

**CONTRACT FOR PROFESSIONAL SERVICES TO
PROVIDE ON-CALL ARCHITECTURAL SERVICES
BETWEEN THE CITY OF HERMOSA BEACH AND RUBIO MEDINA**

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 Rubio Medina, Architectural Firm ("CONSULTANT").

RECITALS

- A. The City desires to obtain Architectural services on an On-call basis with Rubio Medina 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 Rubio Medina. 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:	Rubio Medina 780 Roosevelt Irvine, CA 92620 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: _____
Rubio Medina, Owner, Architect

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").

R E C I T A L S

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 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:	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:

Qualifications for the
City of Hermosa Beach

On-Call Architectural Services (RFQ 25-003)

September 18, 2025



Rubio Medina, Architect 780 Roosevelt Irvine, CA 92620
architecture.planning.construction management
www.architectrm.com



September 18, 2025

City of Hermosa Beach
Department of Public Works
1315 Valley Drive
Hermosa Beach, CA 90254
Attention: Andrew Nguyen



Re: SOQ For On-Call Architectural Services (RFQ 25-003)

Andrew,

On behalf of myself and our consultant design team I am pleased to present our architectural and engineering qualifications for the consideration of the Hermosa Beach On-Call Architectural Services. We are a small firm located in the City of Irvine started in 2010 during a bad economic crisis. Through our good referrals, references, and our commitment to client service we have not only survived this tumultuous time but we have thrived.

OUR PROJECT UNDERSTANDING I understand that the City of Hermosa Beach has multiple projects on their CIP which will require architectural support. By developing a pool of on-call consultants the city will be able to streamline the process of selection and thereby enact CIP projects at a much quicker pace. The selected pool shall have a wide variety of experience, be knowledgeable of publicly bid projects, and have a client first approach.

WHY ARE WE BEST QUALIFIED? As a certified small business (SBE) we may be small, but our ideals are large. Our core concepts are to be selective in the projects that we pursue, dedicate our resources to completing them, and to build strong relationships. Our focus is on quality and not quantity and these principles have resulted in repeat work through our great references and referrals.

I have had an continue to have experience along coastal regions and understand the special circumstances of designing and implementing projects impacted by the coast. In the past I had worked for another architect in installing the new exterior elevator at the City

A handwritten signature in black ink, appearing to read 'Andrew Nguyen', is located at the bottom left of the page.

STATEMENT OF QUALIFICATIONS

Hall, have worked with El Segundo on their Fire Station 2 project and new lifeguard facility, and I am currently engaged with the City of Manhattan Beach developing a restroom project at their Manhattan Heights Park.

I acknowledge receipt of Addendum 1 and have incorporated items into our response attached.

The day-to-day contact administrator for this project will be:

Rubio Medina,
Architect P: 949
333.6030

E: rubio@architectrm.com

Andrew, I look forward to discussing more with you our qualifications and how we can be the best partner for the City of Hermosa Beach. If you have any questions regarding the attached, please feel free to contact me at rubio@architectrm.com or at 949 333.6030 at your earliest convenience.

Sincerely,

Rubio Medina, Architect
A Sole Proprietorship
780 Roosevelt; Irvine, CA 92620

949 333.6030: P
949 333.6100: F
www.architectrm.com

**STATEMENT OF
QUALIFICATIONS**

FIRM PROFILE

Rubio Medina, Architect

780Roosevelt
Irvine, CA 92620
P: 949 333.6030
F: 949 333.6100

Type of Business:
Sole Proprietor

Year Started: 2010



Fed ID: 45-4469645

Registrations:

CA Architect
c.30059

Contact Person: Rubio Medina, Owner

Architect

SBE: 1754662

Fail to Complete: None

Insurance Coverage:

Professional Liability

General Liability

Auto Liability

Workers Compensation

Pending Litigation:

None

Business License:

City of Irvine BUS11-
01268

Rubio Medina, Architect is an award-winning, sole-proprietorship architect providing solutions that enhance the working environment, honor the settings they are placed, and builds lasting relationships. Over the past thirty years he has designed multiple projects including new construction, renovations, expansions, studies, assessments, and construction management to public agencies across the western United States.

Rubio Medina, Architect SOQ for
City of Hermosa Beach On-Call
Architectural Services (RFQ 25-003): 2

STATEMENT OF QUALIFICATIONS

Diverse Background:

We have a diverse background in project types and working with different governmental agencies and always bring the same commitment to each project and each project type including studies and assessment, feasibility studies, building renovations including seismic retrofits, expansion and additions, new construction across California including

coastal, urban, suburban, and downtown areas.

Current and Past On-Call Contracts: City of Irvine, City of Laguna Beach, City of Newport Beach, City, County, and Port of San Diego, Orange County Fire Authority, City of Santa Monica.

How Long Have We Been in Business? After over twenty years

of working for other architects, I hung my 'shingle' in 2010 and since then have been providing services exclusively to public agencies, cities, fire districts, and special districts.

What Kind of Projects Do We Do? We are 100% public works focused and publicly bid projects including new construction, remodels,

expansions, renovations, programming, studies, assessments, and construction management.

Where Are Our Coastal Projects? City of Manhattan Beach, City of El Segundo, City of Santa Monica, City of Newport Beach, City of Huntington Beach, City of San Clemente, City of Pismo Beach, City of

Laguna Beach

How Do We Do It? Be on time, be responsive, **take on less work**, service our clients from a principal/owner level commitment, **build strong relationships**, and **be the fiercest advocate for our clients' needs**.

We are not big... We Are Just Good!

We are 100% **Public Works Focused** working with cities,

STATEMENT OF QUALIFICATIONS

municipalities, special districts, fire departments, and police departments. Our services include design, assessments, feasibility studies, renovations, structural retrofits, and programming exercises.

We have toured and developed **Assessments on Existing Facilities** on almost fifty public buildings including fire stations, teen and youth centers, libraries, police stations including Santa Monica, Corona, Glendale, Burbank, Stanton, and Buena Park.

