

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

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 IDS Group, Architectural Firm ("CONSULTANT").

**RECITALS**

- A. The City desires to obtain Architectural services on an On-call basis with IDS group 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 John Silber. 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 preformed within the current fiscal year are within the current fiscal budget and within an available, unexhausted fund. In the event that CITY does not appropriate sufficient funds for payment of CONSULTANT'S services beyond the current fiscal year, the Agreement shall cover payment for CONSULTANT'S services only to the conclusion of the last fiscal year in which CITY appropriates sufficient funds and shall automatically terminate at the conclusion of such fiscal year.

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

CITY	CONSULTANT
City of Hermosa Beach 1315 Valley Drive Hermosa Beach, CA 90254 ATTN:	IDS Group 1 Peters Canyon Rd STE 130, Irvine, CA 92606 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 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

\_\_\_\_\_  
Steve Napolitano, Interim CityBy:  
Manager

\_\_\_\_\_  
Said Hilmy, Principal In Charge

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](http://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](http://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](mailto: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
<b>Deadline to submit qualifications</b>	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

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BETWEEN THE CITY OF HERMOSA BEACH AND

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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 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 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:

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Signature of Authorized Representative:

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Printed Name and Title:

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Photo Credit:  
City of Hermosa Beach Website

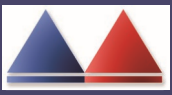
# *Proposal for* On-Call Professional Architectural Services RFQ No. 25-003

September 18, 2025

Submitted by:



Peters Canyon Road, Suite 130, Irvine, CA  
T: 949.387.8500 F: 949.387.0800 [www.idsgi.com](http://www.idsgi.com)



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September 18, 2025

Andrew Nguyen

City of Hermosa Beach  
Submitted via PlanetBids

**SUBJECT: RFQ# 25-003 On-Call Professional Architectural Services**

IDS Group, Inc. (IDS) is pleased to present these qualifications for On-Call Professional Architectural Services to the City of Hermosa Beach (City). As an award-winning multi-discipline engineering firm, IDS brings a proven track record interfacing with project stakeholders and code compliance for public agency projects.

IDS has a combined total of six decades of experience covering a wide range of new, expansion, and renovation projects. The breadth of our projects encompass upgrades of existing facility renovations or expansion, new construction design, site analysis, conceptual layouts and space planning, utility master planning, energy analyses and reports, and structural, mechanical, and electrical distribution system retrofit, and move management services. Differentiators that IDS will bring to the City of Hermosa Beach include:

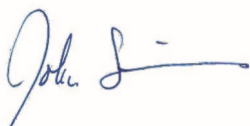
- **Experience and Familiarity:** We have experience working on many projects throughout Los Angeles County in support and alongside the City staff including Architectural, Civil, Mechanical/Plumbing, Electrical Engineering, and Landscape Architectural projects.
- **Team Expertise:** Our award-winning architectural team is staffed with knowledgeable and licensed architects and engineers who are experienced in the design and management of retrofit and renovation projects. Our architectural services include architectural planning and design for new or existing structures, tenant improvements, alternatives analysis, preparation and presentation of models, renderings, and photo simulations, our in-house structural, mechanical, and electrical engineering support, zoning, planning & building approvals, permits, and other entitlements, in-house construction cost estimating and construction support.

IDS' Project Manager, John Silber, brings over 35 years of architectural design, collaborating with municipalities and regional agencies across Southern California. He has overseen teams that provide a similar scope of services to the City.

IDS has prepared a proposal response in accordance to the RFP and adheres to the provisions described within it. IDS is in receipt of Addendum 1 issued September 8, 2025.

Dr. Said Hilmy will be the main point-of-contact for negotiating and contractually binding the firm regarding matters pertaining to this proposal. Mr. Hilmy can be reached at

Thank you for your consideration.  
Sincerely,

A handwritten signature in blue ink, appearing to read "John Silber".

Principal Architect/Project Manager

A handwritten signature in blue ink, appearing to read "Said Hilmy".

SAID HILMY, PhD, SE, LEED AP  
Principal In Charge

said.hilmy@idsgi.com. Our Principal Architect, Mr. John Silber, AIA, will be the Project Manager for Architectural Services. You may contact John at john.silber@idsgi.com. Both can be reached by phone at 949.387.8500 and by fax number 949.387.0800.

Please do not hesitate to call should you have any questions.

- Landscape Architecture Design
- Mechanical, Electrical & Plumbing Engineering Design
- LEED Planning/ Certification
- Access Compliance (ADA)

- Constructability and Design Review
- Structural Engineering Design
- Civil Engineering Design
- Land Survey

- Energy Assessment
- Building Evaluations and Modifications
- Forensic Investigation
- Cost Estimating

## FIRM PROFILE

IDS Group, Inc. (IDS) is a multidisciplinary design firm with over 60 years. Our longevity comes from integrating all specialties under one roof giving our clients a premium customer experience. We are a “one-stop-shop” of design professionals. Not only does “Integrated Design Services, our 90-plus staff brings a mixture of technical expertise, building and infrastructure experience to applying these skills to each project’s unique circumstances for project success.

IDS has offices in Irvine, Los Angeles, Corona and Encinitas, ensuring local knowledge and providing our clients with quick response times. As a multidisciplinary engineering and architectural firm, we have the practical knowledge, insight, and resources to offer our clients a full range of services and specialized solutions.

Our corporate infrastructure creates optimum utilization of our staff, maximizing service efficiency. IDS is committed to providing turnkey design solutions to the building and infrastructure industries. As an award-winning professional engineering/architectural consulting firm specializing in the design and renovation, evaluation, assessment, and construction administration for a wide range of facilities.

Our project history demonstrates thoroughness and accuracy in investigation and production of construction documents in accordance with established state procedures and guidelines, as well as having

Our services include the following:

- Architectural Design
  - Risk Assessment and Reduction
- response time without diminishing the accuracy of the work.

Business Information	
IDS is a California Corporation	Yes
Creating for its years	Yes
Rami Elhassan, PhD, PE, SE Principal / Contract Administrator 949.387.8500 x 113 rami.elhassan@idsgi.com	Yes
John Silber, AIA Principal Architect 949.387.8500 x 154 john.silber@idsgi.com	Yes
IDS Group, Inc. (Corporate Office) 1 Peters Canyon Road, Suite 130 Irvine, California 92606 T: 949.387.8500	Yes
(Additional Offices) Corona Office: 1900 Montecito, Suite 205 Corona, CA 92879 T: 619.768.6784	Yes
Los Angeles Office: 11845 West Olympic Boulevard Ste 715E Los Angeles, California 90061 T: 323.800.6500	Yes
Encinitas Office: 336 Encinitas Blvd., Suite 110 Encinitas, CA 92024 T: 619.768.6784	Yes
Claims or disciplinary action in the past 5 years = NONE	Yes

## Architectural Services

Our award-winning **Architecture** division provides architecture, design, planning, programming, project management and renovation services to public and private clients throughout California. Our architectural services involve building assessments, alterations, and modifications, accessibility studies, ADA compliance studies and design, fire and life safety assessment and design, code



review, space planning, remodeling, repair of damaged and deteriorated structures, and expansions and additions to existing facilities. The project experience of IDS staff encompasses new construction, renovation, re-adaptation, and tenant improvements to a variety of building types. *County of Orange, Brea Library Renovation* We manage projects, with proficiency in:

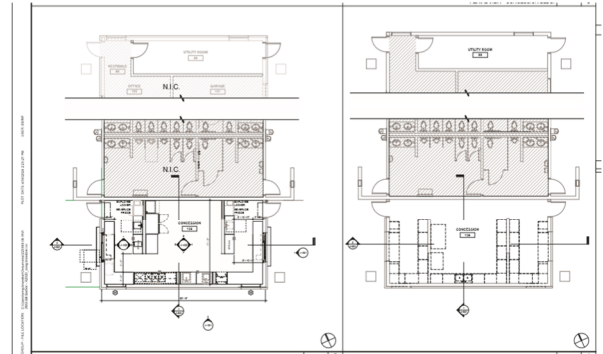
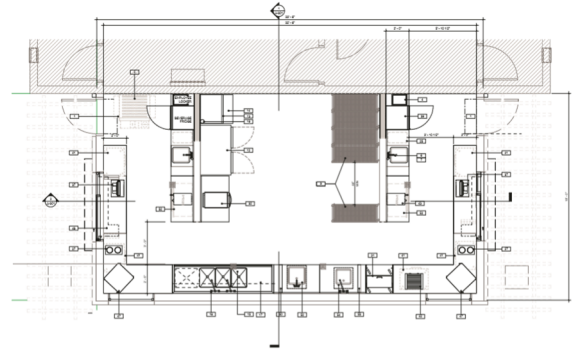
- Interacting with project stakeholders
- Conducting facility needs assessments & master plans
- Providing planning phase duties
- Preparing schematic designs, design development documents, and construction documents
- Developing construction cost estimates

Our architectural team will assure the City an approach that is industry leading, practical, responsive, and affordable. They work closely with our in-house engineering divisions to ensure the ultimate in design coordination. From the initial project programming and preliminary design concept to completion of construction, our work reflects innovative approaches to solving even the most complex space and design problems.

**Repair and Rehabilitation of Structures:**

IDS has successfully completed repair and rehabilitation design for many structures, including buildings and parking structures. We have performed numerous evaluations and studies of existing facilities and have produced reports, rehabilitation documents and cost analyses for many projects.

**Forensic Investigation and Assessment Experience:** IDS performs engineering and architectural assessments of building structures. We have conducted site investigation and testing to determine existing properties and construction details, assessing deterioration and defects, and providing appropriate remediation.



*Concession Building and Restroom Improvements  
Deanna Manning Stadium at Bill Barber Park*



### **ADA Access Compliance**

Our expert ADA (Americans with Disabilities Act) and CASp compliance team offers detailed Path of Travel (PoT) facility surveys and preparation of Transitional Plans, plan reviews, *Accessibly Designed, City of Santa Ana Mariposa Park* training, and product consulting on a regular basis to local government, federal, and state clients, healthcare facilities, large corporations.

### **Bidding and Construction Administration Support**

IDS provides practical, cost effective, fast/efficient solutions; high-quality construction documents and drawings; and significant experience in construction support and on-site construction administration services for public projects. IDS will draw from insights gained through our history of involvement with civic projects. We know firsthand that our ability to adapt to the challenging operational demands is essential to meet project goals. As an example, during the pandemic, IDS worked with several clients, conducting Zoom meetings, Bluebeam QA sessions, and continuous communications via email and phone. IDS has maintained measures to ensure your objectives and goals are efficiently achieved and our team adheres to milestone schedules for successful project completion.

### **Computer Aided Design and Drafting (CADD) Services, Document Imaging & Record Drawing Digitizing**

Our staff is capable and extensively experienced in producing design drawings using CAD and BIM drafting tools, including AutoCAD, MicroStation and Revit, as well as NavisWorks. We are also equipped with the latest versions of the relevant software, capable hardware, and are familiar and adaptive to different CADD standards.

All drawings will be presented to the Park & Recreation's Department in both "hard copy" and in the latest Revit/ AutoCAD Release readable formats. All CADD files will be submitted on cd, DVD or other media. We will implement any corrections of translation errors or inconsistency problems to AutoCAD files.

IDS has recently added LiDAR as a resource to our CAD workflow. LiDAR enables designers to create realistic 3D models and conduct virtual walkthroughs. Throughout construction, recurring LiDAR scans provide a timeline of progress, allowing comparison against design models. This Project Management Tool tracks work to ensure it proceeds according to plan and enables the early identification and correction of deviations.

## Additional In-House Capabilities

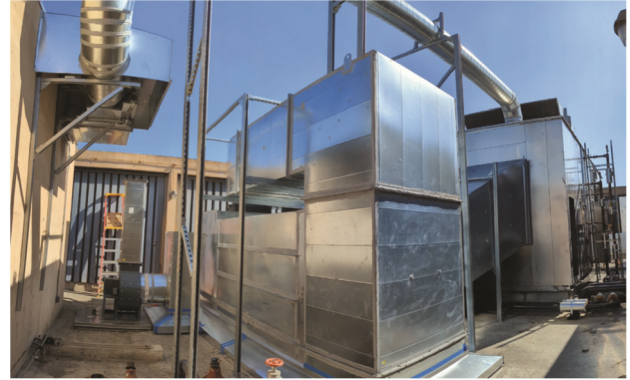
A clear benefit that IDS offers our clients is our interdisciplinary diversified staff that delivers the expertise of seasoned engineers and architects. IDS seamlessly integrates our mechanical, electrical and plumbing design services with inhouse design professionals who specialize in architecture, landscape architecture, structural, and civil, engineering, and cost estimating to provide well-rounded design capabilities for our clients as a value-added service.

The IDS **Structural Engineering** division is significantly experienced with providing professional structural engineering consulting services including seismic evaluations and design for projects involving new construction, repair of damaged or deteriorated construction, modification or upgrade, or replacement projects across Southern California. These services span the design of buildings and other structures plus various non-structural components.

IDS' principals and staff have been at the forefront of structural engineering design, review, evaluation and earthquake engineering for many years, and have demonstrated excellent technical ability through the successful completion of numerous projects. IDS is a recognized leader in the structural and seismic assessment of buildings in California for various public and private clients.

