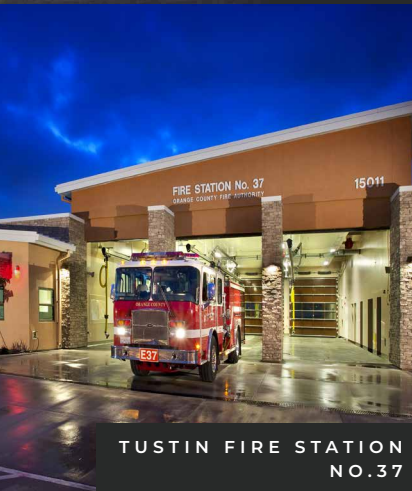




MANHATTAN BEACH FIRE STATION NO.2



ORANGE CITY FIRE DEPT HEADQUARTERS



TUSTIN FIRE STATION
NO.37



CATHEDRAL CITY FIRE
STATION NO.41



BUENA PARK FIRE STATION NO.61



MANTECA POLICE
DEPT. HQ



IRVINE FIRE
STATION NO.20



CARLSBAD POLICE & FIRE HQ RENOVATION



CITY OF MANTECA

PROPOSAL FOR PROGRAM MANAGEMENT SERVICES FOR FIRE STATION NO. 6

MAY 5, 2025

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CONFIDENTIAL

California Civil Code § 3426.1 (d); California Evidence Code section 1040 and 1060; California Government Code section 6254(k); Freedom of Information Act, 5 U.S.C. § 552(b)(4)

**DO NOT RELEASE WITHOUT GRIFFIN STRUCTURES' CONSENT &
REDACTIONS
THANK YOU**

May 5, 2025

Chief David Rudat
City of Manteca
1001 W Center Street
Manteca, CA 95337



RE: Program Management Services for Manteca Fire Station 6

Dear Chief Rudat,

Griffin Structures is pleased to submit our proposal to the City of Manteca to provide program management services for the development of Fire Station 6. As the City continues to enhance its public safety infrastructure, we are proud to build upon our current work managing the new Manteca Police Department by supporting the successful planning and implementation of this critical fire facility.

We understand that the City is seeking a phased approach to meet both immediate operational needs and long-term fire service demands. Our proposed scope includes a comprehensive needs assessment to define programmatic requirements, procurement support for architectural services, and full design management oversight to ensure cost, quality, and schedule alignment. If desired, we are also positioned to extend our services into construction management during future phases.

WHY GRIFFIN STRUCTURES?

1. Ongoing Partnership with the City of Manteca

Griffin is currently serving as Owner's Representative and Project Manager for the new Manteca Police Department. This active engagement gives us a direct understanding of the City's internal processes, project delivery preferences, and public safety priorities—allowing us to integrate seamlessly into the Fire Station 6 effort.

2. Proven Fire Facility Experience Across California

We bring a strong portfolio of successful fire station projects statewide, including:

- » The newly completed **City of Orange Fire Headquarters & Station 1**
- » The resilient and modern **Manhattan Beach Fire Station 2**
- » The efficient, high-volume **Buena Park Fire Station 61**
- » Additional fire and emergency facilities throughout the state that prioritize operational effectiveness, firefighter wellness, and long-term maintainability.

3. Full Life-cycle Public Facility Management

With over four decades of experience, we specialize in managing complex civic projects from concept through closeout. Our process combines technical expertise, fiscal discipline, and proactive communication to protect the City's interests and deliver superior results.

OUR COMMITMENT TO THE CITY OF MANTECA

Fire Station 6 represents an important investment in the City's future. Our team is committed to providing thoughtful analysis, efficient project execution, and unwavering support throughout every stage of development. We are honored by the opportunity to continue serving the City of Manteca and are ready to begin work immediately. Please do not hesitate to reach out with any questions.