With over thirty years of experience, we understand the nature of public bid projects and the need to have correct information early in the process and can **Validate Project Scoping** developed by others based on our years of experience on many project types.

As a **Full Service Design** firm, we have been involved in multiple studies, renovations, expansions, retrofits, programming, and construction administration and have developed plans and specifications that can stand up to the test of publicly bid projects and the low-bid construction process.

We are supported by an equally knowledgeable consultant team and have included the following consultants. We have also worked with many other specialty consultants such as geotechnical, hazardous materials, and others and can have other specialty consultants join our team as needs arise.

Architect	Civil Consultant
Rubio Medina, Architect (SBE) 780Roosevelt Irvine, CA 92620	Kimley-Horn 180East Ocean Boulevard, Suite 1200 Long Beach, CA
Structural Consultant	Mechanical, Electrical Consultant
DCSE Structural Engineers 1744West Katella Ave, Suite 107 Orange, CA	PBS Engineers 279East Arrow Highway, Suite 201 San Dimas, CA
Landscape Consultant	Cost Consultant
DVD Creative (SBE) 151Kalmus Drive, Suite M8 Costa Mesa, CA	Cumming 120Vantis, Suite 510 Aliso Viejo, CA



ORGANIZATIONAL CHART



PROJECT USER GROUP



RUBIO MEDINA, ARCHITECT, 780 Roosevelt, Irvine, CA 92620

Architect of Record

Rubio Medina will be the day-to-day contact for any and all projects for the City of Hemet and will lead and coordinate all items from the City through the consultant team and external channels and processes. He will be a constant presence through the process and will not be removed nor replaced for any projects assigned to us. His thirty years of experience in public design will lead the team of subconsultants and be in direct contact with the City of Hemet and end user groups.

SUBCONSULTANT TEAM



KIMLEY-HORN, 27290 Madison Avenue, Suite 300, Temecula, CA 92590

Civil Engineering, Survey, Signal and Striping **John Pollock, Project Manager**

As a local presence to the City of Menifee, John Pollock will lead the civil engineering efforts including the survey team, development of site improvement plans, and the signal and striping work. Kimley-Horn's experience in and around Menifee will be valuable to quickly understand and implement grading requirements into the finished product.



DCSE STRUCTURAL ENGINEERING, 1744 West Katella Avenue, Suite 107, Orange, CA 92867

Structural Engineering

Richard Suzuki, Project Manager

DCSE is a small structural engineering firm with a wide variety of experience and knowledge. Richard Suzuki will lead the team in developing structural capabilities of the proposed new facility from a vertical and lateral resisting systems.



PBS ENGINEERING, 279 East Arrow Highway, San Dimas, CA 93401 *Mechanical Engineering, Plumbing Engineering, Electrical Engineering*

Kunal Shah, Project Manager

Kunal Shah will lead the PBS team providing mechanical, electrical, and plumbing design for any facility projects. His almost thirty years in facility design for public agencies and his hands on approach will ensure the facility will operate well in the short term but in the long term as well.



DVD Creative, 151 Kalmus Drive, Suite M8, Costa Mesa, 92626

Landscape Architect, Irrigation Design **Eric Sterling; President**

DVD Creative will be led by Eric Sterling who has a wide variety of experience in developing planting and irrigation designs and will integrate local planting requirements into any potential project. A seasoned landscape architect he has been involved in both park/open space design as well as specific landscape designs involving facilities.



CUMMING MANAGEMENT GROUP, 25220 Hancock Avenue, Suite 440 Murrieta, CA 92562

Cost Modeling

Alan Campbell, Project Manager

Nationally recognized cost consulting firm Cumming Management Group will be led by Alan Campbell who will oversee the opinion of probable construction costs generated for the project and will be the liaison to the design team in keeping up to speed on current market volatility.

Rubio Medina, Architect



Rubio Medina, Archite
780Roosevelt
Irvine, CA 92620
P: 949 333.6030
F: 949 333.6100



Rubio Medina, Architect has a thirty-year history providing architectural services to cities, municipalities, special districts, police departments, and fire

Experience: 30 Years and developed by Rubio Medina, Architect who fully believes in building strong relationships, to be selective in the work we do take on, and to fully devote his resources to meet our clients' needs, leaving behind the constrains of continually being beholden to the bottom line. **Relevant Experience:**

Registrations: c.30059
Education: Apprentice
Balboa Island Fire Station Remodel, Newport Beach, CA
Carson Carriage Crest Park Renovation, Carson, CA
Costa Mesa City Hall Remodel, Costa Mesa, CA

Role : Architect of Record managed

departments. We are 100% principal driven and all projects are

Costa Mesa City Hall Public Restroom Accessibility Upgrades, Costa Mesa, CA
El Segundo Beach Public Restroom and Lifeguard Station, El Segundo, CA

Inland Empire Utilities Agency Tenant Improvement, Ontario, CA

Inland Empire Utilities Agency Lab and Operations Assessment and Study, Ontario, CA

Irvine On-Call Consultant List, Irvine, CA

Jurupa Community Services District Administration TI, Jurupa Valley, CA

Laguna Beach Main Beach Restroom Replacement, Laguna Beach, CA **Laguna Beach On-Call Architecture, Laguna Beach, CA**

Laguna Beach Fire Administration Temporary Generator, Laguna Beach, CA

Long Beach Water Department Administration Building Remodel, Long Beach, CA

Main Branch Library Restroom Remodel, Newport Beach, CA

QUALIFICATIONS

Mariners Branch Library Restroom Remodel, Newport Beach, CA

Nature Center Facility Accessibility Upgrades, Irvine, CA

Newport Beach Pier Restroom Remodel, Newport Beach, CA

Newport Beach Lifeguard Remodel, Newport Beach, CA

Orange County Fire Authority On-Call Architecture, Irvine, CA

Orange County Water District Locker, Shower, and Restroom Annex Building

Remodel, Fountain Valley, CA

Pismo Beach Police Annex, Pismo Beach, CA

Rodgers Senior Center Remodel, Huntington Beach, CA

San Fernando Las Palmas Park RR Renovation, San Fernando, CA

Santa Monica On-Call Architecture Services, Santa Monica, CA

Templeton Community Services Fire District Fire Station Expansion and Renovation,

Templeton, CA

Turtle Rock Community Center Accessibility Upgrades, Irvine, CA Vernon

City Hall 3rd Floor Remodel, Vernon, CA

Vernon Public Works Remodel, Vernon, CA

Vernon Police Department Locker/Shower Remodel, Vernon, CA *'I have worked with*

Rubio Medina, Architect on multiple projects for the City of El Segundo

including Fire Station 2 (LEED Gold) and the El Segundo Beach Lifeguard, Storage, and Public Restroom project. Each project presented its own challenges and Rubio was always up to task

engaging personnel, developing solutions that are viable, and creating a fun atmosphere that all could enjoy.'

