitate discussions of wants and needs, space planning and conceptual designs, cost estimating, preparing materials for public review and comment, identification of any environmental permitting requirements. The extent of this effort shall be as in-depth and as extensive as is required to support the design effort of assigned project(s). Design services include attending a kick-off meeting, coordination with City and its consultants,
- Design-related tasks may consider the development of concepts prior to design development or, on projects that are under design by others.

Design Development, Construction Documents and Construction Administration:

- Preparation of plans, specifications and cost estimates, schematic design through Construction Documents which involves the development of Contract Documents, permitting, and assistance in bidding process. Design services include attending a kick-off meeting, coordination with City and its consultants, and preparation of Construction Drawings, Specification shall follow Construction Specification Institute (CSI) Master Format and cost estimates. Contract Documents shall be suitable for the solicitation of competitive construction bids.
- Preparation of plan concepts and designs must be completed in consultation with the City's Community Development Department to ensure compliance with city zoning ordinances.
- Consultant shall coordinate all specification sections with the City's standard specification. Consultant shall prepare applications and obtain necessary permits. Prepare application materials and plan submittals as necessary for City entitlements required under the zoning ordinance, and for Coastal Development Permits with the State Coastal Commission, if necessary.
- All potential permit issues and other discrepancies must be resolved and changes incorporated into the Contract Documents before approval can be given by the City for the 100% submittal, and subsequent initiation of the bidding process. Contract Documents shall be suitable for the solicitation of competitive construction bids.
- Application and Permit Preparation — when not accomplished by other contracts and consultants, prepare and process project applications and permits with city, and other jurisdictions/authorities as necessary for design decisions and the award of construction.
- Assist staff in reviews of construction documents, to develop and consider value engineering alternatives, or to understand construction means and methods necessary to deliver a project considering various field conditions

- Assistance in bidding process involves attending a mandatory pre-bid meeting/conference, preparation of addenda and revisions, being available to answer technical questions during bidding, and bid review.
- Review bids to verify completeness and accuracy.
- Construction Administration Services involves attending a pre-construction meeting/conference and progress meetings, coordination with City and its consultants, providing timely response to RFIs , timely review and approval of submittals , reviewing/approving requests for substitutions, reviewing shop drawings, reviewing change order requests and pay applications, assisting as necessary with approving change orders, site observations/inspections, and field reports. and other tasks necessary for successful implementation of projects.
- Advise the City on construction or installation methods, materials and instrument components as the project plan matures.
- Post Construction Services will consist of preparing record drawings in AutoCAD from contractor's "as-built" marked up drawings. All project AutoCAD files (i.e., drawings, x-refs, blocks, fonts, etc.) shall be provided to the City after the completion of "as-built" drawings. Also included is preparation of record specifications from contractor's specification mark-ups. All project specifications shall be provided in a Word and PDF format to the City.
- As necessary and directed by the City, participate in various meetings, including attendance of and presentation at public events, City council and committee meetings, and stakeholder meetings.
- Administer project close out, including managing and preparing any documentation for funding audits.
- Submit final report summarizing the project history, including major problems, claims, recommendations, and actions taken for corrective action.
- Turn over all documents and files, including electronic files including photos to City of Hermosa Beach on hard copy and digital copies.

Other Services:

- Provide specialty design services as part of the team, as needed for typical City facility and other municipal projects as identified including, but not limited to:
 - a. Electrical;
 - b. Mechanical;
 - c. Plumbing;
 - d. Structural;
 - e. Cost Estimating;
 - f. Surveying;
 - g. Geotechnical

- h. ~~Site~~ Civil
 - i. Historic review; and
 - j. Landscape architecture.
- Provide plan reviews for private and public development projects.
- Monitor trends, legislation, and standard practices and advise City staff on the latest applicable codes, policies, procedures, and practices.
- Act as a liaison between the City and the contractor or developer, if required, including site inspection, project coordination, weekly meetings, preparation of notes and minutes, review of submittals, and preparation of City reports
- Prepare site surveys, as-built plans, site and building assessments, and master plans.
- Assist City staff in defining the City needs and setting the project criteria.
- Coordinate with City staff and consultants for the implementation of Capital Improvement Program projects and other City projects.
- Advise City staff and assist with identifying grants or other funding available for public works projects and when so directed, initiate and prepare applications for such funding or grants.
- Prepare guidelines and other documents for City as needed.
- Peer and constructability review of design and bid document review and analysis.
- Prepare guidelines and other documents for City as needed

2.3 Relevant Plans, Policies, Programs, or Projects

Proposers should review and consider the work already completed or underway in the development of approach, budget, and schedule. The following links are provided for your convenience:

- [Fiscal Year 2025-26 Capital Improvement Program](#),
- [PLAN Hermosa, the City's Comprehensive General Plan and Local Coastal Program](#), adopted 2017

3. Submittal Instructions

3.1 Format

Proposers shall submit **one copy** of the statement of qualifications and **one copy** of the rate schedule in PDF format on the PlanetBids Portal.

3.2 Content

Statement of qualifications must be concise, but with sufficient detail to allow accurate evaluation and comparative analysis. Emphasis should be concentrated on conforming to the RFQ instructions, responding to the RFQ requirements, and on providing a complete and clear description of the Consultant's capabilities and availability. Statement of qualifications should include the sections as described in greater detail below.

Do not include marketing brochures or other promotional material not connected with this RFQ.

3.2.1 Cover Letter

Statement of qualifications must be accompanied by a short cover letter, signed by an individual authorized to bind the proposing entity to all commitments made in the submittal. An unsigned statement of qualifications is grounds for rejection. The cover letter should include:

- Brief introduction of the firm (or team of firms);
- Contact information for the person authorized to enter into an agreement with the City;
- Contact information for the **contract manager** that will serve as the day-to-day contact with the City. For this on-call contract, the City will expect a dedicated point person to manage all task orders; serve as the conduit of information between any task-specific project managers and sub-consultants; and ensure overall quality and responsiveness.
- Concise statement of understanding of the scope of work; and
- Acknowledgement of receipt of any addenda issued for this RFQ.

3.2.2 Firm Profile

Proposers should provide a brief profile of the prime consultant and any sub-consultants. Information should include, but is not limited to the following information:

- Official name, address, email, and telephone number of the consultant's primary point of contact.

- Type of business entity of consultant (corporation, company, joint venture, etc.). Please enclose a copy of the Joint Venture Agreement if entity is a joint venture.
- Federal Employer I.D. Number.
- Indication whether firm is totally or partially owned by another business organization (parent company) or individual.
- Number of years consultant has been in business under the present business name.
- Number of years of experience the consultant has had in providing required, equivalent, or related services.
- Any failures or refusals to complete a contract, and explanation.

3.2.3 Organizational Chart

Proposer shall include an organizational chart that reflects titles of key staff assigned to provide services under this statement of qualifications for the prime consultant and all subconsultants. The organizational chart should clearly identify names, titles, and professional licenses/certifications.

It is the City's requirement to have the key personnel identified in the Organizational Chart remain on the team throughout the duration of the contract. After contract execution the Consultant should not substitute key personnel (contract manager and others listed by name in the statement of qualifications) or sub-consultants without prior written approval by the City.

3.2.4 Bios of Key Staff

Proposer shall include bios of key staff identified in the organizational chart for the prime consultant and all subconsultants. The bios should indicate key relevant experience on municipal projects, their areas of expertise, degrees, and any relevant professional licenses and certifications.

3.2.5 Relevant Experience and References

Proposers shall highlight their experience providing similar on-call services for other municipal clients. References for at least three (3) projects completed as part of an on-call contract within the last five (5) years is required. Please include the following information, at a minimum, for those projects:

- Name of contracting agency and department
- Description of project or services provided
- Year started and completed (if relevant)

- Key Personnel Assigned
- Name, email, and phone number for agency project manager
- Contract Value

3.2.6 Project Management Plan

In this section, proposers should detail their approach to responding to requests for as-needed work, ensuring clear communication between the Consultant's Contract Manager and the City, and oversight of task orders to ensure schedule and budget adherence and quality assurance/quality control.

3.2.7 Required Forms

Consultant shall review, acknowledge and submit the following forms:

- **Certification of Qualifications.** Consultant is required to sign and submit the Certification of Qualifications including acknowledgement that they have received and considered any addendums issued by the City of Hermosa Beach in connection with this RFQ. (See section 6.2.1)
- **Non-Collusion Affidavit.** Consultant is required to sign and submit the Non-Collusion Affidavit. (See section 6.2.2)
- **Compliance with Insurance Requirements.** Consultant shall demonstrate the willingness and ability to submit proof of the required insurance coverage as set forth in the Sample Professional Services Agreement. (See section 6.2.3)
- **Acknowledgement of Professional Services Agreement.** Consultant shall demonstrate willingness and ability to comply with the City's Sample Professional Services Agreement and/or indicate any exceptions to the Professional Services Agreement. (See section 6.2.4)

3.2.8 Rate Schedule

Rate schedules shall be submitted through PlanetBids Portal as a separate file, labeled "Rate Schedule" and indicate the firm's name. The rate schedule shall detail hourly billable rates for key staff members (including their names, titles, and licenses) and other team member categories for various other services offered by the Consultant and sub-consultants as appropriate.

Proposer must also state whether rates are guaranteed for the term of the agreement or will be subject to future rate increases. Any proposed requests to change the adopted rates annually shall not exceed the relevant Consumer Price Index for the preceding 12-month period.

Rate schedule shall detail any other direct costs intended to be charged to the City (e.g., travel, equipment, printing/materials).

No mark-ups will be allowed for direct or miscellaneous costs or subconsultant work, however an appropriate number of hours for sub-consultant oversight will be allowed.

4. Evaluation and Selection

4.1 Review Process

The City will evaluate all statements of qualifications received in accordance with the evaluation criteria. The City shall not be obligated to accept the lowest fee schedule, but the City may make award(s) in the best interest of the City after all factors are considered including, but not limited to, the demonstrated competence, experience, and professional qualifications of the Consultant. Evaluation scores will not be released until after award if one is made.

Following the review of RFQs by the City's team, the City may, if it chooses to do so, invite short-listed Consultants to be interviewed by a panel of City staff, which may include non-City personnel at the City's discretion. Discussions may, at the City's option, be conducted with the most qualified Proposer(s). Discussions may be for the purpose of clarification to assure full understanding of, and responsiveness to the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of statement of qualifications. In conducting discussions, the City will not disclose information derived from statements of qualifications submitted by competing Proposers.

The City will verify references of short-listed consultants, which may include persons not listed as references, and this will help inform the City's decisions.

Task orders resulting from this contract will be negotiated and executed between the City and the selected Consultant.

4.2 Evaluation Criteria

Statements of qualifications will be evaluated based on their responses to all provisions of this RFQ. The City of Hermosa Beach will use the following criteria in its evaluation of statements of qualifications, interviews, and verifications of references. The categories will be weighted as follows.

Approach and Methods (40%):

- Demonstration of the Consultant's ability to be responsive to the City's needs and provide a high level of customer service.
- Evidence of the Consultant's ability to successfully deliver project tasks and deliverables within the identified project budget and with minimized cost overruns.
- Evidence of the Consultant's ability to work collaboratively with other members of a multi-disciplinary team in a complex and dynamic working environment.

- Demonstration of the Consultant's commitment to accurate and superior work products and services as detailed in the project management plan.
- A well thought-out and tailored approach to as-needed work that responds to the City's particular issues and needs.
- Incorporation of innovative and/or creative approaches for providing the services that will maximize efficient, cost-effective operations or increase performance capabilities.

Relevant Experience & Expertise (40%):

- The Consultant's ability to dedicate a strong contract manager, knowledgeable of the needs of a Public Works Department, that will serve as a single point of contact for the duration of the project.
- Recent experience providing similar services for other jurisdictions.
- Familiarity and experience with applicable industry standards and any relevant federal, state, and local requirements.
- The depth and appropriateness of experience of individual members of the technical team as they relate to technical tasks typically called for on municipal projects.
- The team's experience and ability to clearly communicate technical concepts and terminology with the community.

Administration (20%):

- The extent and nature of any proposed amendments to the City's Professional Services Agreement.
- Billing rates and ability to comply with billing requirements.

5. Contract Expectations

5.1 Contract Period

The City anticipates the contract term would begin in November 2025 and extend for a term of 3 years.

5.2 Professional Services Agreement

The selected Consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.1. The City Attorney or

their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

5.3 Standards of Work

In case of conflicts, ambiguities, discrepancies, errors, or omissions, the Consultant shall submit the matter to the City for clarification. Any work affected by such conflicts, ambiguities, discrepancies, errors or omissions which is performed by the Consultant prior to clarification by City shall be at the Consultant's risk and expense.

5.4 Invoicing and Payment

Each invoice shall contain a progress report describing the work completed during the billing period and shall also include cost information by task: previous work billed to date, work billed during the reporting period, percentage of task completed and amount remaining.

Invoices shall be submitted monthly. The invoices shall refer to the contract number, project title, and Purchase Order (PO) number.

Each invoice shall contain a progress report describing the work completed during the billing period and the following summary information:

Contract Amount	Total Prior Contract billings	Contract Work Performed This Period	Total Contract Amount Performed To Date	Contract Percent Complete	Total Amount Remaining for the Contract
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6. Attachments and Required Forms

6.1 Sample Professional Services Agreement

CONTRACT FOR PROFESSIONAL SERVICES TO

BETWEEN THE CITY OF HERMOSA BEACH AND

This AGREEMENT is entered into this day of , 20XX, by and between the CITY OF Hermosa Beach, a general law city a municipal corporation ("CITY") and _, a limited liability company ("CONSULTANT").