Sincerely,

Dustin Alamo, CCM, LEED AP, DRE Broker #01930629
Vice President & Preconstruction Manager
(408) 955-0431 x263 | dalamo@griffinstructures.com

1. Project Team

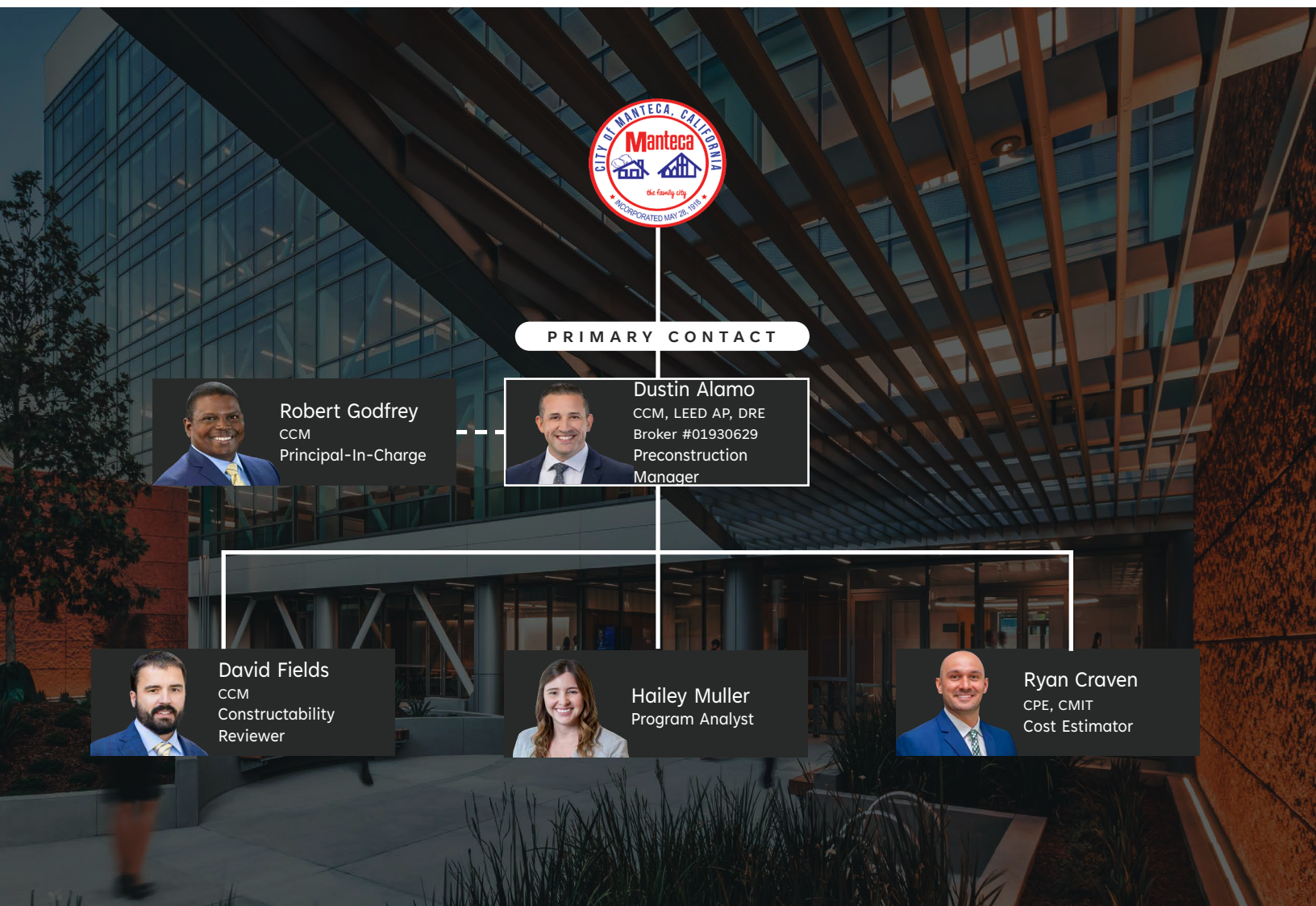


Team Organization

In order to offer the highest value to the City, we have included a highly experienced, comprehensive team of individuals to provide specialty services for this project. We hereby confirm all of our proposed team members are able to perform the services as listed in the RFP.

As Principal-In-Charge, Robert will provide oversight and support to Dustin Alamo and team. Dustin Alamo will have overall responsibility for the work, providing guidance to the team through the preconstruction activities. Project Analyst, Hailey will support Dustin Alamo with all civic programming components. As Cost Estimator, Ryan will provide estimating and value engineering services to ensure your fiscal objectives are achieved from inception to completion. David Fields, Constructability Reviewer, will review the program to best mitigate potential impacts and offer alternative means or methods in achieving client goals.

Please refer to the following resumes to view the education, experience, and credentials of our proposed team.