Maryam Jonas,
City Engineer
(Retired) City of El
Segundo

STATEMENT OF QUALIFICATIONS





John Pollock, PE

John has over 10 years of industry experience in precise grading, water quality design, hydraulic design, fire water design, opinions of probable cost, entitlement processing, construction phase observation, and site planning. As one of California's lead development consultants with extensive experience across retail, civic, educational, and industrial sectors, John plays a key role with Kimley-Horn's small site commercial national clients. He is also managing ongoing projects in the City of Perris, where he has developed strong relationships with staff and gained a deep understanding of local processes. Prior to his career as a development consultant, he spent many years in the Construction industry and a field engineer and superintendent for heavy civil and wood frame construction.

EDUCATION

- Bachelor of Science, Civil Engineering, California State Polytechnic University, Pomona, CA

PROFESSIONAL CREDENTIALS

- Professional Engineer in California, #86160

RELEVANT EXPERIENCE

- Nuevo Gateway Retail Center – Entitlement Phase, Perris, CA
- Ethanac Travel Center, Perris, CA
- Perris Industrial Project Specific Plan, Perris, CA
- Trumble and Mapes Distribution Center, Perris, CA
- Raising Cane's, Multiple Locations (Perris), CA
- Pollo Campero, Perris, CA
- Redlands Marketplace Apartments – Entitlement Phase, Redlands, CA
- Caltrans Driveway Improvements, Westminster
- Elsinore High School New Building, Wildomar, CA
- Havey Mudd College Building Renovations, Claremont, CA
- Chase Bank, Multiple Locations, CA, OR, WA
- McDonald's, Multiple Locations, CA
- Arby's, Multiple Locations, CA
- Applebee's, Multiple Locations, CA
- Wells Fargo, Multiple Locations, CA
- Buffalo Wild Wings, Multiple Locations, CA
- Darden Restaurants, Multiple Locations, CA, OR, WA
- U.S. Bank, Multiple Locations, CA
- Mister Car Wash, Multiple Locations, CA
- CarMax, Multiple Locations, CA
- Starbucks, Multiple Locations, CA
- Wendy's, Multiple Locations, CA
- Shake Shack, Multiple Locations, CA

STRUCTURAL DESIGN: DCSE STRUCTURAL ENGINEERS



DCSE
ASSOCIATES, INC.
STRUCTURAL ENGINEERS

Dale A. Christian, S.E., C.E.O.
Roberto Ortiz, S.E., C.O.O.
Winnie Sullivan, C.F.O.
Richard Suzuki, S.E., Sr. V.P.
Todd Brown, S.E., Sr. V.P.

SENIOR STAFF RESUME

Richard Akira Suzuki, S.E. – Director of Engineering

Education

B.S. Civil Engineering, May, 1987
University of California, Irvine

M.S. Structural Engineering, June 2004
Irvine Institute of Technology, Irvine

Professional Engineer Certification, C49775
State of California, June, 1992

Structural Engineer Certification, S4971
State of California, September, 2006

Professional Background

Director of Engineering (previously Staff Engineer then Senior Engineer) 1991 to present
DCSE Associates, Inc. – Structural Engineers

- Responsible for day-to-day co-supervision and management of 6 engineers, 1 CAD operator, 1 field observer.
- Responsible for all phases of structural engineering (design analysis, client meetings, construction administration, etc.) for fire stations, municipal buildings, retail buildings, automobile dealerships, tilt-up industrial buildings, office buildings, single and multi-family residential.
- Responsible for job scheduling (including assignments to engineers), job site visits, plan checks, quality control, client relationships, etc.).

Staff Engineer, 1987 to 1991

The George Gouvis Co., Inc., 3848 Campus Drive, Newport Beach, CA 92660

- Responsible for all phases of structural engineering (including design analysis, for single and multi-family residences, restaurants, subterranean parking structures, steel and concrete office buildings).

Recent Project Examples

- Riverside County Fire Station #84 addition, Temecula, CA
- Orange County Fire Authority Remodel and or Structural survey of Stations 14, 16, 32 & 53
- Fire Station #7 addition (now OCFA station #77), Santa Ana, CA
- City of Banning new Police Facility
- Police Firing Range Facilities, Fairfield, Westminster, Costa Mesa, CA
- City Public Works Facilities, Stanton, San Gabriel, Orange, Westminster, Fullerton, Walnut Creek
- Conversion and remodel of Sears Auto Centers to retail, Warwick, RI & Hagerstown, MD
- New retail centers in Santa Ana, Ontario & San Pedro
- Target store (including seismic rehabilitation of URM building), Huntington Park, CA
- Land Rover/Jaguar Dealerships new & remodels, Anaheim Hills, Cerritos, Newport Beach, Los Angeles, CA.
- Mazda Dealership, Fontana, CA
- Nissan Dealership remodel, Cerritos, CA
- Tilly's Clothing warehouse (tilt-up), Irvine, CA
- MYWI Steel Fabrications new facility (tilt-up), Ontario, CA
- Orchard Supply Hardware/Floor & Décor (tilt-up), Orlando FL
- 1125 N. Magnolia (conversion of office building to PACE facility), Anaheim, CA
- Birch Center III – (steel framed low-rise office building), Newport Beach, CA
- Playa Vista – Waterstone (mixed-use multi story) (**over podium**) Los Angeles, CA