Our **Mechanical/Plumbing Engineering** division is comprised of professional engineers and designers who are experts in the fields of heating, ventilating, air conditioning, plumbing, piping, and fire protection. We have provided design services for heating, ventilating, air conditioning (HVAC), plumbing, and fire protection systems for countless public projects and facilities. These projects encompass new construction, retrofit, modernization, and expansions of facilities. Our mechanical and plumbing engineering division will work closely providing the expertise of professional engineers who are authorities in the fields of HVAC, plumbing, piping, and fire protection. Our team has evaluated HVAC systems and needed upgrades in existing buildings as a part of modernization projects and as a primary service. The evaluations identify the physical conditions of the systems' equipment and components; strategic planning for sites; evaluation of system performance; identification of conditions that are at variance with current building codes and standards, including but not limited to: Title 24 Energy Code,

CAL Green, Title 5, Field Act and United States Green Building Council guidelines (USGBC); provide an estimate of the remaining service life for equipment, material, and components; identification of necessary maintenance



*California State University, Simpson Tower HVAC Upgrades*

requirements; need of equipment upgrades for enhancing energy savings and indoor air quality; and provide an estimate of the costs of repairs and replacements. Evaluations can include the measuring and recording of air and water flows, pressures, and temperatures. Committed to project excellence, providing turn-key design solutions to the building and infrastructure industries.

**Remodel and Modernized:** The evaluation of existing buildings being remodeled and modernized includes the allocation of the spaces that are available to accommodate new piping, ductwork, and equipment. The replacement HVAC system components are often larger than the original space requiring innovative solutions on how to proceed without major changes to the building’s usable



spaces. We have experience in a wide variety of projects preparing engineering studies and analyses, reviewing plans, drawings, and specifications for new construction projects for code compliance, conducting electrical

power consumption studies and field investigations, providing construction cost estimates, conceptual studies and reports, and post-construction support for various public and private clients.

Our **Electrical Engineering** division has experience in the preparation of engineering studies and analyses, reviewing plans, drawings, and specifications for new construction projects for electrical code compliance, conducting electrical power consumption studies and field investigations, and providing construction cost estimates, concept studies and reports, and post-construction support for electrical



engineering projects. Our electrical project experience includes electrical power consumption studies and field investigations; the review of plans, drawings, and specifications of new construction projects for electrical code compliance and

*Costa Mesa EV Charging Station*

delivering post-construction support; construction cost estimates for electrical wiring infrastructures; and drafting concept studies and reports.

**Power Engineering:** IDS’ electrical engineers have an analytical and in-depth understanding of the process of power generation, utilization, and energy management. Our clients depend on us to deliver detailed and accurate economic analysis and the proper engineering design for a successful and economically viable system operation. Our power and energy division has completed numerous major photovoltaic projects; we have achieved a successful balance of combining engineering challenges, the practicality of construction, and beneficial economic results. We can provide systems commissioning for a variety of facilities, including the support of LEED certification submittals.

**LEED Experience:** IDS incorporates sustainable, energy-efficient, and environmentally conscious designs as a significant component of each project. We are recognized for our use of water-efficient plant materials, recycled materials, and water-efficient irrigation systems. IDS is a member of the Green Building Council, on design teams for LEED-certified building projects, and employs numerous full-time LEED Accredited Professionals.

The IDS **Civil Engineering** division offers a wide array of expertise in specializing in providing planning and entitlement, civil engineering design, surveying and mapping, construction LEED, sustainable design, and construction administration to public agencies,

owners, and developers of retail, commercial, office, industrial, institutional, and residential projects.

**Sustainable Engineering**

The firm’s project approach begins with a complete assessment of project requirements to achieve a LEED certification or provide a sustainable design without certification. To meet the project requirements our team will investigate all sustainability options including photovoltaic solar system,



commercial and residential fuel cell systems, geothermal ground source heat pump systems, low energy LED lighting products, water conservation design solutions, day lighting harvesting, low-flow plumbing fixtures and high SEER air conditioning equipment. *Parking Lot with Solar*

IDS provides a dedicated **Landscape Architecture** *Riverside County Coroner Facility* team that

specializes in building healthy places for communities through the practices of landscape architecture and ecological restoration. The team focuses on the relationship between land and people where we are only as healthy as our surroundings. The majority of the team’s work lies in municipalities, counties and other California agencies working closely with clients and stakeholder groups to design and build healthy communities and



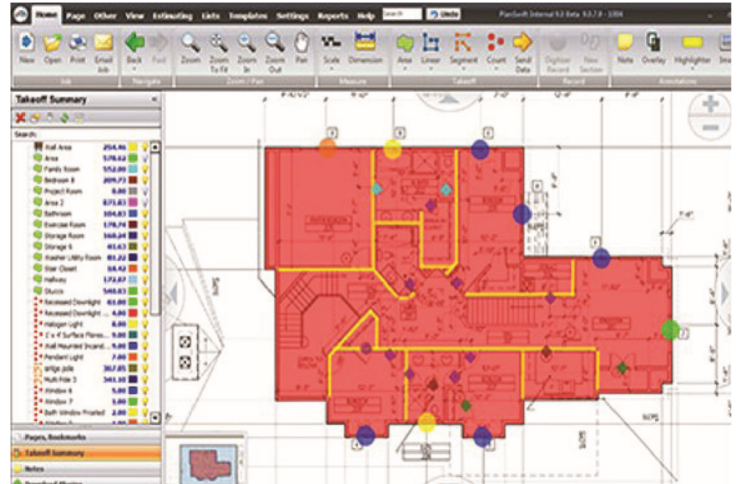
improve quality of life. The projects designed draw from natural and cultural histories of the land and improve the natural ecological systems. Our expertise includes historic preservation, adaptive re-use, cultural landscapes, cultural and natural history interpretation, ecological restoration, *Landscaping, Los Alamitos-Rossmoor Library* sustainable design, drought tolerant planting, low water irrigation systems, and context-integrated design.

Our in-house **Cost Estimation Services** are provided by experienced cost estimators, supporting both new construction and complex renovation projects supplying knowledge for a variety of tenant improvement types. Utilizing the latest in cost control methods, IDS ensures clients' projects are well planned and expertly executed. In the delivery of its cost services, IDS provides reliable, accurate estimates while meeting its client's most critical deadlines.

### **Building Information Modeling (BIM)**

Building on decades of hands-on experience in BIM, IDS is committed to creating value for our clients through innovative and fully integrated design solutions. IDS' BIM platform helps our multi-discipline design and construction teams improve project efficiency by optimizing performance and response-time of visualizations and simulations to create unprecedented data rich models. Our clients are experiencing the benefits of BIM that extend long past the completion of a project - including improved constructability, better performing buildings and more efficient project delivery as well as construction cost savings, schedule compression and energy reductions.

We have completed numerous BIM projects ranging from large civic projects such as John Wayne Airport Terminal Expansion to K-12 School projects, to private commercial buildings. IDS has assisted with the development of BIM standards for public and private organizations. With the advances of rendering technology, IDS maintains several state-of-the-art rendering programs to provide simulations and effective presentations.





## **ORGANIZATION CHART**

**ORGANIZATION CHART**









**Said Hilmy, PhD, SE, LEED AP\***  
 Managing Principal /  
 Contract Administrator

**John Silber, AIA\***  
 Principal Architect

\*Key Team Members

**ARCHITECTURE TEAM**

 <b>Shelley Sivak, RA, LEED AP</b> Project Architect	 <b>Aysan Nejad, PhD, AIA, LEED AP, BD+C, WELL AP</b> Senior Project Architect	 <b>Quentin Montrie, LEED AP</b> Senior Project Designer
 <b>Song Brandner, RA, LEED GA</b> Project Architect	 <b>Samuel Piper, RA, LEED AP BD+C, EDAC</b> Project Architect	 <b>Mahsa Javaherian</b> Project Designer


**LANDSCAPE ARCHITECTURE**

  
**Jill Van Sickle, PLA, ASLA,\***  
 Lead Landscape Architect

Support Staff

Kristen Gros, PLA, ASLA, LEED AP ND  
 Ruoxi Cao, LEED AP ND


**STRUCTURAL ENGINEERING**

  
**Jaime Rosenbach, PE, SE\***  
 Lead Structural Engineer

Support Staff

John Van Valkenburg, PE, SE  
 Mohsen Kargahi, PhD, PE  
 Victor Mercado, PE, SE  
 Steve Uthoff, PE, SE  
 Ellen Wu, PhD, PE  
 Ghazaleh, Laleh, PhD, PE


**MECHANICAL/ PLUMBING ENGINEERING**

  
**Darren Smith, PE, BEAP\***  
 Lead Mechanical Engineer

Support Staff

Anthony Zanotti, PE  
 Andrew Bussey, PE  
 Ronnie Jimenez, LEED BD+C  
 Jay Pangilinan  
 Kevin Barnes


**ELECTRICAL ENGINEERING**

  
**Steven Collins, PE, LEED AP\***  
 Lead Electrical Engineer

Support Staff

Manolito Ocampo, PE  
 Bob Kramer  
 Michael Reed  
 Stuart McKnight


**CIVIL ENGINEERING**

  
**Adrian Anderson, PE\***  
 Lead Civil Engineer

Support Staff

Paul Murray, PE  
 Jason Wetterich, PE  
 Christian Chang, PE  
 Silman Ruiz, PE  
 Narith Lao, PE, PLS, QSD  
 Abbegail Roman-Esperanza

**COST ESTIMATION**

  
**Faisal Dahkil\***  
 Lead Cost Estimator

Support Staff

Sheldon Jackson

**SUBCONSULTANTS**

<b>Associated Soils Engineering, Inc</b> Geotechnical Engineering	<b>SCDS Consulting Design</b> ADA Accessibility and Compliance
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## BIOS OF KEY STAFF

### TEAM INTRODUCTION

The IDS staffing and resource management plan is based on our extensive experience providing A/E services for public agencies. IDS will furnish the most expeditious and efficient response time available, including all key stakeholders, to ensure collaborative success. Our flexible organizational infrastructure allows us to meet any project's technical and schedule challenges by assigning the appropriate members with specific qualifications and experience to match the project scope, budget and schedule requirements. Close internal collaboration and coordination

between all disciplines, supported by state-of-the-art technology, provides quality of service and efficiency in production.

The IDS team listed on our Organization Chart in the Team Staffing section above, have worked independently or teamed on projects with similar deliverables and have successfully collaboratively provided architectural and engineering services for numerous on call contracts. Resumes for key staff begin on the following page and include their experience, qualifications, and certifications.



## John Silber, AIA

### Principal Architect

An award-winning architect with more than three decades of experience working on a wide range of projects both the public and private sectors. John’s upfront planning and design efforts are instrumental in creating sites and structures that fit seamlessly with their surroundings, are carefully attuned to their use, and contribute to making lasting and meaningful places. John’s projects have ranged in scope from minor facility upgrades to new construction, assessment and renovation projects for various project types including, office buildings, commercial buildings, education, and healthcare.

As Project Manager, John will be responsible for overseeing the technical adequacy and design of all work orders assigned by the City and will monitor the progress of each project to ensure the City’s goals and objectives are intertwined within the design.

**35+** years of  
experience

**EDUCATION:**  
Master of Architecture, Southern California Institute of Architecture

**PROFESSIONAL REGISTRATION:**  
Professional Architect:  
California #C15573

#### Relevant Project Experience:

- Riverside County Sheriff’s, Tenant Improvements at Various Facilities Various Locations
- City of Irvine Civic Center Public Safety Tenant Improvements | Irvine, CA
- City of Santa Ana City Hall Tenant Improvements | Santa Ana, CA



- City of Fountain Valley, City Hall Improvements | Fountain Valley, CA
- Rincon del Diablo Municipal Water District Office Building Improvements Escondido, CA
- City of Rancho Cucamonga Family Resources Center Rehabilitation Project | Rancho Cucamonga, CA

- County of Orange, Yale Navigation Center | Santa Ana, CA

- City of Perris Senior Center Multipurpose and Nutrition Room Improvements | Perris, CA



- City of Perris Bob Glass Gym Community Program Enhancement Project Perris, CA

- County of Orange Santiago Oaks Park - Parking Lot & Patio Upgrade Orange, CA

- City of Commerce Veterans Memorial Park Recreation Center Commerce, CA

- City of Maywood Teen Center Conversion | Maywood, CA

- City of Industry, New Banquet Hall Expo Center | City of

Industry, CA

- City of Irvine Sweet Shade Park Recreation Center | Irvine, CA

- City of Irvine, Deanna Manning Stadium & Bill Barber Improvement Project | Irvine, CA



## Shelley Sivak, RA, LEED AP

### Project Architect

Ms. Sivak has been involved in architecture and interior design for more than 25 years, shaping space, and bringing life to urban and suburban settings, which create a strong sense of place. Shelley specializes in reviewing the state of the existing building and evaluating its

size and layout for the intended use, identifying the need for repair, renovation, and expansion.