Robert Godfrey

CCM

Principal-In-Charge

EDUCATION

Bachelor of Science, Management, The Georgia Institute of Technology, Atlanta

CERTIFICATIONS

Certified Construction Manager (CCM)

AFFILIATIONS

Construction Management Association of America, Member

YEARS OF EXPERIENCE

24

QUALIFICATIONS

Robert Godfrey brings more than 20 years of combined experience in construction management and planning. As a construction manager, he has been involved during all phases of development and construction. His responsibilities as a project/construction manager have entailed pre-construction services, public and stakeholder outreach, managing entitlement and plan check processes, obtaining building permits and coordinating inspections, and generating punch lists and overseeing project closeout. Robert has a proven record of project management involving effective communication with design team members, coordinating consultants, vendors and contractors - all to assure the client's goals and objectives are achieved.

REPRESENTATIVE EXPERIENCE

Manteca Police Department HQ, CA

San Mateo County Fire Training Facility, CA

Brea Fire Station No.1 & Fire Administration, CA

Brea Fire Station No.4, CA

Laguna Beach Fire Station No.1 & Fire Administration, CA

Laguna Beach Fire Station No.2, CA

Laguna Beach Fire Station No.3, CA

San Mateo County Joint Corporate Yard, CA

Manhattan Beach Fire Station No.2, CA

Rancho Palos Verdes Civic Center (Community Center, Plaza, EOC/ Maintenance Yard, Council Chambers), CA

Orange County Fire Authority, Multiple Fire Stations, CA

Fairfield Fire Station No.36, CA

Fairfield Fire Station No.39, CA

Grand Terrace County Fire Station No.23, CA

Probation Department of Juvenile Justice Realignment Compliance Phase 1, CA

Probation Department of Juvenile Justice Gateway Building Improvements, CA

Fontana Courthouse Improvements, CA

Victorville Courthouse Improvements, CA

Foothill Law & Justice Center Improvements, CA

Rancho Palos Verdes Civic Center (Community Center, Plaza, EOC/ Maintenance Yard, Sheriff Substation, Council Chambers), CA

La Canada-Flintridge City Hall Renovation, CA



Dustin Alamo

CCM, LEED AP, DRE BROKER #01930629

Preconstruction Manager

EDUCATION

Bachelor of Architecture, University of Colorado, Boulder

CERTIFICATION

State of California Licensed Real Estate Broker

Certified Construction Manager (CCM)

LEED Accredited Professional

AFFILIATIONS

U.S. Green Building Council, Member

Construction Management Association of America, Member

State of California Licensed Real Estate Broker DRE #01930629

YEARS OF EXPERIENCE

21

QUALIFICATIONS

Dustin serves as the Vice President of Strategic Services for Griffin Structures, Inc. His primary responsibilities include the executive management of all needs assessment and master planning projects ranging by facility type, including corporate yards, administration facilities, library and cultural arts buildings, law enforcement facilities, fire safety facilities, community and senior centers, utility facilities, and others. In addition, Dustin is skilled at developing long-term facility plans (ranging from \$10M to \$400M) which incorporate future space requirements, phasing considerations, and capital funding mechanisms such as bonds, repositioning real estate assets, and public private partnerships (P3).

REPRESENTATIVE EXPERIENCE

Manteca Police Department HQ, CA

San Mateo County Fire Training Facility, CA

Brea Fire Station No.1 & Fire Administration, CA

Brea Fire Station No.4, CA

Laguna Beach Fire Station No.1 & Fire Administration, CA

Laguna Beach Fire Station No.2, CA

Laguna Beach Fire Station No.3, CA

San Mateo County Joint Corporate Yard, CA

Manhattan Beach Fire Station No.2, CA

Buena Park Fire Station No.61, CA

Cathedral City Fire Station No. 411, CA

Morgan Hill Butterfield Fire Station Pre-Development, CA

Eastvale Civic Center (City Hall, Library, Senior & Community Center, Police Station, Fire Station), CA

Burbank Police & Fire Dept. Headquarters Pre-Development, CA

Garden Grove Fire Dept. & Headquarters Pre-Development, CA

Newport Beach Fire Headquarters Pre-Development, CA

Monterey Police Department & Fire Complex Pre-Development, CA

San Bernardino County, Valley Communications Center, CA

Inglewood Emergency Operations Center Renovation, CA

Tustin Water Administration Building, Corporate Yard & Emergency Operations Center, CA

Rialto Police Department Pre-Development, CA

Watsonville Civic Center & Police Department, CA

Covina Police Department Pre-Development, CA



Hailey Muller

Program Analyst

EDUCATION

Master of Data Analytics, Oregon State University

Bachelor of Business Planning & Market Analysis, Whitworth University

YEARS OF EXPERIENCE

9

QUALIFICATIONS

Hailey Muller is a Program Analyst specializing in dynamic and adaptable plans that support changing needs through the optimization of facility and land use. Her work for public sector and higher education planning projects utilize flexible programming principles in support of comprehensive master plans, space utilization studies, and design projects. Hailey's background in data-driven analytics is supported by her master's studies in data science, paired with ten years of experience in the facilities planning industry, which allows her to guide the planning process towards the highest and best use of space.