STATEMENT OF QUALIFICATIONS



MECHANICAL ELECTRICAL PLUMBING | CONSULTING ENGINEERS



TARIQ HASSAN, PE
Associate Principal | Mechanical Engineer

Project Role |
Project Mechanical
Engineer

Education |
B.S., Mechanical
Engineering
California State
Polytechnic University
Pomona, California

Licenses |
Registered Mechanical
Engineer in California
#33827
Exp: 6-30-2025

Years of
Experience |
26

Background:

Tariq Hassan has more than twenty-six years of experience of engineering and design for various Mechanical systems, such as HVAC, laboratory and kitchen hood exhaust and ventilation, vehicle garage ventilation, dust collection systems, central plant systems, etc. He has designed these types of mechanical systems for numerous new and existing facilities such as commercial, educational, healthcare, industrial and military facilities, including entertainment centers, computer and data rooms, civic centers, institutional facilities and cogeneration plants.

Tariq has worked as a designer, HVAC engineer, project engineer and project manager during his engineering experience. His primary duties include the design of HVAC, preparation of specifications and cost estimates, performance of mechanical peer review, attendance at project meetings and project coordination. Additional responsibilities for Tariq consist of initial design development, field investigations, heating and cooling load calculations, preparation of California Administrative Code Title 24 energy compliance documents, specifications, and review of shop drawings and construction project coordination. He is also well-versed in feasibility and comparative energy utilization studies and energy conservation projects such as chilled water, cogeneration and energy audits. He has experience in the field of HVAC and EMS control systems.

Over the years, Tariq has worked on many civic projects and public agencies within Southern California. He has extensive experience working on many civic projects and public agencies within Southern California, including emergency service facilities, such as fire stations, police facilities and emergency operation centers.

Project Experience:

City of Torrance Fire Department, Fire Station No. 3, One Story Addition and Remodel, Torrance, California

PBS provided MEP services for the fire station addition and remodel. PBS designed air distribution systems for sleeping area, exercise room and laundry room, designed exhaust air system for toilet rooms, and designed ventilation air system for storage rooms.

Los Angeles County Fire Station No. 192 Restroom/Shower Area ADA Upgrade, La Habra, CA

PBS provided MEP engineering design to upgrade one (1), Americans with Disabilities Act (ADA) Restroom/Shower in the existing Locker Room area. This included new ADA lavatory, water closet, and shower stall, new light fixture, new ceiling exhaust fan supply air from existing Heating, Ventilation and Air Conditioning (HVAC) system. Provided hot/cold water system and waste and vent utilities.

Los Angeles County Fire Department – Venice Beach Station No.63, MEP Upgrade to Women’s Restroom/Locker Room, Venice Beach, California

PBS Engineers provided MEP engineering services for the women’s restroom/locker room area in the Venice fire station for approximately 1,000 SF.

Torrance Municipal Airport, Design Services for Emergency Operations Center (EOC), Torrance, CA

PBS provided MEP and Security Design Engineering Services for a new single-story Emergency Operations Center (EOC), approximate square footage 2,700. The stand-alone building consisted of new construction which included new HVAC (ground mounted).

Los Angeles County Malibu Fire Station No.71, MEP Upgrade, Malibu, CA

PBS provided MEP engineering design services for this fire station in Malibu of approximately 10,020 SF and provided HVAC system design.

City of Ontario, Ontario Mills Police Station Renovation, Ontario, CA

PBS provided Mechanical, Electrical and Plumbing engineering design services for approx. 3,000 square foot space including security upgrade, energy efficient LED lighting upgrade, receptacle and power upgrade as well as HVAC and water heater replacement.

Glendora | Houston | Los Angeles | San Diego | Orange County | Santa Clara
2100 East Route 66, Suite 210 Glendora, CA 91740 | T 626.650.0350 F 626.650.0352
www.pbsengineers.com

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STATEMENT OF QUALIFICATIONS





MECHANICAL ELECTRICAL PLUMBING | CONSULTING ENGINEERS



KUNAL SHAH, PE, RCDD, LEED AP
Principal | Electrical Engineer

Project Role |
*Principal-In-Charge /
Electrical Engineer*

Education |
B.S., Electrical
Engineering
University of California,
Irvine, California

Licenses |
Registered Electrical
Engineer in California
#E-17249
Exp. 6-30-2020

Registered
Communication
Distribution Designer
(RCDD) # 07039

LEED AP

**Years of
Experience |**
23

Background:

Kunal Shah has over 23 years of electrical engineering experience for municipal, aviation, healthcare, government, commercial and higher educational facilities, which include major State and Federal funded modernization projects.

His responsibilities include construction cost estimating, specification writing, construction administration, bidding and negotiation and all aspects of electrical engineering and design.

Kunal has extensive experience working on many on-call projects and public agencies within Southern California. He is experienced in designing several types of projects from renovations to new construction allows him to bring different perspectives and solutions to every project he engages. Further, Kunal has experience in multiple delivery methods for projects, including design build, CMAR, and Lean Project Delivery.

Project Experience:

Fontana Unified School District, Fontana Middle School, Fontana, California

- New Classroom, Library and Cafeteria Buildings

City of Riverside, Riverside, California

- Public Works Department – Water Quality Control Plant Renovation

Ontario Mills, Ontario, California

- Police Station Renovation

City of Santa Ana, Santa Ana, California

- New Bike Station - Santa Ana Regional Transportation Center

City of San Dimas, California

- Electrical On-Call Services

Los Angeles Unified School District, Los Angeles, California

- Open-Ended MEP Contract for K-12 Modernization for Various Sites

Los Angeles World Airport, (LAWA) On-Call Services, Los Angeles, California

- Various Terminal Renovations/Upgrades with Various Architecture Firms

Metropolitan Water District, Los Angeles, California

- Mechanical, Electrical and Plumbing Support for Structural Modifications
- Construction Administration for MWD Headquarters Building
- Voluntary Seismic Renovation and Building Improvements