**Relevant Project Experience:**

**25+** years of  
experience

**EDUCATION:**  
Master of Architecture, California State Polytechnic University, Pomona

**PROFESSIONAL REGISTRATION:**  
Professional Architect: California #C33767  
LEED Accredited Professional

- Orangewood Children & Family Center Secure Vestibule & Lobby Upgrades | Orange, CA
- County of Orange, Yale Navigation Center | Santa Ana, CA
- City of Irvine Civic Center Public Safety Tenant Improvements | Irvine, CA
- Placentia Library District, Outdoor Library & Loading Dock | Placentia, CA
- Los Angeles County Library Headquarters Tenant Improvements Design Los Angeles, CA
- City of Anaheim West Tower Upgrades and Tenant Improvements Anaheim, CA
- County of Orange, El Toro Library Modernization | Lake Forest, CA



**Samuel Piper, RA, LEED AP: BD+C, EDAC**

## Project Architect

Mr. Piper has experience working most prominently on healthcare design. Samuel has been involved in the planning and design of major hospitals throughout California with clients such as UCSF and USC. He worked closely with the client and design team at USC Keck’s new Medical Office Building in Pasadena outfitted with a full surgical center and SPD. Sam’s background in understanding both architecture and medical equipment makes him a valuable asset to future California Healthcare design.

**9+**

years of experience

### EDUCATION:

Bachelor of Architecture, California State Polytechnic University, Pomona

### PROFESSIONAL REGISTRATION:

Professional Architect: CA #C39936 LEED Accredited Professional:

- Building Design + Construction
- Evidence-Based Design Accreditation and Certification

### Relevant Project Experience:

- City of Azusa Library Improvements | Azusa, CA
- City of Perris Senior Center Multipurpose and Nutrition Room Improvements | Perris, CA
- City of La Habra Library Refresh | La Habra, CA
- Riverside County Sheriff’s Department CJB Lobby Reconfiguration Riverside County, CA
- UC, San Francisco, Peninsula Outpatient Center San Mateo, CA
- USC Keck Pasadena MOB 625 S Fair Oaks Ave #400 | Pasadena, CA



## Song Brandner, RA, LEED GA

### Project Architect

Ms. Brandner specializes in architecture for public and private projects, identifying and leveraging the unique points of difference and contexts to craft tailored, custom designs that challenge assumptions about how spaces should and can be used. Maintaining an unwavering focus on the details, Song creates projects successful, from assessment to design development through construction administration .

**25+** years of

experience

**EDUCATION:**

Master of Architecture,  
University of Arizona

**PROFESSIONAL REGISTRATION:**

Licensed Architect: CA #C32814;  
LEED Green Associate

**Relevant Project Experience:**

- City of Norwalk Transportation Center | Norwalk, CA
- City of Orange, Water Division Warehouse Upgrades | Orange, CA
- County of Orange, Yale Navigation Center | Santa Ana, CA
- LA County Development Authority, Kitchen & Bathroom Replacements at Various Locations | Los Angeles
- City of Menifee, Lazy Creek Recreation Center Improvements Menifee, CA
- City of Rialto City-wide Park Assessment and Improvements | Rialto, CA
- City of Irvine, Great Park Western Sector Restroom Upgrades | Irvine, CA
- City of Irvine Bill Barber Park Improvements | Irvine, CA



**Aysan Nejad, PhD, AIA, LEED AP, BD+C, WELL AP**

**Senior Project Architect/Code Compliance**

Aysan has more than 12 years of experience and is licensed to practice architecture in California and New York. With more than twelve years of professional architectural experience in all facets of architecture with a portfolio of mixed-use projects, large shell (and tenant improvement), historic renovation, commercial and science and technology, justice, projects. She has been involved from schematics, design construction documents, and 3D material and presentations, coordination, preparation of time schedules.

**12+** years of experience

**EDUCATION:**

Ph.D of Architecture, Illinois  
Institute of Technology, Chicago, IL

**PROFESSIONAL REGISTRATION:**

CA Architectural License #C-37315,  
LEED AP, WELL AP, AIA, US

retail, residential, aviation, and industrial with all project phases, development, modeling to marketing client and team scope of services, and **Relevant Project Experience:**

- Department of General Services, Jesse Unruh Design-Build Renovation | Sacramento, CA
- Richmond Parkway Commerce Center, Remodel | Richmond, CA
  - Power Plant Site Design | Richmond, CA



## Quentin Montrie, LEED AP

### Sr. Project Designer

Quentin has over 25 years of experience as a Senior Design Architect for program-driven, interdisciplinary architecture, master planning, and urban design projects. Quentin’s expertise includes comprehensive technical design details and documentation for public agencies and master planning. Quentin is a highly effective presenter and lecturer to government review boards and large community audiences.

**25+** years of

experience

**EDUCATION:**

BS, Architecture, University of Maryland, College Park

**PROFESSIONAL REGISTRATION:**

LEED Accredited Professional

**Relevant Project Experience:**

- Riverside County Sheriff’s Department, Palm Desert Sheriff Station Expansion | Palm Desert, CA
- City of Perris Senior Center Multipurpose and Nutrition Room Improvements | Perris, CA
- City of Perris Bob Glass Gym Community Program Enhancement Project Perris, CA
- Riverside County Sheriff’s Dept., Larry D. Smith Correctional Facility Kitchen Modernization | Banning, CA
- Sweetwater Union High School District, Interim District

Offices Chula Vista, CA

- Sweetwater Union HSD, L Street Facilities Assessment & Development Chula Vista, CA



## Mahsa Javaherian

### Project Designer

Ms. Javaherian is a quick-learning multi-tasker who uses a research-based design approach utilizing as-built drawings, building code, and access compliance that factor into project flow, form, and finish materials.

#### Relevant Project Experience:

- City of Maywood Teen Center Conversion | Maywood, CA
- City of Lancaster, El Dorado Park Revitalization | Lancaster, CA
- City of Lancaster, Mariposa Park Renovation | Lancaster, CA
- City of La Habra, Vista Grande Dog Park | La Habra, CA
- City of San Bernardino, Speicher Memorial Park Ballfield Improvements | San Bernardino, CA
- City of Corona, Veterans Memorial Plaza Enhancement |

**10+** years of  
experience

**EDUCATION:**  
Master of Architecture, Interior  
Architecture & Design, Florida State  
University

Corona, CA

### Associate Principal

Ms. Van Sickle is a senior-architect with experience in planning, Project government projects. She of creative, sustainable designs using efficient problem-solving skills and design management techniques. **Relevant Project Experience:**



## Jill Van Sickle, PLA, ASLA

### Landscape Architecture

level licensed landscape site design, park and master Management, and federal specializes in the production

**18+** years of

experience

**EDUCATION:**

Bachelor of Landscape Architecture, cum laude, California State Polytechnic University, Pomona

**PROFESSIONAL REGISTRATION:**

Professional Landscape Architect: CA #5804  
ASLA National and San Diego Chapters

- Cantarini Ranch Landscape Master Plan for West Communities | Carlsbad, CA\*
- City of La Mirada - Splash Aquatic Center | La Mirada, CA\*
- City of San Marcos, Buelow Park | San Marcos, CA\*
- City of San Marcos, Sunset Park | San Marcos, CA\*
- City of Encinitas, Moonlight State Beach | Encinitas, CA\*
- FormLA Landscaping, Inc., Christopher Robin Preschool | Los Angeles, CA\*
- FormLA Landscaping, Inc., E Rustic Road Residence | Santa Monica, CA\*

Monica, CA\*

\* Prior to joining IDS

**LANDSCAPE ARCHITECTURE**

**Kristen Gros, PLA, ASLA, LEED AP ND**  
Landscape Architect

Education: Master of Landscape Architecture, California State Polytechnic University, Pomona

Professional Credentials:

Licensed Landscape Architect: CA #6288

LEED Accredited Professional Neighborhood Development

- City of Oxnard, Durley Park Revitalization | Oxnard, CA
- City of Azusa, Canyon City Dog Park | Azusa, CA
- Santa Monica 19th Street Community Garden | Santa Monica, CA
- City of Lancaster, El Dorado Park Revitalization | Lancaster, CA
- City of Lancaster, Mariposa Park Renovation | Lancaster, CA
- City of La Habra, Vista Grande Dog Park | La Habra, CA
- City of Downey, Rio San Gabriel Park, Green, Safe & Active Park Improvements | Downey, CA

**Ruoxi Cao, PMP, LEED AP ND, SITES AP**

Landscape Architect Designer

Education: Master of Landscape Architecture, University of Southern California

Professional Credentials: Project Management Professional, LEED Accredited Professional Neighborhood Development, SITES Accredited Professional

- City of Oxnard, Durley Park Revitalization | Oxnard, CA
- City of Azusa, Canyon City Dog Park | Azusa, CA
- Santa Monica 19th Street Community Garden | Santa Monica, CA
- City of San Bernardino, Speicher Memorial Park Ballfield Improvements | San Bernardino, CA
- Southwest Community College Master Plan Design | Los Angeles, CA



## Jaime Rosenbach, PE, SE

### Lead Structural Engineer

With over 40 years of experience in structural design, Mr. Rosenbach has been involved with new structures, evaluating and retrofitting existing structures, and remodeling and modernizing existing buildings. In addition, he has conducted and reported numerous forensic seismic investigations. Jaime

has field experience, providing construction administration, code compliance review, and plan check services for multiple projects.

**40+** years of

experience

**EDUCATION:**

MS, Structural Engineering, California Polytechnic University, Pomona

**PROFESSIONAL REGISTRATION:**

Professional Structural Engineer:  
California #S5186;

Professional Civil Engineer:  
California #C42855

### Relevant Project Experience:

- City of La Habra Corporate Yard Upgrades and Programming Assessment
- City of Santa Monica Fleet Yard Building Tenant Improvement
- City of Carlsbad Public Safety and Service Center Renovation
- County of Riverside Lamb Canyon Landfill

**Stephan Uthoff PE, SE** | Structural Engineer

- Los Angeles World Airports Recycling Repair Yard Relocation
- City of Carlsbad, Safety Center Seismic Retrofit and Renovations

Education: MS, Structural Engineering, University of Texas at Austin

Professional Credentials:

Professional Structural Engineer: CA #S3733;

Professional Civil Engineer: CA #48168

- City of Laguna Beach Fire Stations Structural Evaluations
- Los Angeles World Airports, Consolidated Rent-A-Car (ConRAC)
- City of Glendora Corporate Yard Modernization and Expansion

- Los Angeles County Central Juvenile Hall Wall and Fence Repairs City of Laguna Hills, Glennyre Street Parking Structure Rehabilitation Laguna Hills, CA

## STRUCTURAL ENGINEERING

### Victor Mercado, PE, SE

Senior Structural Engineer

Education: MS, Civil Engineering, University of California, Irvine

Professional Credentials:

Professional Structural Engineer: CA #S5020; Professional Civil Engineer: CA C65325

Expansion | Palm Desert, CA

- Orangewood Children & Family Center Secure Vestibule & Lobby Upgrades | Orange, CA

- City of Perris Senior Center Multipurpose and Nutrition Room Improvements | Perris, CA

- City of Glendora Corporate Yard Improvements | Glendora, CA

- Riverside County Sheriff's Department Palm Desert Sheriff Station

### John VanValkenburg, PE, SE |

- City of Glendora Corporate Yard Improvements

Structural Engineer

- Pomona Fairplex Grandstand Structural Analysis

Education: BS, Structural Engineering, University

of California, San Diego

- Charles Drew University, School of Nursing Building, New Steel

Construction

Professional Credentials:

- Rio Hondo College Portable Buildings Redesign of Conduit Supports Professional Structural Engineer: CA #S5932; Professional Civil Engineer: CA C74939 • Inland Empire Utilities Agency Central Plant Cooling Tower



## Steven Collins, PE, LEED AP

Lead Electrical Engineer

Mr. Collins brings over 25 years of experience in Electrical Engineering for Building Systems and has expertise in municipal, education, commercial, and healthcare markets. His experience includes field investigation, design, and specifications for electrical service entrance equipment, standard and emergency distribution systems, lighting systems, controls, power-to-utilization equipment and devices, fire alarm systems, and telecommunication and low-voltage raceway systems.