RECITALS

A. The City desires to _____.

B. The City does not have the personnel able and/or available to perform the services required under this agreement and therefore, the City desires to contract for consulting services to accomplish this work.

C. The Consultant warrants to the City that it has the qualifications, experience and facilities to perform properly and timely the services under this Agreement.

D. The City desires to contract with the Consultant to perform the services as described in Exhibit A of this Agreement.

NOW, THEREFORE, based on the foregoing recitals, the City and the Consultant agree as follows:

1 CONSIDERATION AND COMPENSATION. As partial consideration, CONSULTANT agrees to perform the work listed in the SCOPE OF SERVICES, attached as EXHIBIT A.

As additional consideration, CONSULTANT and CITY agree to abide by the terms and conditions contained in this Agreement.

As additional consideration, CITY agrees to pay CONSULTANT a total of \$, for CONSULTANT's services, unless otherwise specified by written amendment to this Agreement.

No additional compensation shall be paid for any other expenses incurred, unless first approved by the City Manager or his/her designee.

CONSULTANT shall submit to CITY, by not later than the 10th day of each month, its invoice for services itemizing the fees and costs incurred during the previous month. CITY shall pay CONSULTANT all

uncontested amounts set forth in CONSULTANT's invoice within 30 days after it is received.

2 SCOPE OF SERVICES. CONSULTANT will perform the services and activities set forth in the SCOPE OF SERVICE attached hereto as Exhibit A and incorporated herein by this reference.

Except as herein otherwise expressly specified to be furnished by CITY, CONSULTANT will, in a professional manner, furnish all of the labor, technical, administrative, professional and other personnel, all supplies and materials, equipment, printing, vehicles, transportation, office space, and facilities necessary or proper to perform and complete the work and provide the professional services required of CONSULTANT by this Agreement.

3 PAYMENTS. For CITY to pay CONSULTANT as specified by this Agreement, CONSULTANT must submit an invoice to CITY which lists the reimbursable costs, the specific tasks performed, and, for work that includes deliverables, the percentage of the task completed during the billing period in accordance with the schedule of compensation incorporated in "Exhibit A."

4 TIME OF PERFORMANCE. The services of the CONSULTANT are to commence upon receipt of a notice to proceed from the CITY and shall continue until all authorized work is completed to the CITY's reasonable satisfaction, in accordance with the schedule incorporated in "Exhibit A," unless extended in writing by the CITY.

5 FAMILIARITY WITH WORK. By executing this Agreement, CONSULTANT represents that CONSULTANT has (a) thoroughly investigated and considered the scope of services to be performed; (b) carefully considered how the services should be performed; and (c) understands the facilities, difficulties, and restrictions attending performance of the services under this Agreement.

6 KEY PERSONNEL. CONSULTANT's key person assigned to perform work under this Agreement is _____. CONSULTANT shall not assign another person to be in charge of the work contemplated by this Agreement without the prior written authorization of the City.

7 TERM OF AGREEMENT. The term of this Agreement shall commence upon execution by both parties and shall expire on _____, 20____, unless earlier termination occurs under Section 11 of this Agreement, or this Agreement is extended in writing in advance by both parties.

8 CHANGES. CITY may order changes in the services within the general scope of this Agreement, consisting of additions, deletions, or other revisions, and the contract sum and the contract time will be adjusted accordingly. All such changes must be authorized in writing, executed by CONSULTANT and CITY. The cost or credit to CITY resulting from changes in the services will be determined in accordance with written agreement between the parties.

9 TAXPAYER IDENTIFICATION NUMBER. CONSULTANT will provide CITY with a Taxpayer Identification Number.

10 PERMITS AND LICENSES. CONSULTANT will obtain and maintain during the term of this Agreement all necessary permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

11 TERMINATION. Except as otherwise provided, CITY may terminate this Agreement at any time with or without cause. Notice of termination shall be in writing.

CONSULTANT may terminate this Agreement. Notice will be in writing at least 30 days before the effective termination date.

In the event of such termination, the CONSULTANT shall cease services as of the date of termination, and all finished or unfinished documents, data, drawings, maps, and other materials prepared by CONSULTANT shall, at CITY's option, become CITY's property, and CONSULTANT will receive just and equitable compensation for any work satisfactorily completed up to the effective date of notice of termination.

Should the Agreement be terminated pursuant to this Section, CITY may procure on its own terms services similar to those terminated.

12 INDEMNIFICATION. To the extent permitted by law, CONSULTANT shall indemnify, and hold harmless CITY, its officers, officials, employees

and volunteers from and against all liability, loss, damage, expense, cost (including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation) of every nature to the extent caused by CONSULTANT's negligence, recklessness or willful misconduct in the performance of work hereunder or its failure to comply with any of its obligations contained in this AGREEMENT. CONSULTANT shall promptly pay any final judgment rendered against CITY (and its officers, officials, employees and volunteers) with respect to claims determined by a trier of fact to have been the result of the CONSULTANT's negligence, recklessness or willful misconduct. CONSULTANT shall reimburse the CITY its costs of defense, including without limitation reasonable attorneys fees, expert fees and all other costs and fees of litigation to the extent such fees, costs and all other costs are determined by the court of competent jurisdiction to have been caused by the actual negligence, recklessness or willful misconduct of the Consultant. It is expressly understood and agreed that the foregoing provisions are intended to be as broad and inclusive as is permitted by the law of the State of California and will survive termination of this Agreement.

The requirements as to the types and limits of insurance coverage to be maintained by CONSULTANT as required by Section 17, and any approval of said insurance by CITY, are not intended to and will not in any manner limit or qualify the liabilities and obligations otherwise assumed by CONSULTANT pursuant to this Agreement, including, without limitation, to the provisions concerning indemnification.

13 ASSIGNABILITY. This Agreement is for CONSULTANT's professional services. CONSULTANT's attempts to assign the benefits or burdens of this Agreement without CITY's written approval are prohibited and will be null and void.

14 INDEPENDENT CONSULTANT. CITY and CONSULTANT agree that CONSULTANT will act as an independent contractor and will have control of all work and the manner in which it is performed. CONSULTANT will be free to contract for similar service to be performed for other employers while under contract with CITY. CONSULTANT is not an agent or employee of CITY and is not entitled to participate in any pension plan, insurance, bonus or similar benefits CITY provides for its

employees. Any provision in this Agreement that may appear to give CITY the right to direct CONSULTANT as to the details of doing the work or to exercise a measure of control over the work means that CONSULTANT will follow the direction of the CITY as to end results of the work only.

15 AUDIT OF RECORDS. CONSULTANT agrees that CITY, or designee, has the right to review, obtain, and copy all records pertaining to the performance of this Agreement. CONSULTANT agrees to provide CITY, or designee, with any relevant information requested and will permit CITY, or designee, access to its premises, upon reasonable notice, during normal business hours for the purpose of interviewing employees and inspecting and copying such books, records, accounts, and other material that may be relevant to a matter under investigation for the purpose of determining compliance with this Agreement. CONSULTANT further agrees to maintain such records for a period of three (3) years following final payment under this Agreement.

CONSULTANT will keep all books, records, accounts and documents pertaining to this Agreement separate from other activities unrelated to this Agreement.

16 CORRECTIVE MEASURES. CONSULTANT will promptly implement any corrective measures required by CITY regarding the requirements and obligations of this Agreement. CONSULTANT will be given a reasonable amount of time as determined by the City to implement said corrective measures. Failure of CONSULTANT to implement required corrective measures shall result in immediate termination of this Agreement.

17 INSURANCE REQUIREMENTS.

A. The CONSULTANT, at the CONSULTANT's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies:

1. Workers Compensation Insurance as required by law. The Consultant shall require all subcontractors similarly to provide such compensation insurance for their respective employees. Any notice of cancellation or non-renewal of all Workers' Compensation policies must be received by the CITY at least thirty (30) days prior to such change. The insurer

shall agree to waive all rights of subrogation against the CITY, its officers, agents, employees, and volunteers for losses arising from work performed by the CONSULTANT for City.

2. General Liability Coverage. The CONSULTANT shall maintain commercial general liability insurance in an amount of not less than two million dollars (\$2,000,000) per occurrence for bodily injury, personal injury, and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.

3. Automobile Liability Coverage. The CONSULTANT shall maintain automobile liability insurance covering bodily injury and property damage for all activities

of the CONSULTANT arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired, and non-owned vehicles, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence.

4. Professional Liability Coverage. The CONSULTANT shall maintain professional errors and omissions liability insurance for protection against claims alleging negligent acts, errors, or omissions which may arise from the CONSULTANT'S operations under this Agreement, whether such operations be by the CONSULTANT or by its employees, subcontractors, or sub-consultants. The amount of this insurance shall not be less than one million dollars (\$1,000,000) on a claims-made annual aggregate basis, or a combined single-limit-per-occurrence basis. When coverage is provided on a "claims made basis," CONSULTANT will continue to renew the insurance for a period of three (3) years after this Agreement expires or is terminated. Such insurance will have the same coverage and limits as the policy that was in effect during the term of this Agreement, and will cover CONSULTANT for all claims made by CITY arising out of any errors or omissions of CONSULTANT, or its officers, employees or agents during the time this Agreement was in effect.

B. Endorsements. Each general liability, automobile liability and professional liability insurance policy shall be issued by a financially responsible insurance company or companies admitted and authorized to do business in the State of California, or which is approved in writing by City, and shall be endorsed as follows. CONSULTANT also agrees to require all contractors, and subcontractors to do likewise.

1. "The CITY, its elected or appointed officers, officials, employees, agents, and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the CONSULTANT, including materials, parts, or equipment furnished in connection with such work or operations."

2. This policy shall be considered primary insurance as respects the CITY, its elected or appointed officers, officials, employees, agents, and volunteers. Any insurance maintained by the CITY, including any self-insured retention the CITY may have, shall be considered excess insurance only and shall not contribute with this policy.

3. This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.

4. The insurer waives all rights of subrogation against the CITY, its elected or appointed officers, officials, employees, or agents.

5. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected or appointed officers, officials, employees, agents, or volunteers.

6. The insurance provided by this policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days written notice has been received by the CI

CONSULTANT agrees to provide immediate notice to CITY of any claim or loss against CONSULTANT arising out of the work performed under this agreement. CITY assumes no obligation or liability by such notice, but has the right (but not the duty) to monitor the handling of any such claim or claims if they are likely to involve CITY.

D. Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the CITY's option, the CONSULTANT shall demonstrate financial capability for payment of such deductibles or self-insured retentions.

E. The CONSULTANT shall provide certificates of insurance with original endorsements to the CITY as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the CITY on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the CITY at all times during the term of this Agreement.

F. Failure on the part of the CONSULTANT to procure or maintain required insurance shall constitute a material breach of contract under which the CITY may terminate this Agreement pursuant to Section 11 above.

G. The commercial general and automobile liability policies required by this Agreement shall allow City, as additional insured, to satisfy the self-insured retention ("SIR") and/or deductible of the policy in lieu of the Consultant (as the named insured) should Consultant fail to pay the SIR or deductible requirements. The amount of the SIR or deductible shall be subject to the approval of the City Attorney and the Finance Director. Consultant understands and agrees that satisfaction of this requirement is an express condition precedent to the effectiveness of this Agreement. Failure by Consultant as primary insured to pay its SIR or deductible constitutes a material breach of this Agreement. Should City pay the SIR or deductible on Consultant's behalf upon the Consultant's failure or refusal to do so in order to secure defense and indemnification as an additional insured under the policy, City may include such amounts as damages in any action against Consultant for breach of this Agreement in addition to any other damages incurred by City due to the breach.

18 USE OF OTHER CONSULTANTS. CONSULTANT must obtain CITY's prior written approval to use any sub-consultants while performing any portion of this Agreement. Such approval must include approval of the proposed consultant and the terms of compensation.

19 FINAL PAYMENT ACCEPTANCE CONSTITUTES RELEASE. The acceptance by the CONSULTANT of the final payment made under this Agreement shall operate as and be a release of the CITY from all claims and liabilities for compensation to the CONSULTANT for anything done, furnished or relating to the CONSULTANT'S work or services. Acceptance of payment shall be any negotiation of the CITY'S check or the failure to make a written extra compensation claim within ten (10) calendar days of the receipt of that check. However, approval or payment by the CITY shall not constitute, nor be deemed, a release of the responsibility and liability of the CONSULTANT, its employees, sub-consultants and agents for the accuracy and competency of the information provided and/or work performed; nor shall such approval or payment be deemed to be an assumption of such responsibility or liability by the CITY for any defect or error in the work prepared by the Consultant, its employees, sub-consultants and agents.

20 CORRECTIONS. In addition to the above indemnification obligations, the CONSULTANT shall correct, at its expense, all errors in the work which may be disclosed during the City's review of the Consultant's report or plans. Should the Consultant fail to make such correction in a reasonably timely manner, such correction shall be made by the CITY, and the cost thereof shall be charged to the CONSULTANT. In addition to all other available remedies, the City may deduct the cost of such correction from any retention amount held by the City or may withhold payment otherwise owed CONSULTANT under this Agreement up to the amount of the cost of correction.

21 NON-APPROPRIATION OF FUNDS. Payments to be made to CONSULTANT by CITY for services preformed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that CITY does not appropriate sufficient funds for payment of CONSULTANT'S services beyond the current fiscal year, the Agreement shall cover payment for CONSULTANT'S services only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

22 NOTICES. All communications to either party by the other party will be deemed made when received by such party at its respective name and address as follows:

City	Consultant
City of Hermosa Beach	
1315 Valley Drive	
Hermosa Beach, CA 90254	
ATTN:	ATTN:

Any such written communications by mail will be conclusively deemed to have been received by the addressee upon deposit thereof in the United States Mail, postage prepaid and properly addressed as noted above. In all other instances, notices will be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this paragraph. Courtesy copies of notices may be sent via electronic mail, provided that the original notice is deposited in the U.S. mail or personally delivered as specified in this Section.