As a Program Analyst, Hailey will synthesize the information gathered through the data collection phase to provide a detailed space program.

REPRESENTATIVE EXPERIENCE

Manteca Police Department HQ, CA

San Mateo County Fire Training Facility, CA

Brea Fire Station No.1 & Fire Administration, CA

Brea Fire Station No.4, CA

Laguna Beach Fire Station No.1 & Fire Administration, CA

Laguna Beach Fire Station No.2, CA

Laguna Beach Fire Station No.3, CA

Laguna Beach Police Department, CA

San Mateo County Joint Corporate Yard, CA

Oregon State Police Central Point, OR

Maricopa County Elections Facility, Phoenix, AZ

Chaffey Community College Dist. Master Plan, Rancho Cucamonga, CA

Santa Monica College Facilities Master Plan, CA

Grossmont Cuyamaca Community College District

Amendment 5 Program Moves, El Cajon, CA

Cuyamaca Space Utilization, Rancho San Diego, CA

Riverside Community College District IETTC Master Plan, CA

San Bernardino Community College District Facilities Master Plan, CA

Bucknell University Lower Campus Planning Study, Lewisburg, PA

Cuyahoga Community College Master Plan, Highland Hills, OH

Des Moines Area Community College Master Plan, Ankeny, IA

Florida International University Campus Master Plan, Miami, FL



David Fields

CCM

Constructability Reviewer

EDUCATION

Bachelor of Science, Construction Engineering & Management, Purdue University

Infantry Squad Leader, Combat Action
Veteran, US Marine Corps, Kaneohe Bay, HI

CERTIFICATION

California Contractor License, Class B

Certified Construction Manager (CCM)

AFFILIATIONS

Construction Management Association of America (CMAA), Member

American Society of Civil Engineers, Associate Member

YEARS OF EXPERIENCE

15

QUALIFICATIONS

David Fields brings a proven track record of providing strategic direction in all phases of building construction projects, including over 10 years of project management experience for nationally leading general contractors. David excels in overall project leadership, quality assurance, program management, financial management / forecasting, and scheduling. He has worked on and managed projects throughout California ranging from 1.5 billion to 1.5 million public and privately funded dollars.

David's wealth of expertise includes, but is not limited to, risk management, financial management, constructability reviews, estimating, design management, construction monitoring, project controls, technology, sustainability, pre-construction, international procurement, scheduling and additional skill sets.

REPRESENTATIVE EXPERIENCE

Eastvale Civic Center (City Hall, Library, Senior & Community Center, Police Station, Fire Station), CA

Visalia Civic Center Ph2 Project (Public Safety Office Building, Evidence/Storage Building & Council Chambers), CA

High-End Office, Confidential Client, Irvine, CA

Bay Meadows Station 2, San Mateo, CA

Bay Meadows Station 4, San Mateo, CA

Escondido Public Library Critical Infrastructure & Modernization Project, CA

Santa Ana Main Library Renovation, CA

Santa Ana Newhope Library Renovation, CA

Santa Ana Delhi Center Library Branch, CA

Santa Ana Outdoor Library at Jerome Park, CA

Trainee Barracks Phase 2 Complex 6, US Army Corps of Engineers, Ft. Leonard Wood, MO

Data Center, Confidential Client, Irvine, CA

Pico Rivera Smith Park Aquatic Center Renovation, CA

AC + Moxy Hotel, Los Angeles, CA

Salesforce Transit Center, San Francisco, CA

Gate Improvements, Sony Pictures Entertainment, Los Angeles, CA

Mosso Apartments, San Francisco, CA

So-Fi Stadium Retail Complex, Los Angeles, CA

Fieldwork Brewing Beer Garden, San Mateo, CA



Ryan Craven

CPE, CMIT

Cost Estimator

EDUCATION

Bachelor of Science, Construction
Engineering, National University, Costa Mesa

CERTIFICATION

Certified Public Estimator (CPE)