South Oxnard Branch Library, Oxnard, California

- Heating, Ventilation and Air Conditioning (HVAC) and Controls Upgrade

Los Angeles County Fire Department, Station No. 192, La Habra, California

- Upgrade Americans with Disabilities Act Restroom/Shower Area

Los Angeles County Metropolitan Transportation Authority, Los Angeles, California

- Willowbrook/Rosa Parks Station

Los Angeles County Metropolitan Transportation Authority, Los Angeles, California

- Union Station / Patsaouras Plaza / Cesar Chavez Busway Station

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www.pbsengineers.com

Page |



ERIC STERLING, PLA
PRINCIPAL-IN-CHARGE

As Principal-in-Charge at DVDC, Eric Sterling brings more than 27 years of experience as a landscape architect, with a portfolio that includes public parks, streetscapes, school campuses, and citywide design guidelines. His work includes numerous award-winning projects for Disney parks and reflects a keen attention to detail, particularly in playground design where he emphasizes ADA accessibility, durable materials, and modern construction practices. Eric leads the design development process from concept through construction documentation, ensuring quality control, budget and schedule adherence, and strong coordination across all disciplines. He is a skilled communicator who works closely with clients, architects, engineers, and design teams to deliver thoughtful, timely, and cohesive

results. His involvement spans technical guidance, mentorship, construction oversight, plan check review, and contractor coordination—ensuring the final built environment reflects the original design intent. Eric's leadership and hands-on approach continue to be integral to the success of our work and the standards we uphold at DVDC.

EDUCATION

BS, Landscape Architecture - California State Polytechnic University, Pomona

REGISTRATION

Landscape Architect, California #5463

YEARS OF EXPERIENCE 30 years

RECENT PROJECT EXPERIENCE

- Whitaker Park, City of Buena Park
- Arovista Park, City of Brea
- Pickleball Courts @ Mike Ward Park, City of Irvine
- Mas Fukai Park, City of Gardena
- Brookhurst Splash Pad, City of Anaheim





Alan Campbell, MRICS, NEBOSH

Managing Director - Cost Services

Education

Bachelor of Science, Quantity Surveying, Abertay University, Dundee, Scotland, UK

Certifications

Certified Member, Royal Institution of Chartered Surveyors, No. 0856490, 2001

NEBOSH General Certificate, National Examination Board in Occupational Safety and Health, 2004

Alan has worked in the construction industry since 1994. He is an experienced professional who has focused his career on providing cost management consulting services. Alan also possesses experience in construction planning and has held roles in commercial and residential development and management. His accomplishments in the construction industry in the U.S. and UK contribute a unique proficiency and perspective to each of his project assignments. Alan has collaborated on a broad range of project types throughout his career, including healthcare, transportation, education, public works, and industrial remediation.

As Managing Director, Alan utilizes his vast knowledge of all aspects of the cost estimating process. He performs services which support pre-construction, construction, and post-construction phases, including but not limited to, cost planning, milestone estimating, quantity take-offs, site walks, bid reconciliation, preparation of valuations, pricing validation, and change order claim review. Alan also possesses a strong background in arbitration and dispute resolution.

Representative Experience

Projects with Architect RM

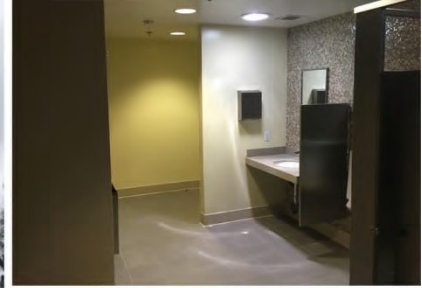
City of Costa Mesa, City Hall 1st Floor Remodel, Costa Mesa, CA
 City of Costa Mesa, City Hall Remodel & Restrooms ADA Upgrades, Costa Mesa, CA
 City of Irvine, Turtle Rock Community Center ADA Upgrades, Irvine, CA
 City of Laguna Beach, Fire Station 1 Restrooms Renovation/Upgrade, Laguna Beach, CA
 City of Laguna Beach, South Main Beach Restroom Replacement, Laguna Beach, CA
 Orange County Water District, Annex Building Locker Room/Restroom Area Remodel, Fountain Valley, CA
 Rogers Senior Center, Demolition and Renovation with Upgrades TI, Huntington Beach, CA
 Santa Monica Fire Dept. 3 Fire Stations Facility Assessments/Renovations & New Fire Training Center Concept, Santa Monica, CA
 Templeton Community Services District Fire Station Expansion and Renovation, Templeton, CA

Police / Fire / Detention Facilities

City of Huntington Beach, Police Dept. Addition & Renovation of Basement/1st Floor, Huntington Beach, CA
 County of L.A., Consolidated Correctional Treatment Facility Project Peer Review incl. New Facilities & Roadway Infrastructure, Los Angeles, CA
 County of Los Angeles, Metropolitan Central Arraignment Court Renovation of Holding Cells & Clerks Office, Los Angeles, CA
 Co. of San Bernardino, Sheriff's Office Space Programming for NARC/SED, San Bernardino, CA
 L.A. County Sheriff's Dept., Santa Clarita Valley Station Replacement, Santa Clarita, CA

Newport Beach Multiple Projects

Newport Beach, CA



PROJECT DESCRIPTION

As part of a three-year relationship and on an informal on-call basis with the City of Newport Beach, Rubio Medina, Architect prepared plans and specifications for multiple projects across the city boundary including renovations and new construction. We assisted with several renovation projects throughout the City:

- Big Canyon Auxiliary Maintenance Yard: New masonry storage and garage building.
- Main Branch Library Restroom Renovation: Renovation of existing public restrooms, employee restrooms, and children's restrooms to gain greater functionality and to modernize the look and feel of each space.
- Mariners Branch Library Restroom Renovation: Renovation of existing public restrooms to gain greater functionality and to modernize the look and feel of each space.
- Balboa Island Fire Station Renovation: Renovation to second floor spaces including refurbishment of kitchen, flooring, and finishes
- Police Department Stairs: Tear down and replacement of exterior cast-in-place concrete stairs to make more safe and code compliant.