A. SOLICITATION. CONSULTANT maintains and warrants that it has not employed nor retained any company or person, other than CONSULTANT's bona fide employee, to solicit or secure this Agreement. Further, CONSULTANT warrants that it has not paid nor has it agreed to pay any company or person, other than CONSULTANT's bona fide employee, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Should CONSULTANT breach or violate this warranty, CITY may rescind this Agreement without liability.

B. THIRD PARTY BENEFICIARIES. This Agreement and every provision herein is generally for the exclusive benefit of CONSULTANT and CITY and not for the benefit of any other party. There will be no incidental or

other beneficiaries of any of CONSULTANT's or CITY's obligations under this Agreement.

C. INTERPRETATION. This Agreement was drafted in, and will be construed in accordance with the laws of the State of California, and exclusive venue for any action involving this agreement will be in Los Angeles County.

D. ENTIRE AGREEMENT. This Agreement, and its Attachments, sets forth the entire understanding of the parties. There are no other understandings, terms or other agreements expressed or implied, oral or written.

E. RULES OF CONSTRUCTION. Each Party had the opportunity to independently review this Agreement with legal counsel. Accordingly, this Agreement will be construed simply, as a whole, and in accordance with its fair meaning; it will not be interpreted strictly for or against either Party.

F. AUTHORITY/MODIFICATION. The Parties represent and warrant that all necessary action has been taken by the Parties to authorize the undersigned to execute this Agreement and to engage in the actions described herein. This Agreement may be modified by written amendment with signatures of all parties to this Agreement. CITY's city manager, or designee, may execute any such amendment on behalf of CITY.

23 ACCEPTANCE OF FACSIMILE OR ELECTRONIC SIGNATURES. The Parties agree that this Contract, agreements ancillary to this Contract, and related documents to be entered into in connection with this Contract will be considered signed when the signature of a party is delivered by facsimile transmission or scanned and delivered via electronic mail. Such facsimile or electronic mail copies will be treated in all respects as having the same effect as an original signature.

24 FORCE MAJEURE. Should performance of this Agreement be impossible due to fire, flood, explosion, war, embargo, government action, civil or military authority, the natural elements, or other similar causes beyond the Parties' control, then the Agreement will immediately terminate without obligation of either party to the other.

25 TIME IS OF ESSENCE. Time is of the essence to comply with dates and schedules to be provided.

26 ATTORNEY'S FEES. The parties hereto acknowledge and agree that each will bear his or its own costs, expenses and attorneys' fees arising out of and/or connected with the negotiation, drafting and execution of the Agreement, and all matters arising out of or connected therewith except that, in the event any action is brought by any party hereto to enforce this Agreement, the prevailing party in such action shall b

entitled to reasonable attorneys' fees and costs in addition to all other relief to which that party or those parties may be entitled.

27 STATEMENT OF EXPERIENCE. By executing this Agreement, CONSULTANT represents that it has demonstrated trustworthiness and possesses the quality, fitness and capacity to perform the Agreement in a manner satisfactory to CITY. CONSULTANT represents that its financial resources, surety and insurance experience, service experience, completion ability, personnel, current workload, experience in dealing with private consultants, and experience in dealing with public agencies all suggest that CONSULTANT is capable of performing the proposed contract and has a demonstrated capacity to deal fairly and effectively with and to satisfy a public agency.

28 OWNERSHIP OF DOCUMENTS. It is understood and agreed that the City shall own all documents and other work product of the Consultant, except the Consultant's notes and workpapers, which pertain to the work performed under this Agreement. The City shall have the sole right to use such materials in its discretion and without further compensation to the Consultant, but any re-use of such documents by the City on any other project without prior written consent of the Consultant shall be at the sole risk of the City.

29 USE OF LOGO. The CITY grants the CONSULTANT permission to use its name, logo and/or trademark in deliverables produced by the CONSULTANT on the behalf of the CITY, such as written reports, presentation slides, press releases, social media graphics, and other public outreach materials. The CITY's prior review of artwork and written

approval is required for any use of CITY logo. CITY will provide an electronic copy of the most current logo to the CONSULTANT for use in materials. The CONSULTANT will, in turn, only use the most current logo of the CITY.

30 DISCLOSURE REQUIRED. (City and Consultant initials required at one of the following paragraphs)

By their respective initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is a “consultant” for the purposes of the California Political Reform Act because Consultant’s duties would require him or her to make one or more of the governmental decisions set forth in Fair Political Practices Commission Regulation 18700.3(a) or otherwise serves in a staff capacity for which disclosure would otherwise be required were Consultant employed by the City. Consultant hereby acknowledges his or her assuming-office, annual, and leaving-office financial reporting obligations under the California Political Reform Act and the City’s Conflict of Interest Code and agrees to comply with those obligations at his or her expense. Prior to consultant commencing services hereunder, the City’s Manager shall prepare and deliver to consultant a memorandum detailing the extent of Consultant’s disclosure obligations in accordance with the City’s Conflict of Interest Code.

City Initials _____

Consultant Initials _____

OR

By their initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is not a “consultant” for the purpose of the California Political Reform Act because Consultant’s duties and responsibilities are not within the scope of the definition of consultant in Fair Political Practice Commission Regulation 18700.3(a) and is otherwise not serving in staff capacity in accordance with the City’s Conflict of Interest Code.

City Initials _____

Consultant Initials _____

IN WITNESS WHEREOF the parties hereto have executed this contract
the day and year first hereinabove written.

CITY OF HERMOSA BEACH

CONSULTANT

[MAYOR/CITY MANAGER]

By: NAME/TITLE

ATTEST:

Myra Maravilla, City Clerk

Taxpayer ID No.

APPROVED AS TO FORM:

, City Attorney

6.2 Required Forms

6.2.1 Certification of Qualifications

RFQ #: _____

The undersigned hereby submits its statement of qualifications and agrees to be bound by the terms and conditions of this Request for Qualifications (RFQ).

1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this statement of qualifications or any work connected with this statement of qualifications. Should any agreement be approved in connection with this Request for Qualifications, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFQ.
3. Proposer has carefully reviewed its statement of qualifications and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all statement of qualifications and to waive any informality or irregularity in any statement of qualifications received by the City.
5. The statement of qualifications response includes all of the commentary, figures and data required by the Request for Qualifications.

6. The statement of qualifications shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFQ and that the proposer has reviewed the following addendums which have been issued:

Addendum: _____

Addendum: _____

Addendum: _____

Addendum: _____

8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their statement of qualifications.

Signature of Authorized Representative:

Printed Name and Title:

6.2.2 Non-Collusion Affidavit

RFQ #: _____

The undersigned declares states and certifies that:

1. This statement of qualifications is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This statement of qualifications is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham statement of qualifications and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham statement of qualifications or to refrain from submitting to this RFQ.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the rate schedule price or to fix any overhead, profit or cost element of the rate schedule price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the statement of qualifications and related documents are true.
6. I have not directly or indirectly submitted the rate schedule price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFQ depository, or to any member or agent thereof, to effectuate a collusive or sham statement of qualifications.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this statement of qualifications .
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:

Printed Name and Title:

6.2.3 Compliance with Insurance Requirements

RFQ #: _____

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFQ.

The undersigned declares states and certifies that:

1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Qualifications.
2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

Printed Name and Title:

6.2.4 Acknowledgement of Professional Services Agreement

RFQ #: _____


The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

Signature of Authorized Representative:

Printed Name and Title:

PAUL MURDOCH ARCHITECTS+TEAM



City of Hermosa Beach
Department of Public Works

Request for Qualifications (RFQ) NO. 25-003
On-Call Professional Architectural Services

September 18, 2025

TOC

Cover Letter

Team Profile

Organizational Chart

Bios of Key Staff

Relevant Experience and References

Project Management Plan

Required Forms

Rate Schedule

September 18, 2025

Andrew Nguyen
Public Works Department – Engineering Division
City of Hermosa Beach
1315 Valley Drive
Hermosa Beach, CA 90254

Re: Request for Qualifications (RFQ) NO. 25-003
On-Call Professional Architectural Services
City of Hermosa Beach, California

Paul Murdoch Architects is pleased to present this Statement of Qualifications, in association with our diverse team of experienced sub-consultants, for On-Call Professional Architectural Services with the City of Hermosa Beach.

Since the founding of our firm thirty-four years ago, we have worked with public agencies on projects that have strengthened communities through architecture featuring functional clarity, contextual sensitivity, and sustainable design. Founded as a practice dedicated to the poetic exploration of sustainable architecture and creative design excellence, we believe we are well suited to support the City’s program of upcoming projects.

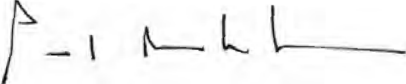
Our key personnel includes Paul Murdoch as Principal in Charge, Milena Murdoch as Principal Project Manager, and Eric Cunningham as Senior Project Designer, who have collaborated for over twenty-two years on public projects. Together with our sub-consultants, we bring a depth of expertise and diversity of experience. In each of our on-call contracts, we have exceeded participation goals, including our recently completed agreement with Los Angeles World Airports, which achieved an “A” rating over 18 task orders spanning six years.

As demonstrated through these on-call contracts, we have the project management capability to define and deliver clear design options, to help select an optimal solution within an agreed schedule and budget. Our programming method is inclusive, relying on integrated planning and community engagement. Having advanced many civic projects in the Los Angeles region, we are familiar with the reporting and delivery requirements essential to public agencies. Our E&O change order performance for public projects is consistently in the 2% range.

We understand the scope of this on-call contract to include responsive architectural services for City facilities, ranging from studies and assessments to full design, documentation, and construction administration. We acknowledge receipt of all addenda issued for this RFQ.

With the enclosed Statement of Qualifications, we express our strong interest in and commitment to supporting the City of Hermosa Beach in delivering thoughtful, resilient, and well-crafted public projects. Thank you for your consideration.

Yours truly,



Paul Murdoch, FAIA, LEED AP President, Paul
Murdoch Architects
6310 San Vicente Boulevard, Suite 400
Los Angeles, CA 90048
310 358-0993 #1 paul@paulmurdocharchitects.com

Team Profile

Firm Profile

PAUL MURDOCH ARCHITECTS

Paul Murdoch Architects
6310 San Vicente Boulevard, Suite 400
Los Angeles, CA 90048
(310) 358-0993 www.paulmurdocharchitects.com

A firm dedicated to the poetic exploration of sustainable architecture

Paul Murdoch Architects is a professional corporation based in Los Angeles, California. The firm specializes in architecture, urban design, and interiors for civic, cultural, and educational institutions. Since our founding in 1991, we have worked continuously for thirty-four years, guided by the belief that design should serve as a catalyst for community identity, environmental stewardship, and human connection.

Our practice is recognized as a leader in sustainable design, having pioneered some of the earliest initiatives in Los Angeles. Through the poetics of sustainable architecture, we design forms, lead processes, and invent project typologies that shape new human activity. We see ourselves as creative agents of social and environmental change for institutions and communities seeking to improve 21st-century life.

We believe the most sustainable forms are those that emerge through collaborative disclosure. By enhancing the qualities latent in a place and inherent in human activity, design acquires vitality. As context and activities evolve over time, form must be original in derivation yet adaptable to change. This is not merely a technical challenge, but one of poetic dimension. When form is alive with the spirit of place and people, it gains a vitality that can endure for generations. Nurturing that vitality is our calling.

As an architectural studio, we explore a wide range of project types and scales, always striving to exceed client expectations. Our goal is to broaden a project's definition through persistent inquiry, explore its community of constituents, examine value for limited resources, and find innovative responses that transform a community's capacity to meet present and future needs. In Hermosa Beach, this approach aligns with the City's values of sustainability, coastal resilience, and community identity.

Our design process combines advanced three-dimensional modeling with physical study models and integrated energy and daylight simulations. The firm is fully insured, led by licensed architects, and certified as a Small Business Enterprise (SBE Micro). With the enclosed Statement of Qualifications, we express our commitment to supporting the City of Hermosa Beach in delivering thoughtful, resilient, and well-crafted public projects. Our E&O change order performance for public projects is consistently in the 2% range. Paul Murdoch Architects has never failed or refused to complete a contract.

Year Established: 1991 (34 years in business)

Type of Ownership: Corporation Typical Firm Size: 8–12 staff members Federal Employer Identification Number:

Certification: SBE Micro



Firm Qualifications

The depth and breadth of our team's collective experience covers the range of project types and expertise anticipated for this On-Call contract.

Relevant Experience

Our selected projects demonstrate a breadth of civic design, from master planning and urban design to architecture and engineering for public facilities. These projects have integrated innovative technologies and careful cost management to deliver sustainable, community-focused outcomes. Our team structure combines the senior leadership of a certified SBE Microbusiness, with extensive on-call experience for agencies such as BOE and LAWA, supported by a diverse group of consultants who together provide the full range of services anticipated for this contract. **Key Personnel**

Paul Murdoch Architects, an SBE Micro, proposes to lead a team of experts in public facility architecture and engineering. Paul and Milena Murdoch will guide the team, drawing on their extensive experience leading prior on-call contracts with both BOE and LAWA. Key personnel include Eric Cunningham as Senior Project Designer, who has been a longstanding member of the firm, and Albert Orozco as Job Captain, who brings continued contributions to our civic work.