**25+** years of

experience

**EDUCATION:**

MS, Electrical Engineering,  
Rensselaer Polytechnic Institute

**PROFESSIONAL REGISTRATION:**

Professional Electrical Engineer:  
California #E22805;  
LEED Accredited Professional

**Relevant Project Experience:**

- City of Rancho Cucamonga Family Resources Center Rehabilitation Project | Rancho Cucamonga, CA
- County of Riverside Sheriff Department, Planning and A/E Improvement Projects | Riverside County, CA
- City of Lancaster, Samaritan’s Purse Park (formerly El Dorado Park) & Community Center Revitalization | Lancaster, CA
- City of Industry, New Banquet Hall Expo Center | City of Industry, CA
- Orange County Sheriff’s Department, Central Men’s Jail Lighting Retrofit | Orange, CA

**ELECTRICAL ENGINEERING (Support Staff)**

<p><b>Manolito Ocampo, PE</b>   Electrical Engineer</p> <p>Education: BS, Electrical Engineering, in Holy Angel University in the Philippines</p> <p>Professional Credentials: Professional Electrical Engineer: CA #E16367</p>	<ul style="list-style-type: none"> <li>• City of Perris Senior Center Multipurpose and Nutrition Room Improvements</li> <li>• City of Irvine Police Dept Workspace Relocation &amp; Tenant Improvements</li> <li>• La Palma City Yard Building Improvements</li> <li>• Los Angeles World Airports Recycling Repair Yard Relocation</li> </ul>
<p><b>Bob Kramer</b>   Electrical Project Manager</p> <p>Education: Construction Architectural Engineering Technology, Central New Mexico College</p>	<ul style="list-style-type: none"> <li>• Orange County Sheriff’s Department Safety &amp; Security Improvements</li> <li>• Sweetwater Union HSD, L Street Facilities Fleet EVSE Engineering</li> <li>• City of Irvine, Great Park Electric Vehicle Charging Stations</li> <li>• City of Orange Water Division Warehouse Replacement &amp; Relocation</li> <li>• Department of Veteran’s Administration, Air Handler Unit Replacement</li> </ul>



**Michael Reed** | Lighting Project Manager

Education: AA, Computer Science, Catonsville Community College, MD

- County of Riverside Sheriff John J. Benoit Detention Center Shade Structure
- City of Carlsbad, Carlsbad Blvd. Lighting Study | Carlsbad, CA • City of Santa Ana, Civic Center Perimeter Street Lighting
- City of Victorville, Old Town Street Lighting Study and Design

## Darren Smith, PE, BEAP

### Lead Mechanical Engineer

Darren Smith is a registered mechanical engineer with over 25 years of experience in design bid build and design-build projects. With experience in designing and managing numerous construction projects, Darren brings cross-communication at various levels of project ownership and the flexibility needed for project task order assignments.

#### Relevant Project Experience:

**25+** years of

experience

**EDUCATION:**

BS, Mechanical Engineering Technology, California State University, Long Beach

**PROFESSIONAL REGISTRATION:**

Professional Mechanical Engineer, California #M30841;

ASHRAE (Building Energy Auditing Professional)

- Rincon del Diablo Municipal Water District Office Building Improvements Escondido, CA
- City of Perris Senior Center Multipurpose and Nutrition Room Improvements | Perris, CA
- City of Maywood Teen Center Conversion | Maywood, CA
- Deanna Manning Stadium & Bill Barber Shade Structure Improvements Irvine, CA
- City of Carlsbad, Safety Center Seismic Retrofit and Renovations Carlsbad, CA
- County of Orange, Yale Navigation Center | Santa Ana, CA
- Metropolitan Water District HQ HVAC System Equipment & Chiller Plant Upgrades | Orange, CA

**MECHANICAL/PLUMBING ENGINEERING (Support Staff)**

- Rincon del Diablo Municipal Water District Office Building

**Andrew Bussey, PE | Mechanical Engineer**

Improvements

Education: BS, Environmental Engineering Solar

Option, California State Polytechnic University, San Luis Obispo

Improvements

Professional Credentials: • DGS, Department of Veterans Affairs Air Handler Units Replacement Professional

Mechanical Engineer, California

- City of Anaheim West Tower HVAC Rehabilitation & Replacement #M25330

- DGS, Atascadero State Hospital New Cogen Plant Scoping Documents

- DGS, Department of Veterans Affairs Air Handler Units Replacement

**Anthony Zanotti, PE | Mechanical Engineer**

- Ronald Reagan State Building, Fire Sprinkler Piping & Domestic Modernization of Southern California

- Orange County Sanitation District, Exterior Lighting at Treatment

Education: BS, Mechanical Engineering University Water

Professional Credentials: Professional Mechanical Plants No. 1 & No. 2 Engineer, CA #M36110

- City of Carlsbad Public Safety Center Renovation



**Ronnie Jimenez, LEED AP BD+C**

Mechanical Project Lead

Education: BS, Mechanical Engineering Polytechnic

University of Philippines, Manila

Professional Credentials:

- City of Lancaster Mariposa Park
  - City of Lancaster Samaritan’s Purse Park
  - DGS, Department of Veterans Affairs Air Handler Units Replacement
  - DGS, Patton Hospital Building 70 Roof and HVAC Replacement
  - City of Anaheim West Tower HVAC Rehabilitation & Replacement
- LEED Accredited Professional Building Design + Construction

## Adrian Anderson, PE

### Lead Civil Engineer

Adrian has over 25-years of experience with various street improvement projects ranging from new roadway alignment studies, to widening and rehabilitation, ADA access, and active transportation. He leads the civil engineering group at IDS overseeing PS&E tasks, project reports, and other civil documents.

**Relevant Project Experience:**

**25+** years of experience

**EDUCATION:**

BS, Civil Engineering, California State University, Long Beach

**PROFESSIONAL REGISTRATION:**

Professional Civil Engineer: California #C60955

- Rincon del Diablo Municipal Water District Office Building Improvements Escondido, CA
- City of Perris Senior Center Multipurpose and Nutrition Room Improvements | Perris, CA
- Orange County Sanitation District Plant Water Piping Replacement at Secondary Classifiers | Fountain Valley, CA
- City of Irvine, Deanna Manning Stadium & Bill Barber Improvement Project | Irvine, CA
- Cal Poly Pomona, Arabian Horse Center Wash & Grooming Station | Pomona, CA
- Riverside County Sheriff Dept., Coroner Facility Parking Lot Improvements and Water Quality | Perris, CA

**CIVIL ENGINEERING (Support Staff)**

**Silman Ruiz, PE**  
 Civil Engineer/Alternate Civil  
 Education: BS, Civil Engineering, California State University, Fullerton  
 Professional Credentials: Professional Civil Engineer: California #C94658

- City of Perris Senior Center Multipurpose and Nutrition Room Improvements | Perris, CA
- City of Corona, Old Police Department Demolition | Corona, CA
- Riverside County Sheriff's Department, Erosion Control and Maintenance | Palm Desert, CA
- Riverside County Sheriff's Department, Redesign Facility Entrance and Professional Civil Security Booth P-1
- Riverside County Sheriff's Department, Palm Desert Station

**Paul Murray, PE**  
 Senior Civil Engineer  
 Education: BS Civil Engineering, University of Southern California  
 Professional Credentials: Professional Civil Engineer, CA #C74559

- City of La Habra Corporate Yard Upgrades and Programming
- Riverside County Sheriff's Department Palm Desert Sheriff Station Expansion
- City of Carson, Wilmington Ave Street Improvements

- City of Maywood Teen Center Conversion

**Jason Wetterich, PE**  
Civil Engineer

Education: BS, Civil Engineering, California State University, Long Beach

Professional Credentials:

Professional Civil Engineer: California #C94131

- Riverside County Sheriff Dept., Coroner Facility Parking Lot Improvements, Drainage, and Water Quality | Perris, CA
- La Cañada Flintridge, Traffic Signal Modifications | La Cañada Flintridge, CA
- Los Angeles World Airports, Roadways, Utilities & Enabling Projects, Paving & Street Design | Los Angeles, CA
- Los Angeles Community College District, Pierce College Storm Water Implementation | Woodland Hills, CA
- Sweetwater Union HSD, L Street Facilities Vacation



**Narith Lao, PE, PLS, QSD Project Manager,**  
Surveying & Mapping

With over 30 years of professional experience, Mr. Lao brings an extensive experience teaming with government agencies on both the city to the federal level as well as many Fortune 500 companies. Specializing in entitlements, Mr. Lao is deeply familiar with legal descriptions, lot line adjustments, lot mergers, parcel and tract maps and is an unmeasured resource to the team. As the Project Manager of the Survey and Mapping division, Mr. Lao will be responsible for overseeing the surveying team, all work orders assigned by the City and monitor the progress of each project to ensure the City’s goals and objectives are intertwined within the design.

**30+** years of experience

**EDUCATION:**

BS, Civil Engineering, California State Polytechnic University, Pomona

**PROFESSIONAL REGISTRATION:**

Professional Civil Engineer: California #C94131  
Professional Land Surveyor: LS-8046

**Relevant Project Experience:**

- Los Angeles County Department of Parks & Recreation Wellbeing Spaces | Los Angeles County, CA
- Adelanto Rancho Park | Adelanto, CA
- City of Norwalk Parks | Norwalk, CA
- California State University, Dominguez Hills Metro Land Survey & Legal Description | Carson, CA

- TRCMA - Structural Retrofit & Repair Titan Properties | Irvine, CA



- Rancho Santiago Community College Accessibility Route Improvement Project | Santa Ana, CA
- 2-mile corridor on Avenue S from freeway 14 west to Anaverde Project | Palmdale, CA
- ½-mile corridor on Via Princessa starting at freeway 14 south to end of Fair Oaks Project | Santa Clarita, CA

- 2.5-miles of local streets in Northpark subdivision from Sunset Hills Drive to Copperhill Drive | Santa Clarita, CA

**SURVEYING & MAPPING SUPPORT STAFF**

- Los Angeles County Department of Parks & Recreation

**Victorio Barcarse**

Wellbeing Spaces

Land Survey Technician

- Adelanto Rancho Park

Education:

- City of Norwalk Parks

BS, Technological Institute of the Philippines

- CSU, Dominguez Hills Metro Land Survey & Legal Description
- TRCMA - Structural Retrofit & Repair Titan Properties

**Survey Team Members**

**Charles Crable** Party Chief

**Jeff Fisher** Party Chief

**Danny Davis** Party Chief

**Jonathan Lao** Chainman



## Said Hilmy, PhD, SE, LEED AP Principal In Charge

Dr. Hilmy has over 40 years of experience in structural engineering design and analysis and project management with strong expertise in the design and upgrade of steel, concrete, and wood structures. Recognized for his knowledge of code developments and seismic retrofit, Dr. Hilmy has worked on more than \$3 billion engineering projects and more than 200 seismic assessments and retrofit projects in California.

**35+** years of

experience

**EDUCATION:**

Doctorate, Structural Engineering,  
Cornell University

**PROFESSIONAL REGISTRATION:**

Professional Structural Engineer:  
California #S3680  
Professional Civil Engineer:  
California #C43988  
LEED Accredited Professional

Mr. Hilmy provides organizational leadership with a focus on quality control in the delivery of construction documents and excellent customer service.

**Relevant Project Experience:**

- Los Angeles Metro, Tier 1, Tier 2 Parking Condition Studies
- John Wayne Airport, Replacement Parking Structure C | Irvine, CA
- City of San Bernardino, 3 Parking Structures Condition Assessments
- City of Riverside Parking Structures 1 and 2, Seismic Strengthening, Structural Repair, and Façade Enhancement
- City of Manhattan Beach, Parking Lot 3 Seismic Evaluation
- Exposition Park New Underground Parking Structure Budget Package



## Faisal Dakhil

### Lead Cost Estimator

Mr. Dakhil has over 30 years of pre-construction, construction management, and estimating experience in a broad spectrum of projects ranging in value from \$1 million to more than \$250 million. Faisal has a long track record of successful jobs coming in under budget and on time, resulting in substantial client

savings.

**30+** years of  
experience

#### EDUCATION:

MS, Civil Engineering, University of Southern California;

BS, Civil Engineering, University of Southern California

#### Relevant Project Experience:

- Rincon del Diablo Municipal Water District Office Building Improvements Escondido, CA
- City of La Habra Corporate Yard Upgrades and Programming Assessment La Habra, CA
- South Orange County CCD, Saddleback College Single Occupancy All Gender Restroom | Mission Viejo, CA
- City of Perris Senior Center Multipurpose and Nutrition Room Improvements | Perris, CA
- City of Commerce Veterans Memorial Park Recreation Center Commerce, CA
- City of Irvine, Bill Barber Park Shade Structures | Irvine, CA

## SUBCONSULTANTS

IDS will be enhancing the project team’s resources with subconsultants who can provide the following complementary services.

**ADA Accessibility and Compliance: SCDS Consulting Design | Gardena, CA:** Established in 2007, SCDS Consulting Design provides a full range of A&E services including Architecture, Planning, Civil, Structural, Mechanical, Electrical and Plumbing Engineering. SCDS has provided professional services to various facilities requiring Cleanroom and Lab design as well as Security Design for DOD and ICD 705 standards, including Northrop Grumman, Raytheon, JPL and Boeing since their business started in 2007. SCDS provides Code Consulting and CASp Inspection services for Accessibility and ADA concerns with a team of CASp Inspectors available for your project.

**GEOTECHNICAL ENGINEERING: Associated Soils Engineering, Inc.:** Associated Soils Engineering, Inc. (ASE), headquartered in Signal Hill, California, has been in business for over 45 years providing services to many municipalities, school districts, as well as private industry throughout Southern California. These facilities are considered among the best in Southern California providing testing services for many competitors as well as for the in-house clients. ASE’s in-house laboratory has been accepted by the State of California Department of Transportation (Caltrans) and Division of State Architect (DSA)



under the Laboratory Evaluation and Acceptance program (LEA 224), as well as AASHTO/CCRL and AMRL (Hot Mix Asphalt, Aggregate, Soil, & Portland Cement Concrete) and the City of Los Angeles. ASE is committed to providing Geotechnical Engineering and soils and materials testing services with a high degree of professional excellence and proficiency.

IDS Group and our team of professional engineers provide value added multidisciplinary, ‘one-stop-shop’ design and consulting on-call services for various municipalities. Below is a partial listing of IDS’ On-Call contracts within the last five (5) years. A

complete listing can be made available upon request.