Projects were typically remodel and renovation projects that were completed on tight time frames and were cost sensitive. Rubio Medina, Architect worked closely with City staff to achieve their goals on a timely basis and within budgetary constraints. Rubio Medina, Architect provided full architectural services including conceptual designs, construction documents, building department processing, and construction administration services.

STATEMENT OF QUALIFICATIONS



Project Owner:
City of Newport Beach
100 Civic Center Drive
Newport Beach, CA

Key Staff:
Rubio Medina, Architect
Architect of Record

Project Reference:

Fong Tse, Engineer (retired)
P: 714 558.6212
E: N/A

Irvine On-Call Architecture



PROJECT DESCRIPTION

Through our **on-call status** with the City of Irvine, Rubio Medina, Architect provided services including conceptual design, construction documents, and construction administration

services for two projects: Turtlerock Community Center Accessibility Upgrades and the Nature Center Accessibility Upgrades.

The Turtlerock Community Center restroom facilities served dual purpose of serving the adjacent park through exterior lockable doors and interior lockable doors to serve the community center. The Nature Center restrooms serve the public at the adjacent public use trail head.

Work included the renovation of existing restrooms at both facilities to achieve higher usability and achieve a barrier-free design making them accessibility compliant. Other upgrades included renovation of door openings including replacement of doors where required and the replacement of existing door hardware with lever type hardware, installation of an access elevator at the stage at the Turtlerock facility, replacement of non-compliant handrails, and the selection of finishes, fixtures, and materials that are attractive and will provide long life.



Irvine, CA

Project Owner:

City of Irvine

1 Civic Center Plaza

Key Staff:

Rubio Medina, Architect

Architect of Record

Project Reference:

Reza Jafari, Senior Project Manager

P: 949 724.7545

E: rjafari@cityofirvine.org

Laguna Beach On-Call Architectural Services



PROJECT DESCRIPTION

As part of our ongoing on-call architectural services contract with the City of Laguna Beach, Rubio Medina, Architect provided architectural services for the renovation of four restrooms within the City's historic Fire Station 1 facility. Goals of the project is the rehabilitation of the existing spaces to include greater accessibility, functionality, increase air flow to reduce water and mold issues, and to increase shower and fixture counts. The renovated restrooms will also place high priority on specifying appropriate fixtures, material and finish selection, associated casework, and providing accessibility and greater functionality.

The historic nature and age of the facility created multiple challenges during design and construction as walls were uncovered and new conditions presented themselves. During construction Rubio Medina, Architect provided swift and beneficial responses for the City in helping them keep on track and reduce exposure to large construction change orders.

Upon completion of the fire station, we retained by the City to provide architectural services for the installation of a new temporary emergency generator at a newly acquired facility that was being converted to the new Fire Administration headquarters and emergency operations center (EOC).



Project Owner:
City of Laguna Beach
505 Forest Avenue
Laguna Beach, CA

Key Staff:
Rubio Medina, Architect
Architect of Record

Project Reference:
Tom Perez, City Engineer
P: 949 464.6688
E: tperez@lagunabeachcity.net

Manhattan Heights Park Restroom Study



PROJECT DESCRIPTION

The Manhattan Heights public restrooms do not fully support the needs of the park on an ongoing basis. The park is served by a recreation building which houses multiple functions

STATEMENT OF QUALIFICATIONS

including after school programs, summer camps, softball concession stand storage, park storage, and public restrooms. The current configuration does not meet peak demands of the park which is crowded during softball games nor are any of the public restrooms compliant with current accessibility standards.

Rubio Medina, Architect was hired to conduct a feasibility study to review current infrastructure including electrical and plumbing systems, to determine the best solution for the City of Manhattan Beach Parks Department programming including review of expansion of the recreation building to accommodate more restrooms, renovating existing spaces to make them more compliant, and or to review installation of a new free standing prefabricated restroom building.

Through a series of meetings and workshops, options were coalesced down to two feasible options: renovate the existing spaces; renovate and expand the existing spaces. The study is currently being finalized and preparing for review by City Council for appropriate funding and authorization to begin the construction drawings and cost estimates.

Project Owner:
City of Manhattan Beach
3621 Bell Avenue

Project Reference:

Manhattan Beach, CA

Key Staff:
Rubio Medina, Architect
Architect of Record

Bianca Cardenas, Senior Civil
Engineer
P: 310 802.5357
E:
bcardena@manhattanbeach.gov





PROJECT DESCRIPTION

Rubio Medina, Architect was hired by the City of Santa Monica to provide facility assessment of the Fire Department's three oldest fire stations and to provide programming, planning, and conceptual project budget for the renovation of their existing fire training facility.

Fire Training Center Study:

Rubio Medina, Architect provided conceptual designs for the proposed renovation of the Santa Monica Fire Department's fire training facility located at the City's public works yard. Proposed work includes the renovation of the existing training tower, new drafting pit and command center, underground and confined space rescue, flex space for USAR training, roof breach training, and car extraction training. The study resulted in a proposed \$7 million dollar fire training center with an administration facility of 10,600SF that serves as both an administration facility and an alternate fire station site consisting of double wide, double deep apparatus bays, convertible dorm rooms to meeting/office space, and shower/locker facilities.

Facility Assessment:

The facility included three of the department's oldest fire stations to identify areas of improvement, maintenance issues, compliance with NFPA standards, and assist the Fire Department in preparing a ten-year maintenance plan for remodel work.

STATEMENT OF QUALIFICATIONS

- Conduct a room-by-room assessment of three department facilities, document conditions, make recommendations for maintenance and repairs
- Develop conceptual plans to modernize spaces within fire stations to make them gender neutral.
- Review stations for conformance with NFPA standards including standards 1 (fire sprinkler requirement) and 1581 (dedicated area for infection control) as well as apparatus bay exhaust requirements, smoke detectors, and fire alarms.