Approach to Services

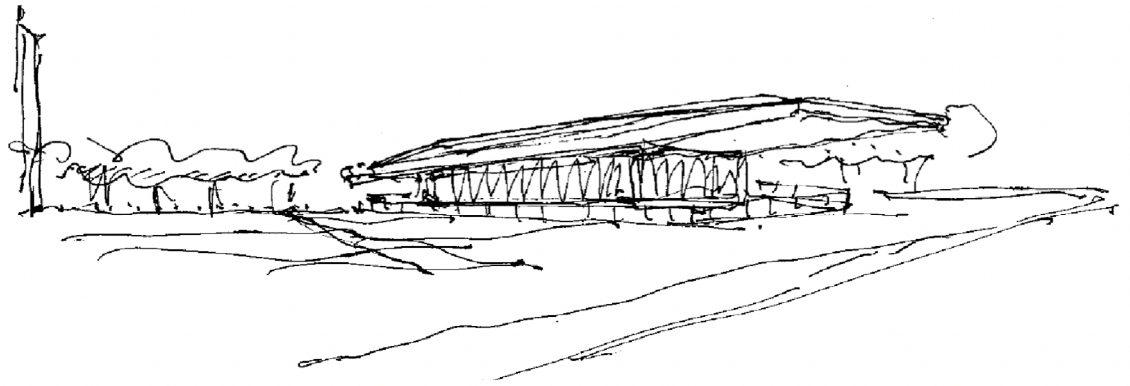
Paul Murdoch Architects, a certified SBE Micro, will lead a team of experts in public facility architecture and engineering. Paul and Milena Murdoch provide principal leadership, drawing on their extensive experience managing prior on-call contracts with both BOE and LAWA. Supporting them are Eric Cunningham, Senior Project Designer, whose long tenure with the firm has shaped many of our civic projects, and Albert Orozco, Job Captain, whose continued contributions strengthen the delivery of well-crafted, community-focused work.

Inclusivity Commitment

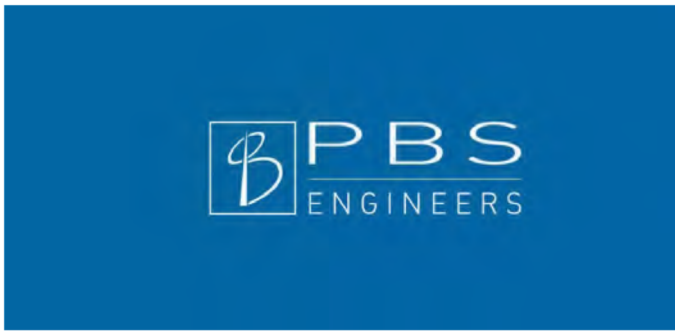
The team represents a range of firm types, from small specialized practices to larger multidisciplinary consultants. This breadth reflects our commitment to assembling a robust group with varied expertise and perspectives. We have a long history of forming collaborative teams that consistently exceed agency participation goals.

Sustainability

For more than thirty-four years, Paul Murdoch Architects has been recognized as a leader in sustainable design, pioneering some of the earliest environmental initiatives in Los Angeles. Paul advised the City after the 1994 civic unrest on rebuilding the Eighth District Constituent Services Center with sustainable features and later helped establish citywide environmental design criteria as a founding member of the Sustainable Design Taskforce. The firm is a signatory of the AIA 2030 Commitment, a longtime member of the U.S. Green Building Council, and experienced with LEED, the Living Building Challenge, and California's green building codes. Our work includes notable firsts such as the City's first Zero Net Energy and Zero Operating Carbon recreation centers, the first Zero Net Energy facility for the California Department of General Services, and the first Los Angeles County park designed to approach Zero Net Water operations. With this depth of experience, we understand the importance of resilience in a coastal setting, where sustainable design must also address sea level rise, resource conservation, and long-term community wellbeing.



Subconsultants



PBS Engineers (Electrical | Mechanical | Plumbing)

PBS Engineers provides full-service MEP design including mechanical, electrical, plumbing, fire protection, and technology systems. With decades of experience on public projects across Southern California, they deliver efficient, coordinated solutions that support sustainability, reliability, and ease of maintenance. Their leadership team stays closely involved, ensuring projects run smoothly from concept through construction.



Marx Okubo (Condition Assessment)

Marx | Okubo specializes in building and facility condition assessments that help agencies evaluate performance, risk, and lifecycle value. Their work supports clear decisions on maintenance, renovation, and replacement, providing objective analysis that strengthens long-term planning. With a strong presence in Southern California, the firm is trusted for its thorough assessments and practical recommendations.



Labib & Funk & Associates (Structural)

Labib Funk + Associates is a structural engineering practice known for innovative yet practical design tailored to civic and community facilities. They collaborate with architects to integrate efficient structural systems while maintaining architectural intent and constructability. Their track record with municipal clients demonstrates reliable delivery and responsive technical support.



Cumming Group (Cost Estimating)

Cumming Group provides independent cost estimating and project controls, offering detailed analysis that helps agencies manage budgets with confidence. Their estimators bring specialized knowledge of public sector projects, from early planning through construction. By delivering transparent, data-driven reports, Cumming supports accountable decision-making and financial stewardship.

MIG (Landscape Design)



MIG is a landscape architecture and planning firm focused on creating resilient parks, open spaces, and civic environments. Their work emphasizes ecological design, community engagement, and the integration of natural systems into urban settings. MIG's collaborative approach results in public landscapes that are sustainable, welcoming, and deeply connected to place.

Subconsultants

VCA (Civil)



VCA Engineers provides civil engineering services including site planning, grading, drainage, and utility design for public facilities. Their work emphasizes clear coordination with architects and engineers to create efficient, buildable solutions that meet agency standards and community needs. With extensive municipal experience, VCA delivers civil systems that support long-term performance and reliable project delivery.

Geocon (Geotechnical)



Geocon provides geotechnical, environmental, and materials testing services that support the safe and cost-effective design of public infrastructure. Their expertise includes site investigations, foundation recommendations, and construction-phase monitoring to ensure

stability and compliance with regulatory standards. With decades of municipal project experience, Geocon delivers practical, science-based solutions that help agencies reduce risk and build with confidence.

Mark Thomas (Surveying)



MARK THOMAS

The new office building pioneers Mark Thomas provides professional surveying and mapping services that support the planning and delivery of public works projects. Their team delivers accurate boundary, topographic, and construction surveys that form the foundation for effective design and coordination. With a long record of municipal service, Mark Thomas ensures precise data, reliable documentation, and responsive support throughout project development.

HISTORIC RESOURCES GROUP

HRG (Historic Review)

Historic Resources Group is a preservation consulting firm dedicated exclusively to the evaluation, documentation, and treatment of historic buildings, districts, and cultural resources. Their team of historic architects, historians, and planners meets or exceeds the Secretary of the Interior's Professional Qualifications Standards, bringing deep expertise to preservation planning, environmental review, and historic design consultation. HRG ensures that cultural resources are integrated

Arup (Fire Safety)

ARUP

Arup is a global engineering and consulting firm with specialized expertise in fire and life safety design for complex public facilities. Their multidisciplinary team integrates code analysis, risk assessment, and performance-based design to deliver safe, resilient environments. With a strong Los Angeles presence, Arup provides innovative strategies that ensure compliance, enhance occupant safety, and support efficient project delivery.

Subconsultants

Firm Name and Contact	Entity Type	FEIN	Ownership	Year Established	Years in Business	Certifications	Contract
<p>Paul Murdoch Architects, 6310 San Vicente Blvd, Suite 400 Los Angeles, CA 90048 Tel: (310) 358-0993 paul@paulmurdocharchitects.com</p> <p>POC: Paul Murdoch, FAIA, President</p>	Corporation	95-4335445	Privately Owned	1991	34	SBE, Micro, LSBE (County of Los Angeles)	Never failed or refused a contract
<p>PBS Engineers, Inc. 279 E. Arrow Hwy, Suite 201 San Dimas, CA 91773 Tel: (626) 650-0350 kshah@pbsengineers.com</p> <p>POC: Kunal Shah, PE, RCDD, LEED AP – President/CEO</p>	Corporation	77-0599129	Privately Owned	2003	22	SBE, MBE, DBE	Never failed or refused a contract
<p>VCA Engineers, Inc. 631 S. Atlantic Blvd. Monterey Park, CA 91754 Phone: (323) 729-6098 Email: virgil.aonian@vcaeng.com</p> <p>Contact: Virgil C. Aonian, PE, SE, QSD – Principal</p>	S-Corporation	20-0054405	Individually Owned	2003	22	SBE, DBE, MBE, LSBE	Never failed or refused a contract
<p>John Labib Structural Engineers, LLP d/b/a Labib Funk + Associates 319 Main Street El Segundo, CA 90245 Phone: (213) 239-9700 Email: chuck.whitaker@labibfunk.com</p> <p>Contact: Chuck Whitaker – Partner</p>	LLP	45-2576446	LLP	2003	22	LBE	Never failed or refused a contract
<p>Mark Thomas & Company, Inc. 515 S. Flower Street, 18th Floor Los Angeles, CA 90071 Phone: (213) 592-1570 Email: criehle@markthomas.com</p> <p>Contact: Chris Riehle, Survey Manager II</p>	Corporation	94-1451490	Employee-owned	1927	98	N/A	Never failed or refused a contract
<p>Marx Okubo Associates, Inc. 790 E. Colorado Blvd., Suite 250 Pasadena, CA 91101 Phone: (626) 792-6842 Email: mark_hulme@marxokubo.com</p> <p>Contact: Mark J. Hulme</p>	Corporation	84-0887811	Privately held – 100% ESOP	1982	43	N/A	Never failed or refused a contract
<p>Moore Iacofano Goltsman, Inc. (MIG) 360 East Second Street, Suite 675 Los Angeles, CA 90012 Phone: (213) 694-3800 Email: jzell@migcom.com</p> <p>Contact: Jennifer Zell, ASLA, PLA – Director of Regenerative Design Studio</p>	Corporation	94-3116998	Individually Owned	1982	43	N/A	Never failed or refused a contract
<p>Cumming Management Group, Inc. 350 South Grand Avenue, Suite 1900 Los Angeles, CA 90071 Phone: (213) 518-8148 Email: raj.adusumalli@cumminggroup.com</p> <p>Contact: Raj Adusumalli</p>	Corporation	20-8782096	Cumming Holding Group, Inc. (parent company); Cumming Management Group, Inc. (subsidiary)	2019 (Contracting Entity)	29	N/A	Never failed or refused a contract
<p>Historic Resources Group (HRG) 556 S. Fair Oaks Avenue, Suite 101-514 Pasadena, CA 91105 Phone: (626) 793-2400 Email: hrg@historicresourcesgroup.com Contact: Christine Lazzaretto</p>	LLC	95-4244555	Individually Owned	1989	36	WBE, LBE (City of Los Angeles); CBE, LSBE (County of Los Angeles); SB (Micro) (CA Dept. of General Services); SBE (Metropolitan Water District)	Never failed or refused a contract

<p>Arup US, Inc. 900 Wilshire Blvd, 19th Floor Los Angeles, CA 90017 Phone: (310) 578-4400 Email: brian.mcLaughlin@arup.com</p> <p>Contact: Brian McLaughlin, Associate Principal</p>	Corporation	36-2711213	Individually Owned	1946	79	N/A	Arup fulfills all contractual requirements on awarded projects
<p>Geocon West, Inc. 2807 McGaw Avenue Irvine, California 92614 Phone: (949) 491-6570 Email: jelisa@geoconinc.com</p> <p>Contact: Jelisa Adams, Vice President / Senior Engineer</p>	S-Corporation	90-0130181	Geocon West, Inc. is part of Geocon Group, Inc.	2003	22	N/A	Never failed or refused a contract

DOCH ARCHITECTS

+ TEAM

Organizational Chart



Paul Murdoch Architects
LSBE, EBE

Paul Murdoch FAIA, LEED, AP, Principal in Charge
Milena Murdoch, Principal Project Manager
Eric Cunningham, Senior Project Designer
Albert Orozco, Job Captain

Landscape Architecture Services

LANDSCAPE ARCHITECTURE

MIG, Inc.
Jennifer Zell, ASLA, PLA
Director of Regenerative Design

Studio
OBE

GEOTECHNICAL

Geocon
Jelisa Adams,
Vice President /
Senior Engineer
LBE, OBE

CIVIL

VCA Engineers, Inc.
Virgil C. Aonan, PE, SE, QSD
Principal
SBE, DBE, MBE, LSBE

Engineering Services

STRUCTURAL

Labib Funk + Associates
Chuck Whitaker
Partner
LBE, OBE

M/E/P/

PBS Engineers.
Kunal Shah, E, RCDD, LEED AP
President/CEO
MBE, DBE, SBE

FIRE SAFETY

Arup
Brian McLaughlin, Associate
Principal
OBE

CONDITION ASSESMENT/AD A Marx Okubo

Mark Hulme, AIA, LEED AP

Other Services

Vice President
OBE

HISTORIC PRESERVATION

Historic Resources Group
John Locascio, AIA
Principal Architect
WBE, LBE, CBE, LSBE, MICRO

SURVEY

Mark Thomas & Company
Chris Riehle,
Survey Manager II
OBE

COST ESTIMATING/CM

Cumming Management Group, Inc.
Raj Adusumalli
Director
OBE

Bios of Key Staff



PAUL MURDOCH ARCHITECTS+TEAM

Proposed Consultant Team

The depth and breadth of our team’s collective experience covers the full range of project types anticipated for the On-Call contract. It also provides overlap and redundancy of firms’ capabilities to address possibility of multiple task order assignments and potential conflicts with availability.