- City of Carson Engineering On-Call Services
- County of Los Angeles County Structural & Architectural On-Call Services
- Los Angeles County Department of Parks & Recreation As-Needed AE Services
- City of Azusa On-Call Engineering Services
- City of Glendora Civil and Structural On-Call Services
- City of La Canada Flintridge On-Call A/E Services
- City of Corona On-Call Electrical Engineering Services
- City of Ontario, On-Call Architectural, Space Planning and Engineering Design Services
- City of Norco, On-Call Architecture/Landscape Design Services
- City of Corona On-Call Architectural Services
- City of Corona On-Call Landscape Architecture & Irrigation Services
- City of Corona On-Call Structural Engineering Services

## RELEVANT PROJECT EXPERIENCE AND REFERENCES

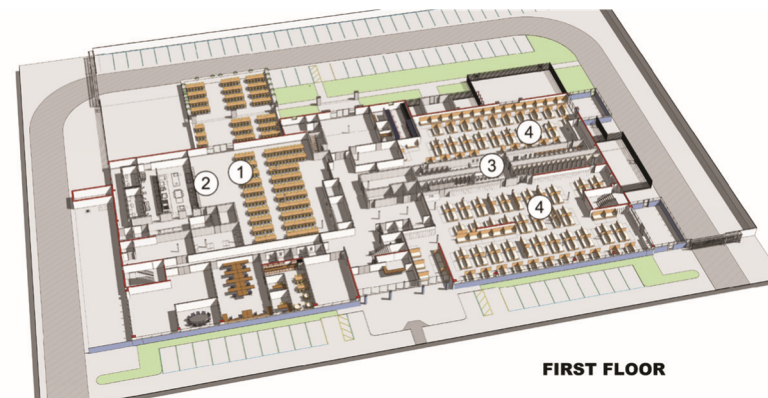
- County of Riverside - Economic Development Agency AsNeeded AE Services
- City of Riverside As-Needed Civil Engineering
- City of Placentia PSA - On-Call A/E Services
- City of La Habra On-Call A/E Services
- City of Fontana Electrical Design On-Call
- City of Fontana HVAC Mechanical Design On-Call City of Anaheim On-Call Engineering for Convention Center & Arena Division
- City of Fountain Valley As-Needed On-Call Design Services
- City of Irvine A/E and PM/CM Services
- City of Laguna Beach On-Call Agreement
- City of Newport Beach On-Call
- City of Pasadena On-Call
- City of Santa Ana On-Call Engineering Services
- City of Santa Ana Public Works - Space Planning and Architectural Services
- San Bernardino County As-Needed Architectural On-Call
- San Bernardino County As-Needed Structural Engineering On-Call
- San Bernardino County As-Needed Healthcare Mechanical, Electrical & Plumbing On-Call
- San Bernardino City Unified School District Structural Engineering Services

The IDS team understands the issues impacting local government and we are well-versed in the nuances of traditional public and alternative capital delivery methods. Our experts understand that the future prosperity of municipalities and their constituencies will be shaped, in part, by leadership's ability to demonstrate that high quality service can be provided in a cost-effective manner.

Our clients' partner with IDS because of our a focus on procurement, implementation and programming choices that capture the full potential of projects to stakeholders. The IDS team has experience representing and advising public agencies and supporting private bid teams on

complex social infrastructure developments. With IDS, our clients receive the right complement of commercial, financial, and technical skills, from a group with a deep understanding of various policy implications.

# Orange County, Yale Navigation Center, Adaptive Reuse &



# Conversion

## Brief Description

The Yale Navigation Center project included completely gutting an aging and abandoned tilt up industrial building and the addition of 20,000 sq. ft. expanding the already 44,000 sq. ft. building. The 64,000 sq foot building will be utilized for the rehabilitation and transitional programs for up to 425 homeless in Orange County with the goal of preparing them to return to a self-sufficient lifestyle. The facility includes a full commercial kitchen, health care training facilities, and over 40 office spaces for the program administration staff. The expansion/ renovation cost was approximately \$25 M.

Kitchen capacity allows full meal service for the 425 residents. Indoor and outdoor dining areas double as social gathering areas. As the Navigation Center is located in a long-establish industrial park due diligence requires that potable water service size and sewer main service size available in the street be checked against demand before the County could fully commit to target resident population.

The challenges of the accelerated schedule and the drive to achieve a good neighbor design that would be acceptable to the community were addressed through continuous interaction between all IDS Group disciplines, the contractor (who was brought in during the design phase) as well as the user group which included the County officials and facility operators. Frequent communication was a must to address all the design challenges as well as several public outreach workshops with the community and full cooperation from the (a) funding sources (b) facility future operator (c) contractor, and (d) jurisdictions including the County building officials, and City of Santa Ana.

These meetings in conjunction with the implementation of the lessons learned from the operation of other shelters in Southern California were very effective resulting with positive acclamations and feedback from the user groups and the community at large.

## Project Relevance

## Reference Information

- Architectural planning and design

- Structural Engineering

# City of Maywood, Maywood Teen Center

## Brief Description

The City of Maywood secured funding for revitalizing underused spaces into much-needed community resources. IDS is renovating a former commercial building into a multi-purpose center. The completed space is the facility with over 8,000 sf to host educational, recreational, health and wellness, and technology-benefiting youth, young adults, and their families in a historically underserved community.

We have transformed a vacant industrial-style paint shop into a vibrant teen center, bringing new life to the building and the community through thoughtful revitalization. This adaptive reuse not only dedicates the space to the development and education of the younger generation but also allows the building itself to become a tool for learning. Through the simplicity of the design, we let the architecture speak for itself. Efficiency is a priority in various aspects of the project. A newly added skylight brings daylight and a view of the sky into the heart of the building, enhancing the atmosphere and supporting psychological well-being.

The circulation throughout the space is smooth and intuitive, guiding visitors naturally through the center. Innovation is at the core of this teen center, with flexible multi-use spaces and integrated technology that adapt to the evolving needs and interests of the youth. The facility will include cooking classrooms, a makerspace, a computer lab, and study rooms providing teens with a diverse range of spaces to learn, create, and grow.

## Project Relevance

- Mechanical/Plumbing Engineering
- Electrical engineering
- Construction cost estimating
- Construction support
- Office
- Residential
- Mixed-Use
- Zoning, planning & building approvals, permits and other entitlements
- Tenant improvements
- Alternatives analysis
- HVAC

- Street and area lighting systems
- ADA Compliance

County of Orange

Mr. Matthew Durbin, Sr. Project Manager

T: 714.667.1626

E: matthew.durbin@ocpw.ocgov.com

Contract Dates: 2020-2022

Contract Amount: \$25M

## Project Team Members

Said Hilmy, PhD, PE, SE | Principal In Charge

John Silber, RA | Principal Architect / Project Manager

Shelley Sivak, RA, LEED AP | PA / Interior Design

Song Brandner, RA, LEED GA | Project Architect

Jaime Rosenbach, PE, SE | Structural Engineer

Victor Mercado, PE, SE | Structural Engineer

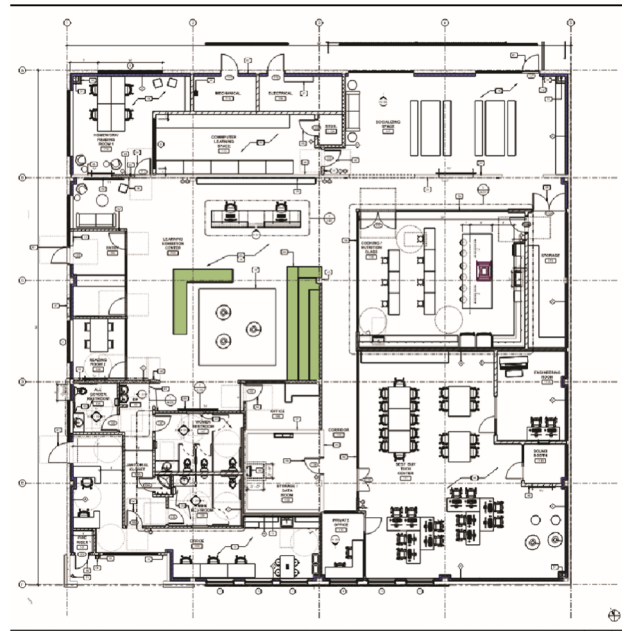
Darren Smith, PE | Electrical Engineer

Bob Kramer | Electrical Project Lead

Michael Reed | Lighting Design

Faisal Dakhil | Cost Estimator

- Architectural planning and design
- Structural Engineering
- Mechanical/Plumbing Engineering
- Electrical engineering
- Construction cost estimating
- Landscape Architecture
- Construction support
- Office
- Zoning, planning & building approvals, permits and other entitlements
- Tenant improvements
- Alternatives analysis



**Reference Information**

- HVAC
  - ADA Compliance
- City of Maywood  
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E: [jennifer@cityofmaywood.org](mailto:jennifer@cityofmaywood.org)



**Contract Dates:** June 27, 2024-Ongoing

Contract Amount: \$368,682

Said Hilmy, PhD, PE, SE | Principal In Charge

John Silber, RA | Principal Architect / Project Manager

Shelley Sivak, RA, LEED AP | PA / Interior Design

Architecture | Amit Barghava, Quentin Montrie, Mahsa Javaherian,

Kaitlyn Do, Marilou Fancisco

Structural Engineering | John Van Valkenburg, Victor Mercado

Mechanical/Plumbing Engineering | Darren Smith, Andrew Bussey,

Kevin Barnes, Ron Magno, Ronnie Jimenez

Electrical Engineering | Steven Collins, Jesus Soriano, Manny Ocampo

Civil Engineering | Adrian Anderson, Paul Murray, Narith Lao, Jason

Wetterich, Gil Iradukunda

Cost Estimator | Sheldon Jackson

## Project Team Members

# Los Alamitos-Rossmoor Library | Seal Beach, CA

County of Orange Public Works Capital Improvement Division

**Project Address:**  
12700 Montecito Road, Seal Beach, CA 92740

**Year Completed:**  
8/2021 Under Construction

**Client Contact Reference**

Orange County Public Works / A&E Project Management  
Matt DeHart, Project Manager  
714.667.4972, Matthew.DeHart@ocpw.ocgov.com, Contract #24,900

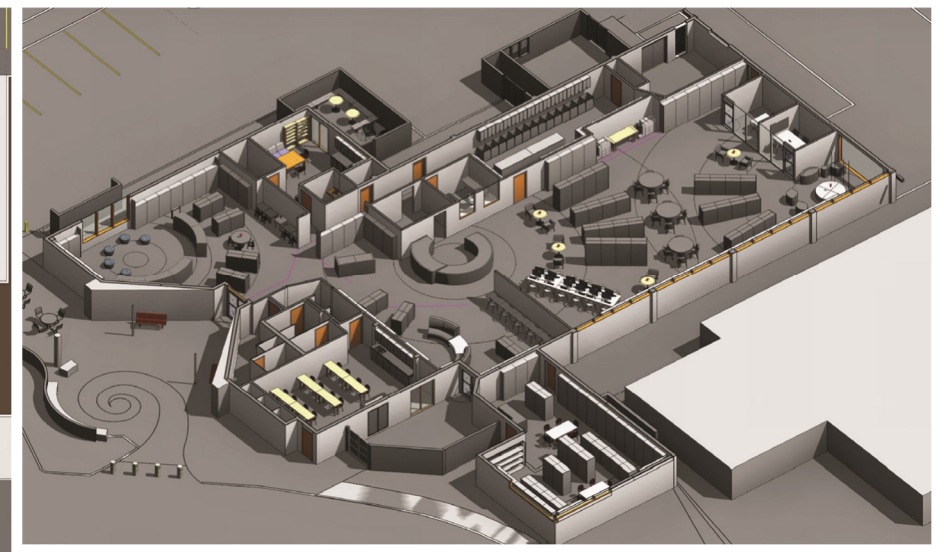
**Project Information**

The Los Alamitos-Rossmoor Library was one of Orange County's older branches located in a building within a shopping center since 1978. IDS provided architectural and engineering tenant improvements and upgrades to the existing library building. IDS Group, the County Library Group, and Orange County Public Works teamed to create a design package elevating the library into a modern community gathering space and technology hub. This project renovated the 10,489 square feet of existing space that accommodated a special Friends of the Library area and increased the community workspace by 1,188 square feet.