Project Owner:
City of Santa Monica

333 Olympic Drive

Santa Monica, CA

Key Staff:

Rubio Medina, Architect

Architect of Record

Project Reference:

William Clerk, Associate Architect

P: 310 429.6555

E: William.clerk@santamonica.gov

Pismo Beach Police Annex Building Renovation Pismo Beach, CA



PROJECT DESCRIPTION

Rubio Medina, Architect was selected to provide architectural and engineering services for the tenant improvement of the City's existing building to create a new police substation. The

STATEMENT OF QUALIFICATIONS

current use houses the City Police Department parking violation division and chamber of commerce. The goal of the project is to provide a tenant improvement to the existing facility to create two distinct areas for continued support of parking violation and as a sub-station for police personnel.

Rubio Medina, Architect is working closely with City staff and police department to develop a space that is functional and achieves their goal of separate areas with a shared break and restroom area. The project also includes the exterior façade treatment to bring the facility back to its original façade of the 1920's.

Project services include a structural evaluation of the existing facility and recommendations, replacement of HVAC system, installation of a new free standing garage structure, hazardous material testing and investigation, and full architectural services through construction administration.

Project Owner:

City of Pismo Beach
760 Mattie Road
Pismo Beach, CA

Key Staff:

Rubio Medina, Architect
Architect of Record

Project Reference:

Eric Eldridge, Senior
Engineer
P: 805 773.7041
E:
eeldridge@pismobeach.org

Templeton Community Services District Fire Station Expansion/Remodel

Templeton, CA

STATEMENT OF QUALIFICATIONS



PROJECT DESCRIPTION

The Templeton Community Services District (TCSD) hired Rubio Medina, Architect to provide a Phase 1 study to upgrade and modernize their single fire station. A small town their current facility houses many services and until recently was a part time/volunteer department. After passing a bond measure the fire department has transitioned into a full time/paid volunteer station.

The current configuration does not have adequate spaces for a modern fire station nor address the needs of a full-time station as there are minimal dorms, showers, no kitchen, dining, or day room, proper storage, workout room, or other amenities.

Rubio Medina, Architect is currently providing a facility assessment to identify current maintenance and operational challenges, programming of future spaces, planning and conceptual design for an expansion to contain up to six dorm rooms, showers, lockers, additional storage, and kitchen/dining/day room. A comprehensive cost model will be generated to include not only construction costs of the remodel and expansion but additional soft costs such as special inspection. The expansion and renovation is proposed to add a two-story living and sleeping quarters of approximately 3,400SF and the remodel of approximately 1,500SF to create new public lobby, fire administration functions, and conference rooms at a construction cost of just over \$5 million.

With the Phase 1 study completed, we are currently completing construction documents and preparing plans and specifications to be permitted, bid, and constructed.

STATEMENT OF QUALIFICATIONS



Project Owner:

Templeton Community Services District Rubio Medina, Architect

206 5th Street

Templeton, CA

Key Staff:

Architect of Record

Project Reference:

Tom Peterson, Fire Chief

P: 805 434.4911

E: tpeterson@templetoncsd.org

PROJECT MANAGEMENT PLAN



As a small firm, we believe that our values align with a commitment to client service first and foremost and not need to meet billing quotas on a monthly or yearly basis. As such, all our projects are principal driven by firm owner Rubio Medina, Architect who will oversee and participate in every face of the project. This commitment and his over thirty years of experience make us uniquely qualified from most other firms in how we operate and service our clients.

When we are **Requested for As-Needed Work** for the City, we will first listen and understand the work proposed by the project manager, taking notes, and asking questions as to timeframes, and any potential challenges the project may face. A walking tour of the facility that is proposed to be renovated to become familiar with current conditions and to visualize the work planned and consultants that may be needed. Based on these meetings we will prepare a draft scope and fee for review and discussion with the project management team for verification and revisions.

Rubio Medina, Architect will be the main point of contact with the City of Hermosa Beach and project management teams and will be point person for all **Communications** between the city project management and the design team. He will be in regular contact through voice, email, in person, and video conference calls and be responsible for all work produced under his direction.

Our **Quality Assurance** plan is process oriented based on first providing qualified individuals and consultant team members who are knowledgeable and capable of



City of Hermosa Beach

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

performing the proposed work on a timely basis and that can stand the test of publicly bid and constructed projects. Our second tier involves **Quality Control** based on thirty plus years of providing public work architectural design and engineering and regular reviews at key milestones of development by both internal and external staff.

Our **Project Scheduling** is based on years of experience on a variety of projects both large and small. It is always based on reasonable expectations of the work. We get buy-in from our consultant team that their schedules are open and ready and are reasonable and verify with the city project management team to verify it will fit into their timelines and will work for them. Once agreed and the work is started Rubio Medina, Architect will be updated with any unforeseen challenges and reasons for any time delays and how best to get the project back on schedule.

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.

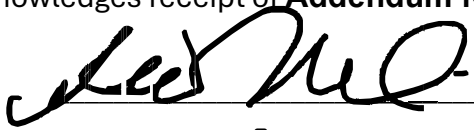
ATTEST:

Principal:

Address:

By:

Title:



RUBIO MEDINA
780 RAINBOW BLVD, HERMOSA BEACH, CA 92620
RUBIO MEDINA
OWNER/ARCHITECT

, City Attorney

6.2 Required Forms

6.2.1 Certification of Qualifications

RFQ #: 25-003

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: 1

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:

Rubio Medina, Owner/Architect

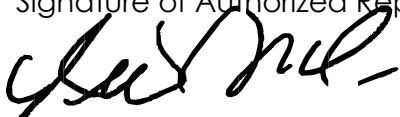
6.2.2 Non-Collusion Affidavit

RFQ #: 25-003

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:

Rubio Medina, Owner/Architect

6.2.3 Compliance with Insurance Requirements

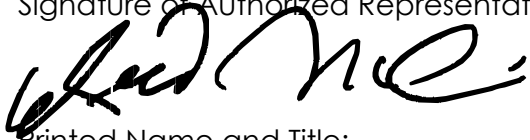
RFQ #: 25-003

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: _____

A handwritten signature in black ink, appearing to read 'Rubio Medina', written over a horizontal line.