Team Structure and Leadership

Paul Murdoch Architects, a Local Small Microbusiness in Los Angeles (LA), will lead a multi-disciplinary team of experts in design and planning who bring extensive experience working with City of Los Angeles and LA BOE projects. Paul and Milena Murdoch will serve as the Principal in Charge and Principal Project Manager respectively, as they have done for more than five years on their previous Architectural On-Call contracts with LA BOE and LAWA.

Demonstrating our commitment to inclusivity, we conducted an extensive outreach process that has led to our proposed team of sub-consultants. We have worked with many of the team members but have also included many firms new to our association. The organization chart that follows presents over forty firms, many certified, who form our team.



PAUL MURDOCH ARCHITECTS + TEAM

Project Role

Principal-in-Charge



Paul Murdoch FAIA, LEED AP
Paul Murdoch Architects, President

Education

Master of Architecture,
University of California, Los Angeles
Bachelor of Science, Architecture, University
of Virginia
Certificate in Master Planning,
Harvard University

Registrations

Registered Architect,
California #C19061
Pennsylvania #RA403749
American Institute of Architects (AIA)
AIA/Los Angeles, AIA/Europe
LEED Accredited Professional

US Green Building Council **Years
with Current Firm**

34 years Years Total

Experience 44 years

Work History

Paul Murdoch Architects: 1991-Current
Arthur Erickson Architects: 1984-1991
Urban Innovations Group: 1982-1983

Location

Los Angeles, CA

Relevant Experience

As President of Paul Murdoch Architects,
Paul has been Principal-in-Charge for each
of the firm's projects, including civic work
for LA BOE and major master planning
and infrastructure:

- Slauson Connect Recreation Center
- "Magic" Johnson Recreation Area
- Flight 93 National Memorial
- Healthy Living Campus Master Plan
- Central Avenue Constituent Services
- DMV Inglewood Field Office
- Bruggemeyer Library Expansion
- Oxnard College Library
- LAX Automated People Mover
- LAX Urban Design Analysis

As Principal-in-Charge, Paul will be the
senior point of contact .

Areas of Expertise

- Leadership Skills
- Stakeholder Coordination

Project Role

- Alternative Deliveries
- Project Management
- Urban Design
- Architectural Design
- Universal Design
- Sustainable Design
- Equitable Design

Frank Israel & Associates: 1985-1989

Location

Los Angeles, CA

Relevant Experience

Principal Project Manager



Milena Murdoch RA

Paul Murdoch Architects, Vice President

Education

Master of Architecture, Summa Cum Laude,
University of California (UCLA)

Bachelor of Arts, Summa Cum Laude,
Brandeis University

Registrations Years with Current Firm

Registered Architect, California #C25750

25 years

Years Total Experience

40 years

Work History

Paul Murdoch Architects: 2001-current

Ted Tokio Tanaka: 1997-2001

Richard Meier & Partners: 1991-1997

AC Martin: 1989-1991

As Vice President of Paul Murdoch Architects, Milena has managed many of the firm's projects, including for LA BOE, master planning and infrastructure:

Slauson Connect Recreation Center

"Magic" Johnson Recreation Area

Flight 93 National Memorial

Healthy Living Campus Master Plan

Central Avenue Constituent Services

DMV Inglewood Field Office

Gaffey Street Pool & Bathhouse

Oxnard College Library

LAX Urban Design Analysis

As Principal Project Manager, Milena will be the key person responsible for successful project delivery.

Areas of Expertise

- Leadership Skills
- Management On-Call Contracts
- Alternative Deliveries
- Stakeholder Coordination

Project Role

- Regulatory Agencies Coordination/ Permitting
- Management of Large Multidisciplinary Teams
- Cost Estimating & Scheduling

- Master Planning
- Architectural Design
- Construction Administration
- Urban Design

Senior Project Designer



Eric Cunningham

Paul Murdoch Architects

Education

Bachelor of Architecture, University of Southern California (USC)

Years with Current Firm

26 years

Years Total Experience

26 years

Work History

Paul Murdoch Architects: 1999-current

Location

Los Angeles, CA

Relevant Experience

As Senior Project designer of Paul Murdoch Architects, Eric has developed designs on many of the firm's projects, including planning and infrastructure:

Slauson Connect Recreation Center

"Magic" Johnson Recreation Area

Flight 93 National Memorial

Healthy Living Campus Master Plan

Central Avenue Constituent Services

DMV Inglewood Field Office

Bruggemeyer Library Expansion

Oxnard College Library

Pierce College Learning Crossroads

As Senior Project designer, Eric will develop designs and be responsible for

Project Role

Job Captain



Albert Orozco

Paul Murdoch Architects

Education

Master of Architecture, Summa Cum Laude, University of California (UC Berkeley)

Years with Current Firm

8 years

Years Total Experience

9 years

Work History

Paul Murdoch Architects: 2017-current

Location

Los Angeles, CA

Relevant Experience

As Job Captain and Project Designer of Paul Murdoch Architects, Albert has contributed to many of the firm's projects, including for master planning and infrastructure: Slauson Connect Recreation Center

digital design documentation. **Areas of Expertise**

- Stakeholder Coordination
- Regulatory Agencies Coordination/ Permitting
- Capital Improvement Programming
- Master Planning
- Architectural Design
- Construction Administration
- Urban Design

Healthy Living Campus Master Plan

October One Memorial

Bakersfield Community Center

LAX e-Gates TBIT Renovation

LAX Urban Design Analysis

LAX ATMP Urban Design

As Job Captain, Albert will be the key person responsible for compiling and organizing design documentation. **Areas**

of Expertise

- Stakeholder Coordination
- Regulatory Agencies Coordination/ Permitting
- Capital Improvement Programming
- Master Planning
- Architectural Design
- Construction Administration
- Urban Design

Subconsultants



PBS Engineers- Kunal Shah, PE, RCDD, LEED AP, President & CEO

Kunal Shah will serve as Principal-in-Charge for PBS Engineers on this contract. He is a licensed electrical engineer with more than 25 years of experience in mechanical, electrical, plumbing, fire protection, and technology system design for public agencies. His expertise includes coordination of complex building systems, sustainable design integration, and responsive client service. Kunal has led numerous on-call assignments across Southern California, ensuring quality delivery through direct principal involvement at every stage.



Marx | Okubo – Mark J. Hulme, AIA, CASp, LEED AP BD+C, Vice President

Mark Hulme will lead Marx | Okubo's role on this contract, bringing more than two decades of architectural consulting experience. He specializes in accessibility compliance, property condition assessments, and technical due diligence, holding credentials as both a licensed architect and a Certified Access Specialist (CASp). Mark has directed multidisciplinary teams on behalf of public agencies, higher education institutions, and private clients, providing evaluations that inform design, renovation, and capital planning. His leadership emphasizes practical solutions, regulatory compliance, and clear communication, ensuring that project goals are achieved while supporting long-term facility performance. PBS Engineers – Kunal



Labib Funk + Associates – Chuck Whitaker, SE, Principal

Chuck Whitaker will serve as Principal-in-Charge for Labib Funk + Associates on this contract. With more than 45 years of experience in engineering design, project management, and construction administration, he has directed structural solutions for civic, educational, cultural, and institutional facilities across California. Chuck is known for developing economical and practical systems, applying value engineering and peer review to ensure design efficiency and constructability. He has led seismic evaluations, retrofits, and on-call assignments for public agencies including the Los Angeles Convention Center, LAUSD, and Los Angeles International Airport.



Cumming Group – Raj Adusumalli, Director

Raj Adusumalli will serve as Principal-in-Charge for Cumming Group on this contract. He brings more than 13 years of experience in cost estimating and project controls, with thousands of hours dedicated to public and private sector projects. Raj leads teams in preparing accurate estimates from program through design, developing task order costs, and reviewing change orders. His recent municipal work includes projects for the County of Los Angeles and the City of Santa Barbara, demonstrating the expertise and attention to detail he will bring to Hermosa Beach.



MIG – Jennifer Zell, ASLA, PLA, Senior Landscape Architect

Jennifer Zell will serve as Senior Landscape Architect for MIG on this contract. With more than 20 years of experience, she has led award-winning public projects across Southern California, including restoration, resiliency, and climate adaptation initiatives in coastal communities. Jennifer specializes in creating landscapes that enhance biodiversity and integrate natural systems into urban contexts. Her recent work includes the Hermosa Beach Climate Change Adaptation and Resiliency Measure, demonstrating her direct experience with the City and its coastal priorities.

Subconsultants



VCA Engineers – Virgil C. Aoanan, PE, SE, QSD, Principal

Virgil Aoanan will serve as Principal-in-Charge for VCA Engineers on this contract. With more than 40 years of civil and structural engineering experience, he has led the planning, design, and construction of recreation facilities and public works improvements throughout Southern California. His expertise includes site development, utility design, grading, sustainable stormwater management, roadway geometrics, and ADA compliance. Virgil is also well versed in permitting and coordination with agencies such as the City of Los Angeles, the California State Water Resources Control Board, and the California Coastal Commission, ensuring smooth delivery of projects that interface with multiple jurisdictions.



Geocon West, Inc. – Jelisa Adams, GE, Vice President / Senior Engineer

Jelisa Adams will serve as Principal-in-Charge for Geocon West on this contract. A licensed Geotechnical and Civil Engineer with 19 years of experience, she has managed investigations and materials testing programs for cities and counties across Southern California. Jelisa specializes in geotechnical analysis, seismic upgrades, stormwater infiltration studies, and construction-phase quality control. She currently oversees on-call contracts with the Cities of San Juan Capistrano, Garden Grove, and Newport Beach, bringing direct experience in municipal task order management. Her work ensures safe, cost-effective, and regulatory-compliant foundations for public projects.



Mark Thomas – Chris Riehle, PLS, Survey Manager II

Chris Riehle will serve as Survey Lead for Mark Thomas on this contract. A licensed Professional Land Surveyor with more than 23 years of experience, he has managed a wide range of projects including boundary analysis, topographic mapping, ALTA/ NSPS surveys, and legal descriptions. Chris has led survey services for major infrastructure efforts such as the LAX Terminal Development and Improvement Program and the relocation of the 160-acre LAX Maintenance Yard, as well as multiple on-call assignments for cities across Southern California. His expertise ensures accurate, regulatory-compliant data collection that supports successful project delivery.



Historic Resources Group – John LoCascio, AIA, Principal Architect

John LoCascio will serve as Principal Architect for HRG on this contract. With 32 years of experience, he has specialized in historic architecture and preservation since 2002 and has been with HRG since 2011. His expertise includes historic structure reports, building conservation, rehabilitation tax credit projects, and compliance with the Secretary of the Interior’s Standards and the State Historic Building Code. John has provided preservation planning and technical consultation for civic, educational, and cultural facilities across California, including modernization efforts for LAUSD campuses.



Arup – Brian McLaughlin, PE, Associate Principal, Americas Fire & Life Safety

Brian McLaughlin will lead Arup’s fire and life safety services for this contract. With more than 23 years of experience at Arup, he has delivered holistic fire safety and code consulting for nearly 400 projects worldwide, including airports, high-rise buildings, cultural facilities, and transit infrastructure. Based in Los Angeles since 2005, Brian has led the firm’s local Fire Engineering Practice and now directs fire safety strategy across the Americas. His expertise includes performance-based design, smoke and evacuation modeling, hazardous materials, and integration of fire and life safety systems into complex public projects.

Relevant Work



PAUL MURDOCH ARCHITECTS+TEAM

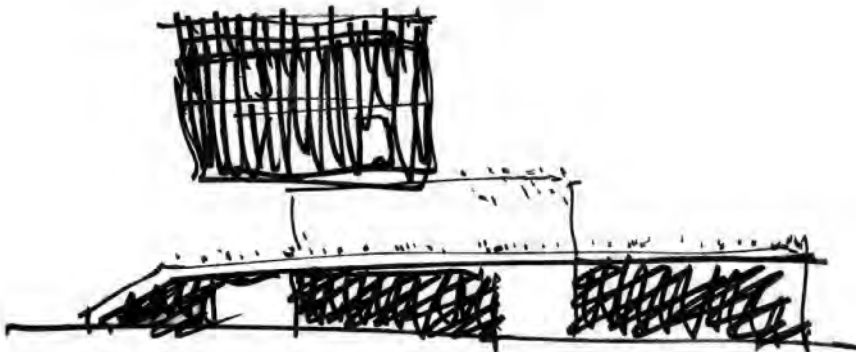


City of Los Angeles On-Call

Sluson Connect Recreation Center

The Sluson Connect Recreation Center, delivered as part of an On-Call contract with the City of Los Angeles, increases much-needed recreational open space, youth development classrooms, and childcare opportunities in underserved South Los Angeles. Envisioned by Council District 9 as a net zero energy landmark building, the project demonstrates how civic investment can catalyze revitalization along the Sluson Corridor. Designed as a community oasis, the Center provides a place of history, health, and social activity while linking more broadly to the city through Metro's Bicycle Path Network and the Rail to River Active Transportation Corridor.

The program includes a childcare center, afterschool program, and recreation classrooms with associated support spaces, a public lobby, circulation, and an extensive roof garden. Prefabricated modular construction under a design-build delivery was selected to control costs and reduce schedule duration while advancing sustainability and resiliency goals.





Los Angeles Bureau of Engineering and Los Angeles Department of Parks & Recreation.