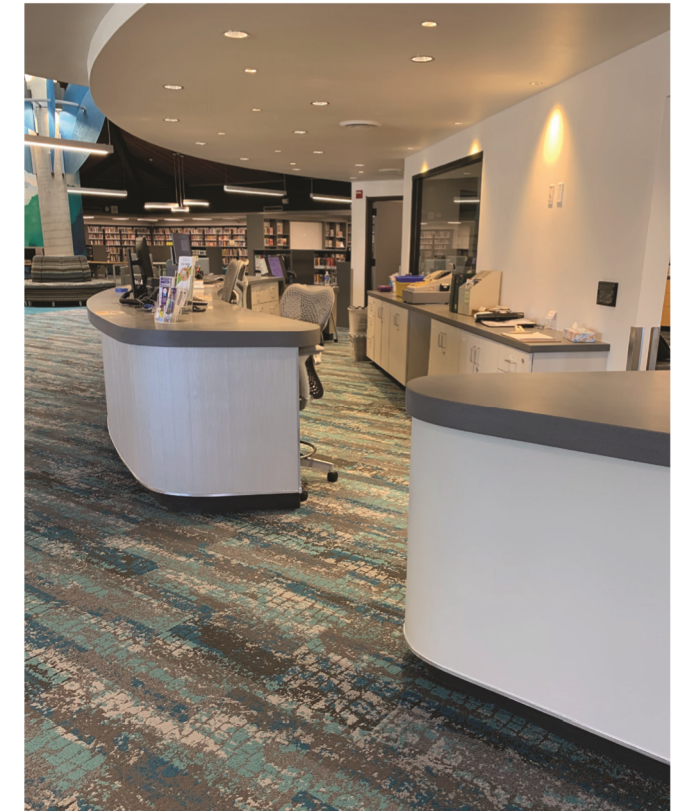
Inspiration for the interior design came from the surrounding area's name, Los Alamitos which translates to "the little cottonwoods". The name is derived from the former local Rancho Los Alamitos, named after the abundant cottonwoods. Using the semblance of tree trunk rings, the floor plan's design entails round, concentric circular shapes and radial star patterns. The open view provides lines of sight to key points throughout the building.

The renovation transitions the library into a brighter community space welcoming its visitors. There are lounge areas, quiet spaces for groups, individual work and shared community spaces for computer use and reading. As part of the interior upgrades, IDS coordinated a new furniture package. Added renovations include building envelope, HVAC, electrical, communications, safety and security, and civil site improvements.



# El Toro Library | *Lake Forest, CA*

*County of Orange Public Works Capital Improvement Division*





“... please let the others who attended know we at OCCR much the due diligence that your staff has provided over the past few months. Shelley in particular has made herself available for conference calls, go-meetings, and site meetings when called upon so a big hand must be given to her. And (Dr.) Said thank you for doing the 50,000 fly over eye on the design through documentation.”

OC Parks - OC Community Resources Project

**Client Contact Reference**

Orange County Facilities Design and Construction / A&E Project Management  
 Don Nguyen, Senior Project Manager

**Project Information**



Project Address: 24672 Raymond Way, Lake Forest, CA 92630 Year Completed: September 2021

714.667.4929, don.nguyen@ocpw.ocgov.com, Contract Value: \$88,600.00

The El Toro Library underwent renovations through a project by the Orange County Public Libraries. IDS' architectural and engineering (A/E) team designed the library to transform it into a modern community space located in Lake Forest.

Utilizing a County of Orange facilities condition assessment report, the IDS team identified and prioritized necessary work tasks to the building envelope, HVAC, electrical, communications, safety and security, and civil site improvements. While these upgrades added no square footage, they provided a rapid return on investment, such as energy and equipment efficiency and ADA compliance.

The renovated library offers a variety of modern amenities and collaborative spaces including lounge areas, study areas, furniture with plug-in technology, public-use computers, and a children's story time room. The renovation included considerations for accessibility features to accommodate all patrons. Mobile furniture was used to allow staff to easily rearrange the space depending on usage. The library features reading zones for children, teens, and adults, plus a multipurpose room. High wood ceilings, blue hues, and a large mountain graphic create an inviting space. A large pillar and sky light in the center of the library act as a focal point in the space.

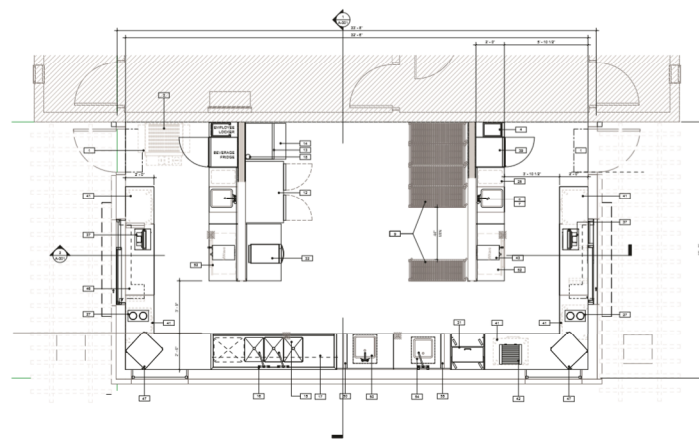
# City of Irvine Bill Barber Deanna Manning Stadium Concessions

## Brief Description

Bill Barber Park Shade Structure: Colonel Bill Barber Marine Corps Memorial Community Park (Bill Barber Community Park) is a 48-acre sports park located at 4 Civic Center Plaza and offers an array of programs and events for the Irvine community including lighted, state-of-the-art baseball, softball, and soccer fields. The city has undertaken improvements to the stadium and softball fields at Bill Barber Park, and IDS was retained to lead the design effort for both. Phase I, now completed, entailed adding shade structure for patrons while attending baseball and softball games at the park's Dianna Manning Stadium and three (3) lighted softball fields.

Phase II included modernization of food concession stands at Deanna Manning Stadium as well as improvements to restrooms and the addition of modern scoreboard. The stadium is a championship softball field with a seating capacity of up to 750 spectators. Design of the concession stand improvements is complete and will allow an expanded food menu meeting Health Code standards and those of the Irvine Ranch Water District without requiring the construction of an addition to the building.

The project's bid and construction support services will be done during Phase 3.



## Project Relevance

## Reference Information

- Architectural planning and design
- Alternatives analysis
- Preparation and presentation of models, renderings, and photo simulations
- Structural Engineering
- Mechanical/Plumbing Engineering

- Electrical engineering
- Zoning, planning & building approvals, permits and other entitlements
- Construction cost estimating
- Construction support



my, PhD, PE, SE |  
Principal In Charge  
John Silber, RA |  
Principal Architect /  
Project Manager  
Joy Lyndes, PLA |  
Landscape  
Architect  
Shelley Sivak, RA,  
LEED AP | PA /  
Interior Design  
Song Brandner, RA,  
LEED GA | Project  
Architect  
Jaime Rosenbach,  
PE, SE | Structural  
Engineer  
Michael Reed |  
Lighting Design  
Faisal Dakhil | Cost  
Estimator

## City of Irvine, Great Park Concessions Upgrades

### Brief Description

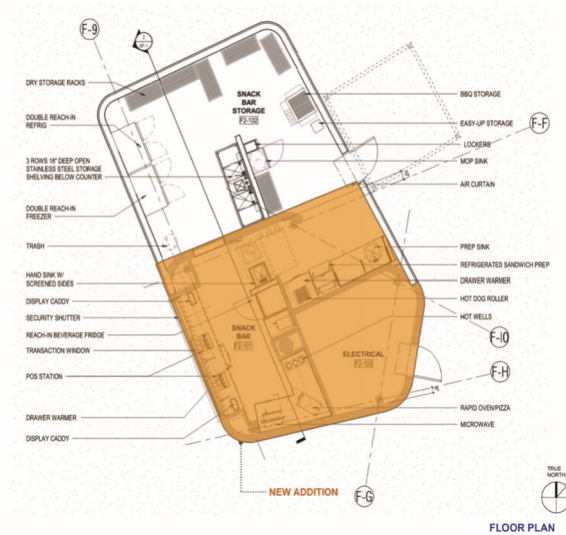
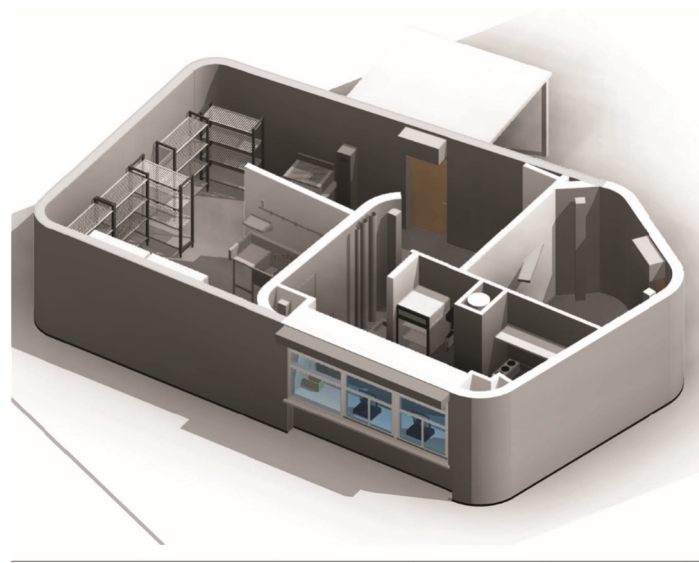
IDS is working with the City of Irvine to upgrade four (4) existing Orange County Great Park Sports Park Concessions Facilities. The project brings the city's concession facilities into accordance with the County of Orange Health Care Agency (HCA). The agency requires facilities where food and beverages for human consumption are prepared and served to obtain a health permit.

The primary objective of the project was to expand the menu that could be prepared will minimizing any expansion of built floor area. In only one case was it necessary to design an addition to a concession stand.

IDS performed interior functional upgrades with a concept design which includes outdoor areas for barbecue pits with architectural shade



covers in line with the existing design. Each concession stand requires new kitchen equipment along with mechanical, plumbing, and electrical upgrades. This project was an exercise in coordination and creativity to fit all desired program elements into existing spaces.



**Project Relevance**

- Architectural planning and design
- Tenant improvements
- Alternatives analysis
- Preparation and presentation of models, renderings and photo simulations
- Structural Engineering
- Mechanical/Plumbing Engineering

- Zoning, planning & building approvals, permits and other entitlements
- Construction cost estimating
- Construction support

- Electrical engineering

**Reference Information**

City of Irvine  
 Ms. Stacy DeLong, Senior Project Manager  
 1 Civic Center Plaza, Irvine, CA 92606  
 Phone: 949.473.1237  
 Email: SDeLong@cityofirvine.org  
 Contract Dates: 8/2020 - 12/2024  
 Contract Value: \$259,662.61

**Project Team Members**

Said Hilmy, PhD, PE, SE | Principal In Charge  
 John Silber, RA | Principal Architect  
 Bradley Mansfield, AIA | Architect  
 Kevin Barnes | Mechanical Designer  
 Manny Ocampo, PE | Electrical Engineer  
 Bob Kramer | Electrical Project Lead  
 Faisal Dakhil | Cost Estimator





The Riverside Sheriff's Department embarked on an ambitious plan to complete several renovation projects on an aggressive time schedule, due to meet funding requirements, with the objective of programming, designing, and constructing various projects within a 6-month timeframe.

The projects are grouped under six categories including:

- **Tenant Improvements**

- T Criminal Justice Building (CJB) T
- Cois Byrd Detention Center (CDBD) T
- Robert Presley Detention Center (RPDC) T
- Larry D. Smith Correctional Facility (SCF)
- T Coroner's Bureau- East & West
- T Blythe Jail T
- Thermal Station T
- Dispatch Center T
- Sheriff's Administration

- **Plumbing/ Showers/ Restroom Improvements T**

- Blythe Jail T Cois
- Byrd Detention Center (CBDC) T Larry
- D. Smith Correctional Facility (SCF) T

- **Overhead Structures T** John Benoit Detention Center, Sally Port Project

- **Security Improvements T** Criminal Justice Building (CJB) T
- Special Enforcement Bureau (SEB) T
- John Benoit Detention Center (JBDC) T
- Coordinated Custody Management Unit (CCMU)

- **Low Voltage (Cameras & Keycard Access) T**

- Aviation Hemet Ryan Airport T CAL-ID, Dispatch East
- T Hemet Station Lake Hemet Substation T
- Palm Desert Station T
- Coroner's Bureau T Special
- Enforcement Bureau (SEB) T Special
- Investigations Bureau (SIB)

Robert Presley Detention (RPDC) T Ben Clark Training Center (BCTC)

- **Re-roofing T** Blythe Jail Roof Replacement

T Southwest Station T

Thermal Station

T Criminal Justice Building (CJB)

Additional projects from different funding sources include mechanical and electrical upgrade studies at the Ben Clark Training Center, and the parking lot improvement and expansion at Coroner's Facility in Perris. For the Riverside Orange Street Facility, IDS has provided architectural and engineering design services for tenant improvements to the kitchen, men's and women's locker rooms, public restroom remodel within the lobby area, second floor staff restroom remodel, and office areas.

The IDS scope of work included:

**Architectural Scope:** The IDS architectural team completed all code assessments and design renovations needed to meet the aggressive time line for each project within the six categories.

**Structural Scope:** The IDS team provided engineering and structural design for aspects of each project within the six categories which needed structural analysis and design.

**Civil Scope:** The IDS team prepared construction documents for the site improvements consisting of site utilities, parking lot rehabilitation and hardscape improvements, and exterior ADA Path-of-Travel projects falling within the six categories.

**Mechanical, Electrical and Plumbing Scope:** IDS provided construction documents for the HVAC equipment, plumbing design, and electrical engineering/design for projects falling within the six categories of project listed above.