Printed Name and Title:

Rubio Medina, Owner/Architect

6.2.4 Acknowledgement of Professional Services Agreement

RFQ #: 25-003

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:

Rubio Medina, Owner/Architect



WHY RUBIO MEDINA, ARCHITECT?

Personal Involvement

Rubio Medina, Architect will provide services from a principle level for each and every project assigned to our team. He will be a fierce advocate for the City of Hermosa Beach and will be a constant presence from first design meeting to final close-out

Relevant Experience

Rubio Medina, Architect has over thirty years of experience in a wide variety of project types. Our consultant team is equally qualified to address any challenges from and are knowledgeable of renovation and refurbishment work

Proven Managerial Skills

I bring the same commitment to completing both large and small projects and encourage you to reach out to my references to hear first-hand our commitment to client service and our successful relationships

Small Firm, Wide Experience

Though we are small we are mighty! We take on less work so that we may devote our time to preparing a quality project that will make you a positive reference for us. Find out why we say:

we are not big... We are just good!

EXHIBIT B

RATE SCHEDULE

RUBIO MEDINA, ARCHITECT 2025 HOURLY RATE SHEET
(Subject to change on an annual basis)

Title	Hourly Rate
Project Architect	\$190
Project Manager	\$165
Designer	\$95
Clerical	\$48

Reimbursable expenses incurred by Rubio Medina, Architect, or any subconsultant it may hire to perform services for this project, are reimbursed by the client with an administrative expenses. Reimbursable expenses include, but are not limited to reproduction costs, postage, shipping and handling of drawings and documents, long distance communications, fees paid to authorities having jurisdiction over the project, the expense of any additional insurance requested by client in excess of that normally carried by the Architect or its subconsultants, travel expenses transportation/automobile/lodging/meals), renderings, and models. Reimbursable automobile travel mileage will be billed at the current IRS business standard

mileage rate.

Rubio Medina, Architect
A Sole Proprietorship
780 Roosevelt; Irvine, CA 92620

949 333.6030: P
949 333.6100: F
www.architectrm.com

Kimley-Horn and Associates, Inc.

Hourly Labor Rate Schedule

Classification	<i>Rate</i>
Analyst	\$170 - \$235
Professional	\$235 - \$300
Senior Professional I	\$280 - \$385
Senior Professional II	\$385 - \$405
Senior Technical Support	\$185 - \$285
Support Staff	\$135 - \$165
Technical Support	\$140 - \$195

Effective through December 31, 2025

Subject to adjustment thereafter

Sub-Consultants will be billed per the Contract



STANDARD FEE SCHEDULE

Principal Structural Engineer

Structural Engineer / Sr. V.P.

Senior Associate Engineer

Project Engineer/Designer

Draftsman

Clerical

Vellum Plots

Bond Plots

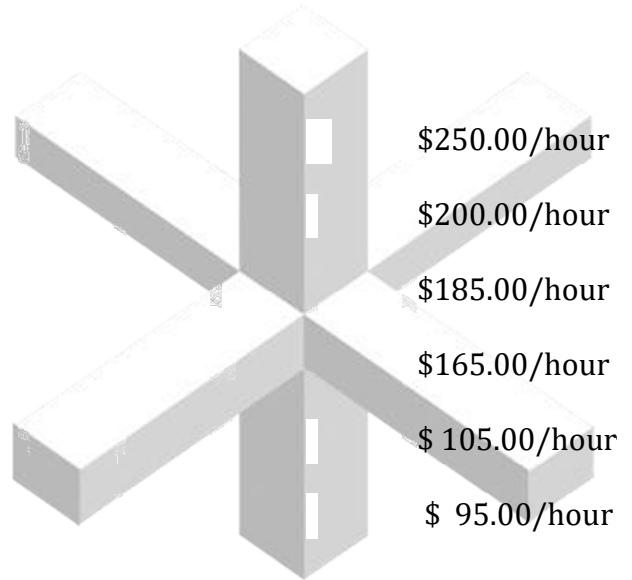
Vellum Plots

Bond Plots

Calculations (small)

(medium)

(large)



(24" x 36")

(24" x 36")

(30" x 42")

(30" x 42")

\$24.00 each

\$10.00 each

\$35.00 each

\$15.00 each

\$25.00 / set

\$50.00 / set

\$75.00 / set

DCSE ASSOCIATES INC. STRUCTURAL ENGINEERS



1744 West Katella Ave, Suite 107 Orange, California 92867 714.997.1145 www.DCSEassociates.com

MECHANICAL ELECTRICAL PLUMBING TECHNOLOGY FIRE PROTECTION
CONSULTING ENGINEERS

2025

SCHEDULE OF CHARGES

PERSONNEL/HOURLY RATE

CEO/VP/Director/Principal Engineer	\$275	Designer	\$185
Project Manager	\$250	Senior CADD/Revit Operator	\$175
Senior Engineer	\$215	CADD/Revit Operator/Drafting	\$155

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

Engineer _____	\$205	Field Technician _____	
	\$155		
Design Engineer/Senior Designer _____	\$195	Administrative/Clerical _____	\$120

HOURLY RATES SCHEDULE

Principals	\$230/hr
Director of Design	\$200/hr
Senior Landscape Architects	\$175/hr
Landscape Architect	\$165/hr
Senior Landscape Designer	\$160/hr
Landscape Designer	\$140/hr
Project Designer/CADD Technicians I, II, III	\$110, 120, 130/hr
Administration	\$110/hr



* The rates shown are subject to periodic increases, including January 1st of each year.



2025 HOURLY RATES

COST MANAGEMENT

DISCIPLINE	HOURLY RATE
Managing Principal / Vice President	\$350.00
Managing Director / Director / Regional Director	\$300.00
Associate Director	\$235.00
Senior Cost Manager	\$210.00
Cost Manager	\$195.00
Assistant Cost Manager / Estimating Technician / Intern	\$135.00

One year after the effective date of the Agreement, and annually thereafter, rates will increase by the Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W).

www.ccorpUSA.com