Services Provided:

Full Architectural Design, , landscape and open space design. **Completion** 2025

Team Members

Paul Murdoch, Milena Murdoch, Eric Cunningham, Albert Orozco **Contract**

Value:

\$25Million

Agency Project Manager:

Wayne W. Chow
Architectural Division
Bureau of Engineering | Department of



Slauson Recreation Center

The project site is located within a former rail right-of-way along Slauson Avenue in South Los Angeles. The urban infill, brownfield site, surrounded by industrial, commercial, and residential uses, is approximately 81’ wide by 1,250 feet long totaling 2.29 acres. 31’ of the site depth is occupied by LA Metro’s Bicycle Path Network.

Project Information

Location: San Pedro, CA **Owner:**

Public Works

1149 S. Broadway, Suite 830

Los Angeles, CA 90015-2213

Email: wayne.chow@lacity.org

Phone: (213) 485-4365

Recognition

2023 American Architecture Award

2023 Westside Urban Forum

Public/Institutional Merit Award



County of Los Angeles On-Call

MLK Medical Campus – TAY Drop-In Center

The Martin Luther King, Jr. Medical Campus Transitional Age Youth (TAY) Drop-In Center is conceived as a safe haven and supportive hub for young adults in South Los Angeles. Serving a historically underserved community, the center is both a place of refuge and a springboard for opportunity, offering counseling, social services, and life-skills programming within a welcoming, restorative environment.

Located within the County’s expanding MLK Medical Campus in Willowbrook, the two-story, 9,400 SF facility is designed to integrate seamlessly with the broader network of health, social, and educational resources. Its architecture emphasizes openness, natural light, and shared spaces — a living room, café, classrooms, and support services — reflecting the belief that environments can nurture stability, dignity, and resilience.

As part of Los Angeles County’s on-call program, the project extends the campus vision of equity and holistic care, providing a model for how civic architecture can promote wellbeing, strengthen community identity, and anchor sustainable futures for transitional age youth.



PAUL MURDOCH ARCHITECTS + TEAM



Owner:

County of Los Angeles Public Works

Services Provided:

Full Architectural Design, , site planning

Completion

2023-Present (In Progress)

Team Members

Paul Murdoch, Milena Murdoch,
Eric Cunningham, Albert Orozco

Contract Value:



MLK Medical Campus – TAY Drop-In Center

\$15Million

The community of Willowbrook in South Los Angeles has been under served for decades. This project provides a much-needed center for social, educational and recreational activities in the context of a restored natural environment in what was an oil storage site. The design is a model for inclusive community engagement, social equity, public wellness and environmental stewardship.

Agency Project Manager:

Rochelle Campomanes, RA NCARB
LEED AP
Capital Projects Manager
Los Angeles County Public Works
RECampom@lasd.org
Office: (626) 300-2391

Project Information

Location: Willowbrook, CA

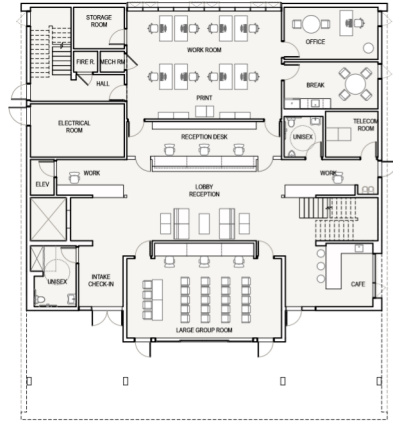


Beach Cities Health District On-Call

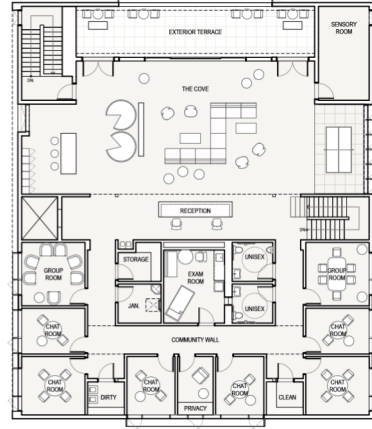
Allcove Youth Wellness Center – Beach Cities

The Allcove Youth Wellness Center – Beach Cities is designed as a welcoming and inclusive space for young people ages 12–25 to access health, counseling, and social services in their own community. Part of the Beach Cities Health District’s Healthy Living Campus in Redondo Beach, the center provides a safe and restorative environment where youth can find connection, support, and resources that address both immediate needs and long-term wellbeing.

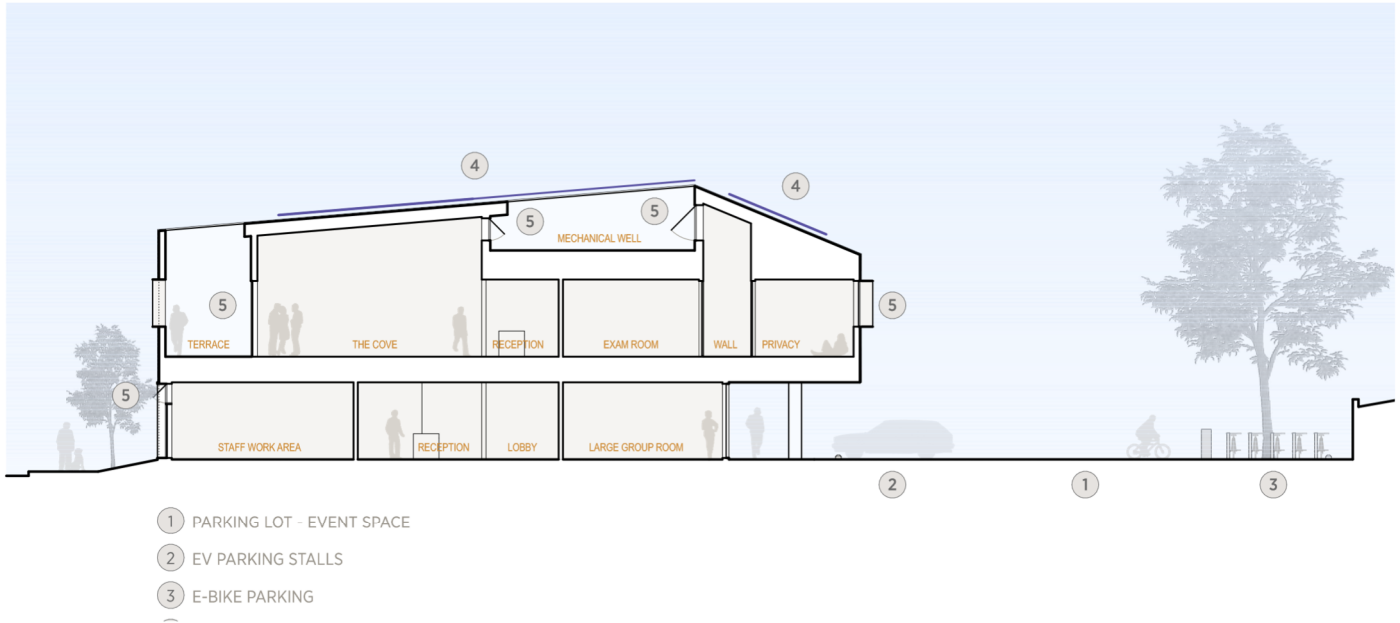
The 10,000 SF facility includes flexible program spaces for mental health counseling, primary care, peer support, workshops, and recreation, all organized to foster openness, natural light, and ease of access. Its design emphasizes comfort and dignity, with warm, community-oriented interiors and adaptable layouts that reflect the evolving needs of youth.



FIRST FLOOR PLAN



SECOND FLOOR PLAN



- ① PARKING LOT - EVENT SPACE
- ② EV PARKING STALLS
- ③ E-BIKE PARKING



Project Information

Location: Redondo Beach, CA

Owner:

Beach Cities Health District

Services Provided:

Full Architectural Design, , site planning

Completion

2023-Present (In Progress)

Team Members

Paul Murdoch, Milena Murdoch, Eric Cunningham,

Contract Value:

\$12 Million

Agency Project Manager:

John Reser, RICS CCP LEED AP
 Senior Project Manager Turner & Townsend Heery
 john.reser@turntown.com | +1 (747) 232 4247

Allcove Youth Wellness Center – Beach Cities The Beach Cities community has long recognized the need for accessible, youth-focused wellness services. This project creates a safe and welcoming environment for health care, counseling, and social connection, integrated within the Beach Cities Health District’s Healthy Living Campus. The design is a model for equity, prevention, and holistic wellness, demonstrating how community-based architecture can foster resilience and support for the next generation.



Los Angeles World Airports On-Call LAX Departure Level Curbside Refresh Program

Los Angeles World Airports (LAWA) is currently engaged in the largest public works project in the history of Los Angeles, effectively expanding the sphere of LAX transportation and operations two miles east to the 405 freeway through their Landside Access Modernization Program (LAMP). The firm acted as an architectural advisor to the winning LAX Integrated Express Solutions public-private partnership team for the Automated People Mover (APM). The firm provided aesthetic guidance for architecture and urban design, graphic design and visualization of the proposed user experience and architecture that includes stations, inter-modal facilities, public open spaces and so-called WOW features that will animate the LAX customer experience through this prominent Los Angeles gateway.

Project Information

Location: Los Angeles, CA

Owner: Los Angeles World Airports (LAWA)

Services Provided: Architectural design |

Project Duration: 2025 – Present (In Progress)

Team Members:

Paul Murdoch, Milena Murdoch **Contract Value:**

\$75 Million **Agency Project Manager:**

John Plunkett, P.E.

Airport Engineer I

Los Angeles World Airports, TDG



424-646-7503 (o) jplunkett@lawa.org

AdditionalReferences

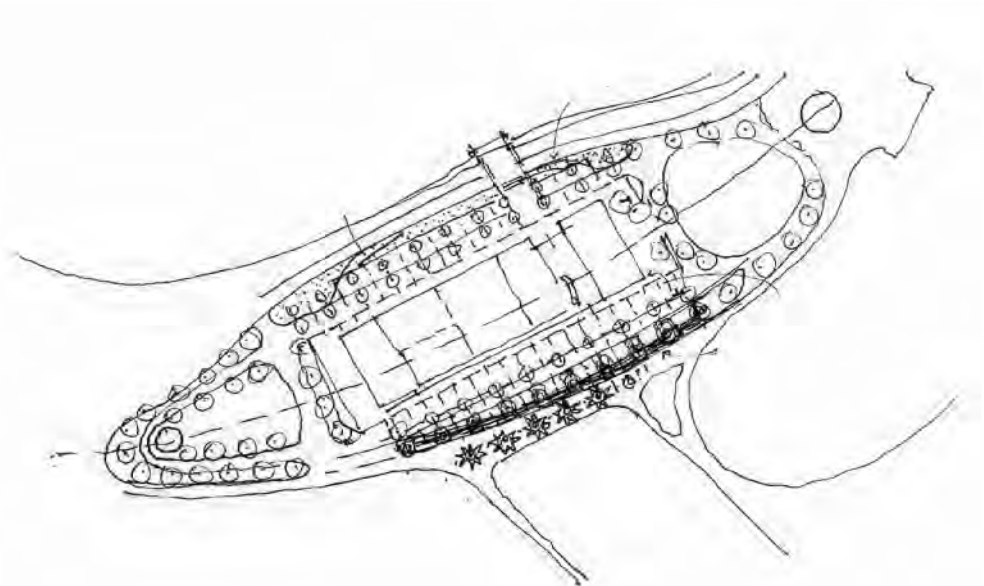
National Park Service
Jeff Reinbold
National Mall & Memorial Parks Superintendent jeff_reinbold@nps.gov

American Jewish University
Jay Strear
Former Vice President & Director of Development
jaystrear@gmail.com County of Los Angeles
Sean Sackett
Project Director, Department of Parks and Recreation ssackett@bh.lacounty.gov

City of Los Angeles Ohaji
Abdallah Assistant Division
Manager
ohaji.abdallah@lacity.org
Beach Cities Health District

Tom Bakaly
Chief Executive Officer
tom.bakaly@bchd.org Los
Angeles World Airports Ellen
Wright
Former Director of Terminal Planning ellenwhermosa@gmail.com

Heery International
Leslie Dickey Former
Project Director
tjaguar86@yahoo.com



Project Management Plan



PAUL MURDOCH ARCHITECTS+TEAM

On-Call Contract Experience

Our consistent track record of repeat clients is a testament to exceeding public stakeholder expectations. Current multi-year, on-call contracts with the County of Los Angeles Parks and Recreation Department, County of Los Angeles Department of Public Works, City of Los Angeles Public Works Department, US General Services Administration, repeated 5-year terms as a National Park Service IDIQ contractor and our recent on-call contract for Los Angeles World Airports, means we understand task-based contracts and working on a wide range of efforts. Our approach to managing this On-Call is informed by our experience in others where we had to perform multiple task orders concurrently, finding the resources to do so, and address a wide, unpredictable range of assignment types, thereby requiring informed and coordinated input from our client, stakeholders and subconsultants with relevant expertise. We expect to manage this contract similarly, calling on our considerable team and mutual history with BOE project delivery.

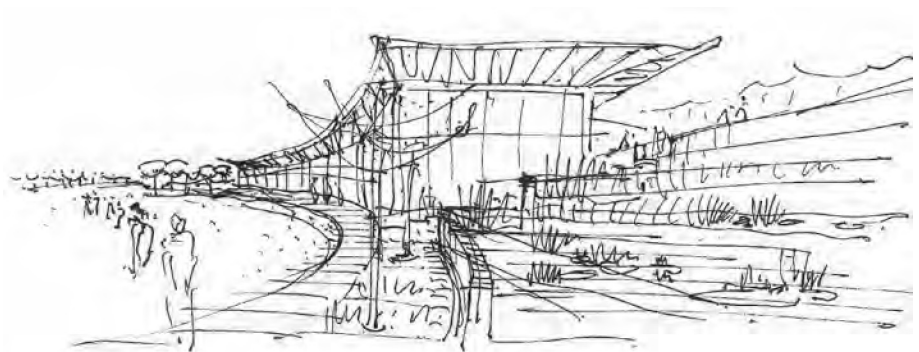
Hands-On Project Leadership

Registered architects and principals, Paul Murdoch and Milena Murdoch bring over seventy-five years of collective experience in strategic thinking, design and construction to each project. Experience with planning, programming, design and construction phases on a wide range of public and institutional projects, and longstanding relationships with a dedicated team of subconsultants, make us well suited to address project requirements and collaborate with client representatives.