**Unique Program Requirements & Challenges:** The challenges of how to accommodate all code requirements while completing the construction at an accelerated schedule and the drive to achieve a good neighbor design that would be acceptable to the community were addressed through continuous interaction between all IDS Group disciplines, the contractor (who was brought in during the design phase) and the user groups including County officials and facility operators. Frequent communication was a must to address all the design challenges as well as several public outreach workshops with the community and full cooperation from the (a) funding sources (b) facility future operators (c) contractor, and (d) jurisdictions including the County building officials, and the Riverside County Sheriff's Department.

**Special or Unique Building Technologies and/or Environmental Considerations:** IDS provided all permits and approvals technical support required. This included County of Riverside Building Department and Fire Department approvals. The schedule for these projects were highly compressed due to funding source requirements – they were all funded from one-time moneys as “shovel ready.” Contractors were brought on board using the Job Order Contract (JOC) model. For this reason permitting was accelerated requiring readiness to rapidly respond to plan check corrections.

## PROJECT MANAGEMENT PLAN

### PROJECT UNDERSTANDING

The qualifications included in this Statement of Qualifications will define how IDS can assist the City's Public Works Department as an extension of staff offering services in the planning, design, and implementation of your Capital Improvement Program. IDS has experience working closely with multi-agency stakeholders on both public and private projects. These qualifications will define how IDS can assist the City in the planning, design, and implementation in support of a variety of capital improvement and facility-related projects from your Capital Improvement Program and/or State grant-funded projects. IDS has experience working closely with multi-agency stakeholders on both public and private projects. Our Architecture Team is experienced with building renovations, ADA compliance, and tenant improvements ranging from renovations to new construction. Our project types include outdoor spaces including parks, playgrounds, athletic fields and courts, buildings, pathways and trails, and field lighting.

### PROJECT APPROACH

Our success is attributed to a thorough understanding of the required services, a sound work plan, communication, and effective management, as well as excellent engineering design. IDS has successfully served as a professional consultant to numerous public agencies to help meet workload demands and project scheduling commitments in relation to engineering consulting support services. Our team will support the City in fulfilling its critical mission to meet existing and future demands for various projects.

Our general approach to providing our standard services for each project begins with a solid understanding of the project requirements, including budget, schedule, details of scope of services, and deliverable items. Our work plan is based on effective management of resources which will include developing a project schedule, implementing effective communication protocol, monitoring project costs and budget, and implementing quality control measures to ensure quality documents.

Our approach will be to act as the City's engineering and architectural design consultant for all design and approval-related activities. The discussion of scope of work and services below are general and will be modified

to suit each specific project assignment. The following contains the basic steps to take a project from conception to bidding. Note that not every project will involve all steps. Projects that consist only of studies or due diligence reports will have different deliverables.

## PROJECT MANAGEMENT & PROJECT CONTROLS

IDS has Project Management practices in place for managing task order projects on an on-call contract. These practices help ensure that the right resources are placed on the right tasks and to help increase efficiency in handling one or multiple projects. The following describe the Project Management process.

IDS' project manager will implement project controls including timely and regular client communications, established monitoring to control costs and schedule. Activities under project controls include:

**Project Planning:** IDS' Project Manager will create project plans, schedules, WBS, and budget to establish a baseline to work with throughout the project. This includes a kick-off meeting to deeply understand all of our client's needs.

**Budgeting:** IDS' team will provide schedule-phased budgets, a transparent model that will be available to serve as a benchmark throughout the project and as an important cash flow tool for accurate invoicing and project accounting.

**Risk Management:** Our team will preemptively identify risks, monitor risk continuously, and develop a contingency plan to address and mitigate issues to help reduce impacts to budget and schedule.

**Forecasting:** IDS' team will perform regular updates to the schedule to ensure faster responses and corrective actions if a project schedule moves off-track.

**Project Administration:** This involves established processes and systems that can help team members communicate and collaborate. The goal is to track status, action items, capture meeting minutes and lessons learned, and manage workflows seamlessly so teams can focus on efficient execution of project tasks.

## Constructability Reviews

To improve project efficiency and constructability, IDS' team leverages Bluebeam Revu®, a PDF-based solution designed for the construction industry, for each phase of the preconstruction process. Revu enables IDS to electronically share project feedback by redlining PDFs with industry-standard markups and takeoffs. In addition, IDS utilizes an online session collaboration feature, which allows multiple discipline-lead reviewers to comment on the same PDF together in real-time, or individually. As a result of this concurrent review, where team members can see comments made by other members, a more comprehensive, easy to understand, and quality list of comments are generated resulting in improved deliverables.

## Work Schedule Management

The key to successfully implementing a project schedule is to: first, develop a realistic schedule with sufficient detail to define the critical-path tasks required; second, implement a timely decision-making

process that continually moves the project forward in a proactive manner; and finally, to tenaciously adhere to that schedule with a continual sense of urgency. Equally important is to allow sufficient time for the Client’s involvement and evaluation of all design issues. The team prides itself on both our ability to build realistic, achievable schedules and to guide the design team, including the owner, through the decision-making process that meets those critical timelines.

## Bringing a Project Back on Schedule

We keep projects on track through continuous team communication and anticipating possible schedule delays. Before initiating a major project, the IDS Team will hold a special meeting to discuss work tasking and schedule constraints for each element of the project. Minutes from these meetings are circulated to all Project Team members for their review and concurrence. Schedules are distributed to all parties via email. Most importantly, the schedule is more than simply a reporting tool. It is an “early warning device” for handling delays and proactively manage activities. Our “percent complete” schedule realistically measures work order progress. With such advance notice, each team leader can respond quickly to avoid task slowdowns and maintain the schedule. IDS typically holds Project Team meetings, which are scheduled bi-monthly or weekly (as deemed necessary) to keep a project on “target” and “on track.”

The Project Manager will present persistent problems to senior management at IDS for assistance in problem resolution to assure that contract performance meets all Agency expectations and standards. The table below summarizes potential problem areas and the management methods IDS’ uses to identify and resolve them at the earliest possible time.

Potential Problem	Method of Identification				Possible Corrective Action
	Discussion with Agency	Communicate to Project Manager by Staff	Team Meetings	Progress Review by Project Manager	
Change in Requirements - Accelerated Delivery - Modification of Scope	✓ ✓				Expand Staff; accelerate schedule. Hold team meeting; revise staffing; revise schedule and budget if necessary.
Slippage in Schedule	✓	✓	✓		Expand staffing; revise schedule in consultation with Agency.
Attrition of Personnel		✓	✓	✓	Execute backup plan for key staff; utilize existing resource pool.
Cost Growth	✓	✓	✓		Absorb cost growth if no change in scope of work.
Quality of Work	✓	✓	✓	✓	Immediate meeting of project Manager and appropriate staff; possible staff changes.
Subcontractor Performance		✓	✓	✓	Immediate discussions between Project Manager and Subcontractor; implement specific corrective action plan.

Delay in Review Process at the Agency	✓			Hold in-person review to expedite review schedule; accelerate the response to comment schedule.
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## Construction Observation | Administration

Scheduling is a critical component of the design and construction process. A project schedule for each assignment will be developed using the critical-path-method in Microsoft Project and / or Excel. The project schedule will be developed at the start of the project and will include all the phases and milestones that are identified by the City and / or mandated by project requirements. The design schedule will include meetings with the City project manager and its consultants at various milestones and provide status / progress reports. We will update the schedule and work plan regularly based on the actual hours worked that are tracked by our internal accounting system. In this way, we can adjust resources to ensure that the project milestones are completed on schedule. We have an excellent record working on fast-track projects. For these, it is essential for the design team to meet the critical path milestones preceding project completion.

## Cost Estimates/ Cost Control

Our standard software, PlanSwift, provides the flexibility to quickly break out the itemized takeoff. This efficiency reduces the number of resources required to complete the takeoff for each project, and the program's area and zone functions allow the estimator to sort the takeoff into multiple breakouts with minimal effort.

As design progresses, the more detailed documents can be virtually overlaid over previous ones, and changes/additions are immediately visible on screen. This ensures that our estimates at logical milestones during design (SD, DD, CD, etc.), can execute the later levels of design faster and more accurately.

When tasked with value engineering on the same project, our team members will go back and modify the original takeoffs to determine the less expensive methods or materials to construct the project. The benefit with PlanSwift is it allows the estimator to select the existing items and easily assign them to new or other existing conditions with the click of a button.

## Value Engineering, Life Cycle Cost Analysis, and Bid Alternate Designation

IDS performs in-house cost estimates to identify opportunities for alternate bids that will provide flexibility for our clients as they balance the project scope for construction and the cost of construction.

The first path to value engineering savings is constructability. Our construction cost estimator provides an internal constructability review, which will allow the design team to eliminate scope that will later prove to be impractical to build and therefore costly.

The second path to value engineering is the search for alternates that provide nearly equal performance at less initial cost. When considering these initial cost savings, IDS provides a life cycle cost analysis of the alternatives so that our clients can make informed choices.

**The listing below addresses the key services listed in the RFP for Architectural Services. The IDS Architecture Team is qualified to perform the following services.**

## 1. Concept Design Development

**Field Review/Code Compliance:** Research project scope thorough field review and interviews with City and key stakeholders. The findings of the field review and interviews will be compared to the details of the conceptual design to ensure all project needs were addressed and no problems are posed by existing conditions.

**Schematic Design:** Develop conceptual designs and associated cost estimates for the project. The conceptual designs will form the basis of initial presentation and review. The conceptual designs will also be utilized to develop environmental technical studies and subsequent environmental documents.

**Incorporate Plans with Agency's Standards:** Address all City's input and fully assess the original project scope in a final report. Conceptual design completion will consist of a written project scope, cost estimate, and conceptual plan, including all anticipated regulatory compliance aspects and any proposed deviations.

## Design Development

**Experienced Team:** Mobilize a team of experts suited to the project scope, immediately following the approval of the conceptual design and authorization of a design contract. The team will be led by the project manager with oversight from the supervising principal.

**Kick-off Meeting:** Assemble the project team with City's representatives for a project kick-off meeting during which the conceptual design will be reviewed, and a timeline for the design development phase and construction document phase will be established.

**Meeting with Stakeholders:** Meet with all project stakeholders and review agencies to update all project scope aspects and to establish a sequence for the project review and approval, such that all reviews proceed in a logical fashion to minimize conflicting review comments and schedule impacts.

**Progress Meetings:** Maintain a regular schedule of progress meetings throughout the design progress. A schedule of milestone progress submittals (e.g. 30%, 60%, etc.) will also be established based upon the scope and the most logical sequence to fast-track the design process.

**Milestone Review:** Hold milestone reviews. All milestones will conform to the approved schedule and will conclude with a team meeting to solidify the direction of the design.

## 2. Construction Documents Preparation

**CD Development:** Proceed with preparation of construction documents upon authorization from City after completion of design development.

**Construction Documents:** Delivered documents will be as set forth in the scope of work and will include required building permit review/responses and permit ready documents.

**Pre-construction Review:** Execute a comprehensive pre-construction review of the project to avoid any conflicting design issues, or specification misinterpretations or plan ambiguities. The extensive construction experience of the IDS staff will be particularly beneficial in this respect.

**Cost Estimate:** Issue a final construction cost estimate and schedule along with the completed construction documents including specifications.

### 3. Federal Documentation for Federally Funded Projects

**Federal Compliance:** IDS can support the preparation of documentation for federally funded projects. We understand that architectural and engineering designs for federally funded projects require strict adherence to compliance standards. IDS remains up-to-date with current legislation with regulations impacting safety, accessibility, and sustainability. Our designs meet federal regulations, such as the Americans with Disabilities Act (ADA) and environmental guidelines. As a multidisciplinary firm, IDS collaborates, utilizes advanced technologies, and conducts thorough reviews to facilitate the delivery of innovative, compliant solutions to ensure your projects remain in compliance.

### 4. Plan Check and Peer Review

**Plan Check:** IDS' engineering staff perform plan checking to analyze various aspects of the plans, such as structural designs, site plans, and energy calculations, to determine their adherence to applicable standards. Our resources review and evaluate of construction plans and documents to ensure they comply with relevant codes, regulations, and local ordinances. Our licensed engineers are available to review submitted plans and designs to ensure compliance with City of Eastvale standards, detailing specifications, and applicable codes. We can conduct a thorough check to confirm that design elements such as geometry, utilities, drainage, and accessibility meet or exceed all requirements.

**Peer Review:** IDS has licensed Civil, Structural, Mechanical, and Electrical Engineers who can provide independent evaluations on the adequacy and application of engineering principles, standards, and judgment to ensure designs meet performance objectives. IDS has provided peer review services on complex projects, ensuring designs are consistent with best practices in civil engineering, addressing potential risks, and providing constructive feedback to enhance design quality.

### 5. Project Drawings in CAD

**CAD Drawings:** IDS utilizes CAD software including Autodesk AutoCAD, Revit, and for 3D, Lumion to create drawings for various stages of the design process. Drawing are used for all design and construction drawings for visual representations for plans specifications, and construction cost estimates. IDS can provide plans that are clear, fully dimensioned, and represent the final design in accordance with City standards. Our drawings will include all necessary details such as topography, drainage, utilities, and streetscapes.

IDS has recently added LiDAR as a resource to our CAD workflow. LiDAR enables designers to create realistic 3D models and conduct virtual walkthroughs. Throughout construction, recurring LiDAR scans provide a timeline of progress, allowing comparison against design models. This Project Management Tool tracks work to ensure it proceeds according to plan and enables the early identification and correction of deviations.

## 6. Constructability Review

**Constructability Assessment:** IDS evaluates the project's design and specifications to identify potential construction issues and optimize the building process. The goal is to limit the number of unexpected issues during construction that can lead to delays or increased expenses.

**Constructability Review:** IDS can provide a constructability review of the design documents, ensuring that the proposed designs are practical and feasible within the context of available resources and construction methodologies. Identify potential challenges and recommend solutions to mitigate risks during construction.

## 7. Construction Services

**Construction Support:** Offer support during the construction phase, including providing clarifications to contractors, reviewing submittals and change orders, conducting site visits, and ensuring the work complies with the approved design and specifications.

**Field Inspections:** Perform periodic site inspections to monitor progress and compliance with design documents, construction standards, and quality control measures.

**Project Close-Out:** Assist with project close-out by verifying that the completed project meets all contractual requirements and by preparing as-built drawings and other documentation required for final acceptance.

## **REQUIRED FORMS**



# City of Hermosa Beach

Civic Center, 1315 Valley Drive, Hermosa Beach, California 90285

## 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 act *Arif Hilmy* of **Addendum No. 1** dated September 8, 2025.

ATTEST: \_\_\_\_\_ Said  
Hilmy, PhD, SE, LEED AP

Principal: \_\_\_\_\_ I Peters  
Canyon Road, Suite 130, Irvine, CA 92606

Address: \_\_\_\_\_  
By: \_\_\_\_\_ IDS  
Group, Inc.

Title: \_\_\_\_\_ Principal

### 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: \_\_\_\_\_ **I September 8, 2025**

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:

\_\_\_\_\_  \_\_\_\_\_

**Said Hilmy, PhD, SE, LEED AP,**

**Principal** Printed Name and Title:

6.2.2 Non-Collusion Affidavit

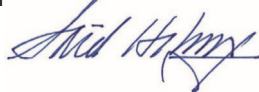
**RFQ #:** \_\_\_\_\_ **25-003**

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:

Said Hilmy, PhD, SE, LEED AP, Principal

### 6.2.3 Compliance with Insurance Requirements

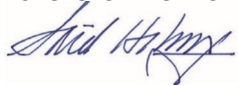
RFQ #: \_\_\_\_\_ 25-003

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: \_\_\_\_\_



Printed Name and Title:

**Said Hilmy, PhD, SE, LEED AP,  
Principal**

\_\_\_\_\_

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:

\_\_\_\_\_  
**IDS has no exceptions or additions**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Signature of Authorized Representative: \_\_\_\_\_



Printed Name and Title:

\_\_\_\_\_ Said Hilmy, PhD, SE, LEED AP, Principal

## **RATE SCHEDULE**

IDS has provided Standard Rate Schedules as a separate document as instructed in the RFP.



Photo Credit:  
KianskiPhotography



Peters Canyon Road, Suite 130, Irvine, CA  
T: 949.387.8500 F: 949.387.0800 [www.idsgi.com](http://www.idsgi.com)



# EXHIBIT B

## RATE SCHEDULE



Photo Credit:  
City of Hermosa Beach Website

# *Cost Proposal for* On-Call Professional Architectural Services RFQ No. 25-003

October 20, 2025

Submitted by: 

Peters Canyon Road, Suite 130, Irvine, CA   
T: 949.387.8500  F: 949.387.0800  [www.idsgi.com](http://www.idsgi.com)



CITY HALL  
CITY OF HERMOSA BEACH  
885 VALLEY DRIVE

## **RATE SCHEDULE**

IDS has provided Standard Rate Schedules as a separate document as instructed in the RFP.

# IDS GROUP 2025 Rate

## ENGINEERING

## ARCHITECTURE

## Sheet

Title	Hourly Rate
Principal	\$249.00
Associate Principal	\$239.00
Senior Project Manager	\$228.00
Project Manager	\$212.00
Senior Architect (RA)	\$207.00
Architect (RA)	\$186.00
Senior Designer	\$180.00
Designer	\$170.00
Job Captain	\$148.00
BIM Designer	\$147.00
Senior Planner	\$224.00
Planner	\$186.00
Sr. Landscape Architect (PLA)	\$159.00
Landscape Architect (PLA)	\$133.00
QA/QC Manager	\$227.00
Senior Office Administration	\$80.00
Administration & Accounting	\$74.00

Title	Hourly Rate
Principal	\$249.00
Associate Principal	\$236.00
Senior Project Manager	\$228.00
Project Manager	\$212.00
Senior Project Engineer (SE)	\$207.00
Senior Project Engineer (PE)	\$201.00
Engineer (SE)	\$201.00
Engineer (PE)	\$186.00
Senior Designer	\$180.00
Designer	\$170.00
BIM Designer	\$147.00
CAD Drafting	\$127.00
QA/QC Manager	\$227.00
Senior Office Administration	\$80.00
Administration & Accounting	\$74.00

## SURVEYING

Title	Hourly Rate
Two-person survey crew	\$329.00
Senior Surveyor (In House)	\$212.00
Lead Surveyor (In House)	\$117.00

## PRECONSTRUCTION/COST ESTIMATION

Title	Hourly Rate
Senior Cost Estimator	\$186.00
Cost Estimator	\$180.00

The rates shall remain valid for the three-year contract term. For contract extensions following 2028, rates will be subject to adjustment in accordance with the change in the Consumer Price Index (CPI).



**HERMOSA BEACH - ON-CALL FEE SCHEDULE (2025-2028)  
ENGINEERING & TECHNICAL SERVICES (Hourly Rate)**

Principal Engineer/Geologist	\$ 240.00	Certified Pile Inspector (Drilled/Driven/Tieback)	\$ 180.00
Project Engineer/ Geologist	\$ 220.00	Registered Deputy Inspector (ICC, DSA, Cities, Counties etc.)	\$ 180.00
Staff Engineer/Geologist	\$ 190.00	Registered Deputy Grading Inspector (ICC, Cities, Counties etc.)	\$ 180.00
Supervising Technician (Lab/Field)	\$ 145.00	Laboratory Technician	\$ 120.00
Field Technician	\$ 120.00	Technical Typist	\$ 105.00
Field Technician/Deputy Inspector (Prevailing Wage)	\$ 180.00	Technical Illustrator	\$ 115.00
Field Support Services	\$ 110.00	Field/Lab Assistant	\$ 110.00
Office Services	\$ 110.00	Expert Witness (Preparation & Court – 4 hr. min.)	\$ 900.00
Soil-Cement Mix Design and Testing	Quote (min. \$4,000 - Flat Rate)		

**LABORATORY TESTING & CORING SERVICES (Rate Per Test)**

<u>Classification &amp; Index Tests</u>	<u>Compaction &amp; R-Value Tests</u>		
Sand Equivalent (Cal 217 or ASTM D2419)	\$ 115.00	Max Density/Opt. Moisture ASTM D1557 (Method A and B)	\$ 240.00
Atterberg Limit (LL&PL per ASTM D4318-D84)	\$ 235.00	Max Density/Opt. Moisture ASTM D1557 (Method C)	\$ 285.00
Shrinkage Factors (ASTM D427)	\$ 200.00	Max Density/Opt. Moisture California 216	\$ 240.00
Sieve Analysis including Hydro (ASTM D422)	\$ 220.00	R-Value Natural Soil (Cal 301 or ASTM 2844)	\$ 385.00
Sieve Analysis – retained 200 mesh	\$ 160.00	R-Value Cement or Lime treated Soil (Cal 301 or ASTM 2844)	\$ 400.00
200 Wash	\$ 105.00	R-Value Aggregate Base (Cal 301 or ASTM 2844)	\$ 400.00
Moisture Content (ASTM D2216)	\$ 70.00	CBR (ASTM D1883) - Soil	\$ 420.00
Moisture Content & Dry Density – Ring (D2937)	\$ 90.00	CBR – Base	\$ 490.00
Moisture Content Dry Density – Shelby Tube	\$ 100.00	<b><u>Consolidation &amp; Expansion Tests</u></b>	
Specific Gravity – Soil	\$ 230.00	Consolidation ASTM D2435 (Method A)	\$ 255.00
		Consolidation ASTM D2435 (Method B)	\$ 430.00
		Time Rate per Load Increment	\$ 85.00
Direct Shear UU (1 point)	\$ 160.00	Expansion Index (2.5" Diameter Specimen)	\$ 180.00
Direct Shear UU (3 points)	\$ 285.00	Expansion Index (4.0" Diameter Specimen)	\$ 200.00
Direct Shear CD (3 points)	\$ 310.00	Single Load Swell or Collapse Test	\$ 200.00
Unconfined Compression	\$ 340.00	<b><u>Asphalt Concrete Tests</u></b>	
Residual Shear (3 Shear)	\$ 350.00	Mix Design by Marshall or Stabilometer Method	Quote
		Field Density for Compacted Mix (Cal 308) ≤ 4" diameter each	\$ 100.00
		> 4" diameter each	\$ 110.00
		Thickness of Compacted Mix	\$ 75.00
		Theoretical Max. Sp. Gravity & Density of Bituminous Mixtures (ASTM D 2071)	\$ 275.00
		Extraction of Bitumen Mat., % Oil in mix (ASTM D2172, Meth. A)	\$ 250.00
		Maximum Density Determination (Cal 304, 2 pt. Avg.)	\$ 275.00
		Stability Value (Cal 366) - 3 Points	\$ 390.00
		Extraction of Bitumen Material by Ignition Method	\$ 330.00
		<b><u>Aggregate &amp; Base Course Tests</u></b>	
		Durability of Aggregate (Cal 229)	\$ 380.00
		Sieve Analysis, Fines Only (ASTM C136)	\$ 160.00
		Sieve Analysis, Fines & Coarse (ASTM C136 or (Cal 202)	\$ 200.00
			\$ 200.00

**Soil Chemistry Tests**

**Diamond Coring**

**Compression Tests**

Compression Test, 2", 4" and 6" Cores (ASTM C42) each	\$ 100.00	Cleanness Value CTM 227	\$
Mortar Compression each	\$ 70.00	Sp. Gravity, Fine aggregate incl. % Absorption (ASTM C128)	\$
Grout Prism Compression each	\$ 85.00	Sp. Gravity, Coarse Aggregate incl. % Absorption (ASTM C127)	\$
Masonry Prisms (set of 4)	\$ 275.00	Abrasion Resistance-LA Rattler, 100-500 rev. (ASTM C131)	\$
Shotcrete Panel (incl. coring, capping and breaking up to 4 cores)	\$ 500.00		\$

**BASIS OF CHARGES**

**Regular Hours:** Monday to Friday-7:00 AM to 4:00 PM

**Signature:** If client's site supervisor is not on site to sign the Daily Reports prepared by

**Overtime Hours:** 1.5 times regular rate over 8 hours per day, night shifts and Saturdays. 2 ASE's technicians/deputy inspectors prior to their departure from site, ASE's times regular rate on Sundays, Holidays and work days over 12 hours. **Laboratory Tests:** technicians/deputy inspectors have been instructed to write "not on site" on all such Laboratory test rates listed above exclude time and material cost of obtaining the samples. reports. The content and chargeable time presented on such reports will be considered

Outside equipment/services, if applicable, will be billed based on ASE's cost plus 10%. Rush laboratory tests will require client's written approval and be billed at 1.5 times of the regular rate, but no less than \$100.

acceptable to Client UNLESS prior arrangement of acknowledging such reports is made by the client and agreed to by ASE. If ASE's technicians/deputy inspectors are requested by the client to wait/find a signator (including going to another site and/or returning at another time), the client will be charged for the time rendered by ASE's technicians/deputy inspectors at our regular hourly rates.

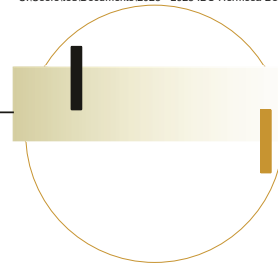
**Advance Notification:** A *minimum 24-hour lead time*, excluding week-ends and public holidays, is required from the Client for any field or laboratory services requested. On **prevailing wage projects**, client must provide correct project DIR number when

**Engineering reports** (up to 4 copies) shall be billed on a time basis. Any plan/report,

initiates the request for service. In compliance with CA DIR law, client also needs to provide including digital copies, that requires review/signing/stamping by a CA-registered Civil **72-hour advance notice** when scheduling for field service. Laboratory Tests: Laboratory Engineer or Geotechnical Engineer will be billed a minimum of one hour of the current test rates listed above exclude time and material cost of obtaining the samples. Outside Principal Engineer rate.

equipment/services, if applicable, will be billed based on ASE's cost plus 10%. Rush laboratory tests will require client's written approval and be billed at 1.5 times of the regular Fees charged are for professional and technical services and are due per terms of the rate, but no less than \$100. MSA.

Certified Access Specialist CASp-729 C-33103



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Photo Credit:  
KianskiPhotography



Peters Canyon Road, Suite 130, Irvine, CA [REDACTED]  
T: 949.387.8500 📞 F: 949.387.0800 🌐 [www.idsgi.com](http://www.idsgi.com)