Paul Murdoch leads the vision for each project as the Principal in Charge and Lead Architect. Milena Murdoch heads many of the firm's projects as Principal Project Manager. At the core of our approach for each project is the hands-on involvement and oversight of each principal on a day-to-day basis – assuring continuity through the project's development and conformance with its planning, design and budgetary goals. Our familiarity with institutional, financial reporting and project delivery requirements helps to facilitate timely project approvals.

The Project Manager reviews projects weekly to assess progress, discuss problems, and review staffing to alert the client of any problems that need resolution. During each review, the Project Manager will generate/ evaluate a report to monitor the progress of each project in relation to the established schedule.

Any required adjustments can be determined with the owner during these review sessions. Staffing assignments are adjusted as the project needs dictate. Essential to efficient and timely delivery of services is the experience of the design team with multiple agency review processes, inclusive programming and design participation by the client, and familiarity with requirements of the building type.



Project Delivery

The firm has successfully produced construction documents for both private and public projects for over 30 years. Project budgets have ranged from less than \$1 million to over \$300 million in scale and from modest low-bid projects to negotiated progressive design-build projects. Roughly 80% of our work is public using various delivery methods, so there is familiarity with the administration process required during construction. These have involved various project delivery methods that include Design-Bid-Build, Design-Build, Progressive Design-Build, P3, Lease-Leaseback, CM/GC and Negotiated Guaranteed Maximum Price.

Problem Solving

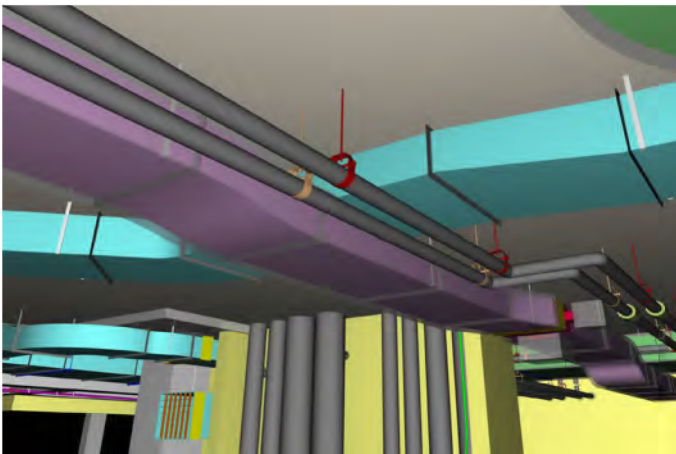
As the architects for Federal, State of California, County and civic projects, the firm is particularly well qualified for meeting public agency requirements including design excellence. We have earned a reputation for creatively reframing a given problem in a way that expands possibilities and optimizes available resources. We help public agencies with many “firsts.”

For example, to advance the State of California’s renewable energy policy goals, the firm designed the first new Zero Net Energy (ZNE) facility for the Department of General Services (DGS) and Department of Motor Vehicles (DMV). To achieve UCLA’s goal for developing molecular-level research in food science, the firm invented a new type of greenhouse laboratory. To help revitalize a community in South Los Angeles, the firm created the first public roof garden for the City of Los Angeles to provide much-needed, safe park space.

Discipline Coordination

We have a strong team of subconsultants experienced in the programming and design of relevant facilities. For each task order, we would identify and assemble a capable, diverse team of subconsultants experienced in the programming and design of relevant projects. The firm has generally worked with members of the proposed consultant team and share a common expectation for thorough documentation and a responsive process. All team members utilize compatible software to design and document their work that assists our quality assurance process. Use of BIM with consultants helps facilitate well-coordinated documents. Regular design meetings keep the team on track and milestone submittals are opportunities for careful coordination and checking.

The firm has used BIM for 20 years and now produces design and construction documents in Revit and Archicad, using advanced, three-dimensional virtual models in the design process. Study of daylight and



energy modeling is also integrated into the design process. Microsoft Project is typically used for project scheduling.

Resource Availability & Ability to Deliver on High Volume of Project Assignments

Through cultural, education, recreation, and transportation work under on-call and IDIQ contracts, the team has long-term working relationships with the many public agencies.

We have completed over fifty task orders under two on-call contracts with NPS for the \$56 million, 2,200-acre Flight 93 National Memorial, implemented over a multi-phased fifteen-year period, produced a master plan for a \$300 million, 2-phased Healthy Living Campus for BCHD, while also executing multiple, simultaneous task orders that have ranged from small accessibility improvements to conceptual design and feasibility studies, including 18 task orders for LAWA. We have been able to add staff as necessary to address project requirements and through relationships with larger firms who can deepen our bench. Named a Top 50 US Firm by Architect Magazine, it was noted: “Paul Murdoch Architects shows that small firms can compete with big multinationals.” **Ability to Navigate a Project through a City’s**

Municipal Plan Check Process

An early proponent of sustainable, transportation-oriented development, we are primarily focused on facilities that serve communities, with a firm belief that public work involves the most important services we can render as architects. We have successfully lead projects for federal, state, county and municipal agencies having jurisdiction. We conduct a rigorous process that is front-loaded with research of municipal requirements through a collaborative, pro-active process of dialogue with stakeholders and agencies. We also strive to build teams with subconsultants who have relationships and experience with the local conditions and decision makers in a community.

Experience Developing Projects within a Political Environment

Good collaborators, facilitators, and teammates, we have a track record of helping to meet the programmatic and infrastructural needs of rapidly expanding urban populations through public placemaking. We generally include a professional community engagement facilitator in our project team who has strong relationships with the community in which a project occurs. All of our public projects use outreach methods to solicit the input and involvement of local stakeholders throughout an iterative process of design and feedback.

<u>GROSS FLOOR AREAS</u>	<u>OPTION-A</u>	<u>OPTION-B</u>	<u>OPTION-C</u>	<u>TELECOM-A</u>	<u>TELECOM-B</u>	<u>TELECOM-C</u>	<u>Concourse-0</u>	<u>Terminal-9</u>
Remodel Offices (SF)	70,000	95,000	58,000	26,300	26,300	-	-	-
New Offices (SF)*	-	19,040	43,240	-	44,000	72,000	70,000	70,000
New Parking Garage (SF)	-	-	-	-	49,000	49,000	-	-
	70,000 SF	114,040 SF	101,240 SF	26,300 SF	119,300 SF	121,000 SF	70,000 SF	70,000 SF
<u>GFA % MAKE-UP</u>								
Remodel Offices	100%	83%	57%	100%	37%	0	0	0
New Offices	0	17%	43%	0	63%	100%	100%	100%
<u>TOTAL ROM COST (\$M)</u>	\$25M	\$107M	\$114M	\$6.3M	\$70M	\$85M	\$75M	\$81M
FF&E Allowance	\$2.5M	\$4M	\$4M	\$1M	\$2.5M	\$2.5M	\$2.5M	\$2.5M
<u>BUDGET RANGE</u>	\$28 - 168 million			\$8 - 88 million			\$78 - 84 million	

Budgeting, Cost & Quality Control

The principals recognize the essential design management responsibilities of helping to define project parameters and then adhere to the approved budget and schedule with the design. We review cost/benefit evaluations relative to function, flexibility of use, durability and your available fiscal resources.

The firm typically works with a professional cost consultant to generate cost estimates at interim stages from coordinated milestone documents to assure adherence with design intent and to achieve accurate estimating. Consequently, cost contingencies are minimized, thus creating a more predictable and competitive range of bids for a project. Often there are varied aspirations for a project, so magnitudes of cost are defined through a value engineering analysis that are commensurate with a range of opportunities for a project. This helps the owner decide the best value for the project expectations.

The construction change order rate due to errors and omissions for our projects over the last 10 years has averaged less than 2% of construction cost. This demonstrates the quality of the firm's documents despite the originality of many of its projects. Good coordination with sub-consultants reduces change orders and delays. If the documents presume the Contractor to know, interpret or assume the design intent of the building instructions, the drawings are probably not thorough or complete enough, so this is addressed through a rigorous internal Quality Assurance/ Quality Control process that typically includes a third-party review. A Documents Quality Manager reviews each project at milestones for technical compliance and coordination.

Task Order Organization

When considering a new Task Order assignment, the Prime Consultant leads will assemble appropriate lead staff to discuss and define the best team of consultants for the Task Order relative to design, planning, technical capability, availability and inclusivity performance and goals. The Principal Project Manager will coordinate the proposal, and with the Principal-in-Charge, will negotiate with the subconsultants and BOE to come to terms.

Our Principal Project Manager oversees timely production and creating a controlled design process working closely with BOE and our Senior Design Manager. Regular and milestone meetings are scheduled in coordination with Hermosa Beach staff and timelines. Fundamental workflow of design deliverables incorporating the control over design objectives, inputs, outputs, quality assurance and cost management. To achieve this, we incorporate several rounds of internal reviews and client input reviews for BOE and stakeholders.



The workflow creates a clear structure and schedule for decision making from the outset, while the proposed internal reviews enhance the best value for the project. Every client review is preceded by an internal review of our review board to present coherent documents and provide feedback to the team and quality reassurance. The following diagram represents a general workflow and collaboration process.

To keep the project within the project scope and on track we provide BOE with an up-to-date Project Management Plan (PMP) in line with the statement of work. This plan is not just a deliverable but the guideline for the project team and the benchmark for all progress reports. We enhance the PMP and the Progress Report with cost management, that is regularly updated with the development of the project.

Permitting

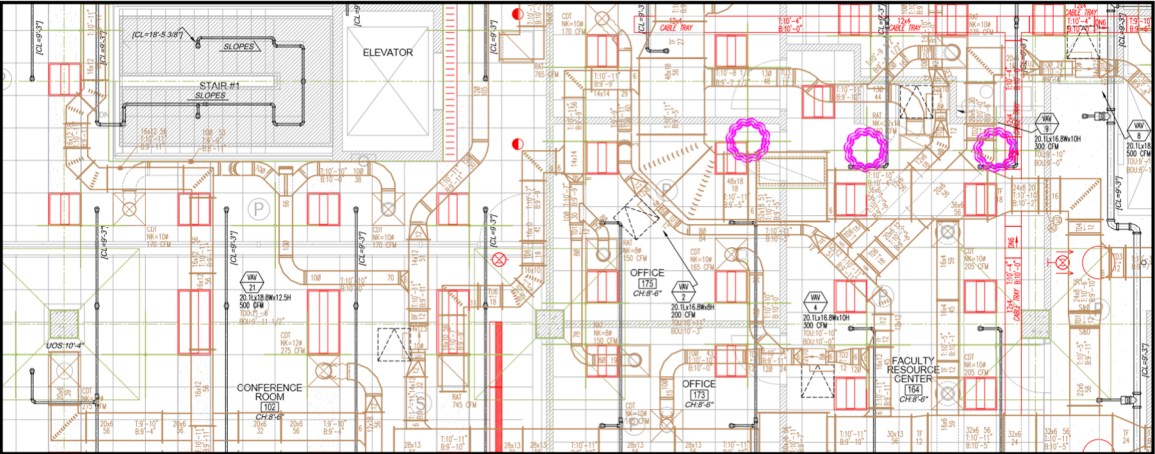
Our team provides an understanding of all applicable codes and design requirements applicable to BOE projects and processes needed to execute the work. This includes the experience and ability to obtain permits and approvals from regulatory agencies, authorities having jurisdiction (AHJ), such as the Los Angeles Department of Building & Safety (LADBS), Los Angeles Fire Department (LAFD), Los Angeles Bureau of Engineering (LABOE), Los Angeles Department of Water & Power (LADWP), Los Angeles Department of Transportation (LADOT). Paul Murdoch + Team bring decades of experience coordinating work across and within the myriad departments at the City, County, Regional and Federal levels.

Proximity

Each of the Applicant team leadership firms have a presence in Los Angeles and the ability to attend meetings and participate in site visits.

We understand that the Contracted Firms will be eligible to be awarded Project(s)- specific Task Orders to provide services as required to support BOE’s capital projects, including planning, design, architecture, engineering, site-investigations, permitting and agency approvals, professional support during bidding and procurement stages, construction administration support, and a wide range of technical services.

Paul Murdoch Architects has carefully reviewed the RFQ, amendments and associated responses to questions to submit a fully compliant statement of qualifications that addresses all the requirements requested in the RFQ. We are an architecturally led team under direction of our Principal in Charge and Principal Project Manager, BOE’s primary points of contact for all design aspects.



Project Management Plan

Required Forms



of Consultant's disclosure obligations in accordance with the City's Conflict of Interest Code.

City Initials _____

Consultant Initials P. Murdoch

OR

By their initials next to this paragraph, City and Consultant hereby acknowledge that Consultant is not a "consultant" for the purpose of the California Political Reform Act because Consultant's duties and responsibilities are not within the scope of the definition of consultant in Fair Political Practice Commission Regulation 18700.3(a) and is otherwise not serving in staff capacity in accordance with the City's Conflict of Interest Code.

City Initials _____

Consultant Initials P. Murdoch

IN WITNESS WHEREOF the parties hereto have executed this contract the day and year first hereinabove written.

CITY OF HERMOSA BEACH

CONSULTANT

P. Murdoch _____

President.

[MAYOR/CITY MANAGER]

By: NAME/TITLE

Paul Murdoch

95-4335445

ATTEST:

Myra Maravilla, City Clerk

Taxpayer ID No.

APPROVED AS TO FORM:

, City Attorney

6.2 Required Forms

6.2.1 Certification of Qualifications

RFQ #: _____

The undersigned hereby submits its statement of qualifications and agrees to be bound by the terms and conditions of this Request for Qualifications (RFQ).



1. Proposer declares and warrants that no elected or appointed official, officer or employee of the City has been or shall be compensated, directly or indirectly, in connection with this statement of qualifications or any work connected with this statement of qualifications. Should any agreement be approved in connection with this Request for Qualifications, Proposer declares and warrants that no elected or appointed official, officer or employee of the City, during the term of his/her service with the City shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.
2. By submitting the response to this request, Proposer agrees, if selected to furnish services to the City in accordance with this RFQ.
3. Proposer has carefully reviewed its statement of qualifications and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them.
4. It is understood and agreed that the City reserves the right to accept or reject any or all statement of qualifications and to waive any informality or irregularity in any statement of qualifications received by the City.
5. The statement of qualifications response includes all of the commentary, figures and data required by the Request for Qualifications.
6. The statement of qualifications shall be valid for 90 days from the date of submittal.
7. Proposer acknowledges that the City may issue addendums related to this RFQ and that the proposer has reviewed the following addendums which have been issued:
 Addendum: _____
 Addendum: _____
 Addendum: _____
 Addendum: _____
8. Proposer further acknowledges the provisions of any addendums issued have been incorporated into their statement of qualifications.

Signature of Authorized Representative:


Printed Name and Title:
 Paul Murdoch




6.2.2 Non-Collusion Affidavit

RFQ #: _____

The undersigned declares states and certifies that:

1. This statement of qualifications is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation.
2. This statement of qualifications is genuine and not collusive or sham.
3. I have not directly or indirectly induced or solicited any other Proposer to put in a false or sham statement of qualifications and I have not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in a sham statement of qualifications or to refrain from submitting to this RFQ.
4. I have not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the rate schedule price or to fix any overhead, profit or cost element of the rate schedule price or to secure any advantage against the City of Hermosa Beach or of anyone interested in the proposed contract.
5. All statements contained in the statement of qualifications and related documents are true.
6. I have not directly or indirectly submitted the rate schedule price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, RFQ depository, or to any member or agent thereof, to effectuate a collusive or sham statement of qualifications.
7. I have not entered into any arrangement or agreement with any City of Hermosa Beach public officer in connection with this statement of qualifications.
8. I understand collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

Signature of Authorized Representative:


Printed Name and Title:
 Paul Murdoch



6.2.3 Compliance with Insurance Requirements

RFQ #: _____

The selected consultant will be expected to comply with the City's insurance requirements contained within this RFQ.

The undersigned declares states and certifies that:

- 1. Proposer agrees, acknowledges and is fully aware of the insurance requirements as specified in the Request for Qualifications.
- 2. If selected, proposer agrees to accept all conditions and requirements as contained therein.

Signature of Authorized Representative:

Paul Murdoch

Printed Name and Title:

Paul Murdoch



6.2.4 Acknowledgement of Professional Services Agreement

RFQ #: _____

The selected consultant will be expected to comply with and sign the City's Professional Services Agreement. Proposers should identify and/or indicate any exceptions to the Sample Professional Services Agreement included in Section 6.2. The City Attorney or their designee retains the discretion to accept or reject proposed exceptions or modifications to the City's Professional Services Agreement.

- 1. Proposer agrees, acknowledges and is fully aware of the conditions specified in the City's Sample Professional Services Agreement.
- 2. Proposer agrees to accept all conditions and requirements as contained therein with exceptions noted as follows:

Signature of Authorized Representative:

Paul Murdoch

Printed Name and Title:

Paul Murdoch



City of Hermosa Beach

Civic Center, 1315 Valley Drive, Hermosa Beach, California 90254-3885

ADDENDUM No. 1

On-Call Professional Architectural Services RFQ No. 25-003

DATE: September 8, 2025
TO: ALL PROSPECTIVE PROPOSERS

Please note the questions and answers for the Request for Qualifications indicated above.

PROPOSAL SUBMITTAL: The deadline to submit qualifications **HAS NOT** changed. The deadline to submit qualifications is still **September 18th at 2:00 PM.**

- Will the City contract directly with a geotechnical consultant? Or is it expected that the prime consultant will hire and manage a geotechnical sub-consultant? There could potentially be an insurance issue for the architect to carry geotech?
 - The City is seeking consultants, or teams of consultants, that are capable of providing the breadth of services as detailed in the scope of work. It is expected that the architect provides specialty design services as part of the proposed team (could be a sub-consultant) as needed for typical City facility and other municipal projects including geotechnical engineering.
- The FY 2025-26 Capital Improvement Program doesn't appear to be posted on the City's website. Could you provide the upcoming projects/information or confirm when the content will be available online?
 - Please see the link to the FY 2025-26 Capital Improvement Program found within the City's budget. <https://stories.opencgov.com/hermosabchca/published/YwDVMX7dUy>
- Can the City clarify whether the \$1M limit is per consultant team for the entire 3-5-year contract period, or is it \$1M per consultant team per year (i.e., potentially \$3-\$M total per consultant team)?
 - The City intends to award up to 3 contracts, at a value not to exceed \$1,000,000 each for the entire 3-5 year period.
- Under 3.2.5 Relevant Experience and References, would the city consider past on-call experience completed for public agencies other than municipalities? For

Page 1 of 3



City of Hermosa Beach

Civic Center, 1315 Valley Drive, Hermosa Beach, California 90254-3885

example, state and/or federal agencies?

- The City prefers prior municipal experience but will consider experience with other public entities.
- On page 19-20, the RFQ states "References for at least three (3) projects completed as part of an on-call contract within the last five (5) years is required." Do the projects completed as part of an on-call contract all have to be for/with municipalities? We have on-call contracts with both municipalities and non-governmental or private sector entities. However, our best examples of work are with those non-governmental/private sector clients. (Part of why we are responding to this RFQ is to increase our experience base with municipalities such as Hermosa Beach.) Would City Staff accept and consider three relevant projects that were with non-municipal on-call contracts?
 - Yes. The City prefers prior municipal experience but will consider experience within the private sector. Please list the projects you feel best represent your firm's relevant experience in line with the City's objectives articulated in the subject RFP
 - Can you tell us what architectural project you envision under those scope for the next three years?
 - Please see the link to the FY 2025-26 Capital Improvement Program found within the City's budget. <https://stories.opencgov.com/hermosabchca/published/YwDVMX7dUy>

Page 2 of 3



City of Hermosa Beach

Civic Center, 1315 Valley Drive, Hermosa Beach, California 90254-3885

ACKNOWLEDGEMENT OF ADDENDUM No. 1

On-Call Professional Architectural Services RFQ No. 25-003

Complete and sign this acknowledgement form. Submit and enclose the acknowledgement in your proposal. Failure to do so may result in disqualification of your firm's proposal.

The undersigned acknowledges receipt of Addendum No. 1 dated September 8, 2025.

ATTEST: Paul Murdoch
Principal: _____
Address: 6310 San Vicente Blvd. Suite 400, Los Angeles CA
By: Paul Murdoch
Title: President

Printed on: 9/24/2023 4:58:13 PM

To verify most current certification status go to: <https://www.caleprocure.ca.gov>



Office of Small Business & DVBE Services

Certification ID 1791352

Legal Business Name:
PAUL MURDOCH ARCHITECTS

Doing Business As (DBA) Name 1:
PAUL MURDOCH ARCHITECTS

Doing Business As (DBA) Name 2:

Address:
6310 San Vicente Boulevard Suite 400
Los Angeles
CA 90048

Email Address:
paul@paulmurdocharchitects.com

Business Web Page:
<https://www.paulmurdocharchitect.com>

Business Phone Number:
310/358-0993

Business Fax Number:

Business Types:
Service

Certification Type	Status	From	T
SB(Micro)	Approved	07/05/2023	0

Stay informed! KEEP YOUR CERTIFICATION PROFILE UPDATED!
-LOGIN at [CaleProcure.CA.GOV](https://www.caleprocure.ca.gov)

Questions?
Email: OSDSHELP@DGS.CA.GOV
Call OSDS Main Number: 916-375-4940
707 3rd Street, 1-400, West Sacramento, CA 95605

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Home > My Business Profile

For any questions regarding certifications please contact the Bureau of Contract Administration, Office of Contract Compliance at: boa.certifications@cityofla.org

Certification

City of Los Angeles Harbor Expir. of Certifications

Name	Status	Expiration Date
SBL OR LBE, SMALL LOCAL BUSINESS OR LOCAL SMALL BUSINESS	Verified	12/31/2024
SBE, SMALL BUSINESS ENTERPRISE (PROPRIETARY)	Verified	12/31/2024
EBE, EMERGING BUSINESS ENTERPRISE	Verified	12/31/2024
SBE, SMALL BUSINESS ENTERPRISE (LOS ANGELES)	Verified	12/31/2024
LBE, LOCAL BUSINESS ENTERPRISE (LOS ANGELES)	Verified	03/31/2027

CITY OF LOS ANGELES

City of Los Angeles
Mayor's Office of Finance & Procurement
Open Data
Bond Assistance Program
Building Permits

BUSINESS SERVICES

Business Resource Centers
Business Tax Resources
Minority Business Development Agency
Office of Small Business
City of Los Angeles Green Business Program

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Paul Murdoch Architects

Company Details

- User Management
- Compliance Documents
- Certification
- NAICS Codes and Licenses
- Bookmarks
- BPM Management
- Related Opportunities
- BAMP Support

Information	Address
ID: 3602	Website: http://www.paulmurdocharchitects.com
Hours of Operation	Business/Billing: 6330 San Vicente Blvd, Suite 400, Los Angeles, CA 90048
Email	Email
Phone: (310) 358-0993	Mailing

Registered as a **Private & Sub**

Non-Profit: No

Sole Proprietor: No

Business Structure

Certification: EBE, LBE, SBE (LA), SBE (Proprietary), SBL, VSBH (Harbor), LBE (Harbor)

RIBC Number: CityOfLosAngelesRegistrationCertificateNumber: 0000861769-0001-6

Tax ID: 95-4335441


California Entity Number

License Numbers

EXHIBIT B

RATE SCHEDULE

PAUL MURDOCH ARCHITECTS+TEAM



City of Hermosa Beach
Department of Public Works

Request for Qualifications (RFQ) NO. 25-003
On-Call Professional Architectural Services

September 18, 2025

Rate Sheet

2025 Hourly Rate Schedule – City of Hermosa Beach On-Call Architectural Services

Paul Murdoch Architects (Prime Consultant)

Principal in Charge – Paul Murdoch – \$300

Principal Architect – \$285

Principal Project Manager – Milena Murdoch – \$285

Senior Project Manager – \$220

Project Manager – \$180

Senior Project Architect – \$190

Project Architect – \$180

Senior Project Designer – Eric Cunningham – \$185

Project Designer – Albert Orozco – \$125

Administration – \$90

PBS Engineers (Mechanical, Electrical, Plumbing, Fire Protection, Technology)

Principal – \$295

Associate Principal – \$250

Associate – \$210

Senior Engineer – Kunal Shah – \$190

Engineer – \$150

Designer – \$120

Administrative – \$95

Marx | Okubo Associates (Condition Assessment / Building Evaluation)

Principal – Mark Hulme – \$310

Senior Project Manager – \$250

Project Manager – \$190

Associate / Architect – \$150

Administrative – \$95

VCA Engineers (Civil Engineering)

Principal – Virgil Aoanan – \$285

Senior Civil Engineer – \$240

Civil Engineer – \$190

Designer / Technician – \$135

Administrative – \$100

MIG (Landscape Architecture & Planning)

Principal – Jennifer Zell – \$275

Senior Landscape Architect – \$220

Landscape Architect – \$185

Designer – \$145

Administrative – \$95

Mark Thomas & Company, Inc. (Surveying & Engineering)

Principal – \$500

Senior Project Manager – \$365

Project Manager – Chris Riehle – \$310

Civil Engineer – \$245

Survey Technician – \$185

Administrative – \$95

Historic Resources Group (Historic Preservation)

Principal – Christine Lazzaretto – \$250

Senior Architectural Historian – \$190

Project Manager – \$160

Associate / Staff – \$125

Administrative – \$95

Labib Funk + Associates (Structural Engineering)

Principal – Chuck Whitaker – \$290

Senior Structural Engineer – \$240

Structural Engineer – \$190

Designer / Technician – \$140

Administrative – \$100

Cumming Group (Cost Estimating & Program Management)

Principal – Raj Adusumalli – \$295

Senior Cost Manager – \$250

Cost Manager – \$200

Estimator – \$150

Administrative – \$100

Geocon West (Geotechnical Engineering & Environmental Services)

Principal – Jelisa Adams – \$280

Senior Geotechnical Engineer – \$240

Project Engineer – \$190

Staff Engineer / Technician – \$145

Administrative – \$95

Arup US, Inc. (Fire & Life Safety, Engineering)

Principal – \$500

Associate Principal – Brian McLaughlin – \$375

Associate – Ted Moyle – \$285

Senior Engineer II – Mackenzie Hill – \$250

Senior Engineer I – \$205

Engineer III – \$175

Engineer II – \$155

Engineer I – \$135

Administrative – \$125