Construction Manager in Training (CMIT)

AFFILIATIONS

American Society of Plumbing Engineers
(ASPE)

Association for the Advancement of Cost
Engineering (AACE)

Construction Management Association of
America, Member

YEARS OF EXPERIENCE

18

QUALIFICATIONS

Ryan is an expert in value engineering and construction cost estimating, including master planning, conceptual, schematic design development, and construction document phases. He is a skilled mediator, participating in change order preparation, validation, and negotiation. He has reconciliation experience with general contractors and subcontractors, and communicates well with all design team members, promoting open-door dialogue and effective project solutions.

REPRESENTATIVE EXPERIENCE

Manteca Police Department HQ, CA

San Mateo County Fire Training Facility, CA

Brea Fire Station No.1 & Fire Administration, CA

Brea Fire Station No.4, CA

Laguna Beach Fire Station No.1 & Fire Administration, CA

Laguna Beach Fire Station No.2, CA

Laguna Beach Fire Station No.3, CA

San Mateo County Joint Corporate Yard, CA

Buena Park Fire Station No.61, CA

Tustin Water Administration Building, Corporate Yard & Emergency
Operations Center, CA

Eastvale Civic Center (City Hall, Library, Senior & Community Center,
Police Station, Fire Station), CA

San Bernardino County, Valley Communications Center, CA

Salinas Police Services Headquarters, CA

Buena Park Police Department Headquarters, CA

County of Orange Civic Center, Santa Ana, CA

SchoolsFirst Federal Credit Union Headquarters, Tustin, CA

Rancho Palos Verdes Civic Center (Community Center, Plaza, EOC/
Maintenance Yard, Sheriff Substation, Council Chambers), CA

Rancho Cordova Civic Center, CA

San Bernardino County, High Desert Government Center, Hesperia, CA

San Juan Capistrano Paseo Adelanto Mixed-Use Housing & City Hall,
CA

San Bernardino County High Desert Government Center, Hesperia, CA

Covina Civic Center Pre-Development, CA

Cupertino 1045 Torre Avenue Building Renovation & Interim City Hall
Pre-Development, CA

2. Experience





Manteca Police Department Headquarters

MANTECA, CA

DESCRIPTION

Griffin Structures is serving as the Owner's Representative for the City of Manteca in the development of a new 50,000-square-foot police headquarters. The facility is designed to unify the department's core functions—including administration, patrol, investigations, dispatch, and support—into a single, purpose-built campus that meets modern law enforcement standards and accommodates future growth.

Our services include managing the programming and design phases, facilitating coordination between City staff and the design team, and ensuring that the project remains aligned with the City's goals, budget, and schedule. Griffin's leadership has focused on driving clarity in space planning, overseeing milestone deliverables, and supporting the City with strategic decision-making throughout the preconstruction process.

VALUE + SIZE

\$80,000,000 | 50,000 SF

CLIENT + CONTACT

City of Manteca

Chief Stephen Schluer

Chief of Police

(209) 456-8210



Orange City Fire Department Headquarters

ORANGE, CA

DESCRIPTION

Griffin Structures oversaw the development of the Orange City Fire Department Headquarters, which services the Old Towne Section of Orange. The new station is substantially larger than the former building. The campus provides firefighters with a more spacious vehicle bay, equipment maintenance and storage areas, training facilities, and Fire Department administrative offices.

Most importantly, the new station provides space and technology for the Orange City Fire Department, offering updated equipment, space flexibility, and administrative offices to continue their mission of providing the citizens of Orange superior service well into the 21st Century.

Given that the project site is within the Old Towne Orange Historic District, the architecture compliments the City's historical Craftsman to Mission/Spanish Revival to Classical Revival style. Due to a strong community interest in the design and construction of this facility, the project also incorporated a robust series of local community outreach meetings to solicit input from residents.

VALUE + SIZE

\$25,300,000 | 30,000 SF

CLIENT + CONTACT

City of Orange

Frank Sun

Deputy Director / City Engineer

(714) 744-5544

fsun@cityoforange.org

AWARDS

APWA BEST Project



Buena Park Fire Station No.61

BUENA PARK, CA

DESCRIPTION

Griffin Structures served as the Program and Construction Manager for this 18,000 SF facility, including early programming and phasing analyses to relocate the station to its new site. The facility houses OCFA firefighters as well as administrative offices, serving as a battalion and OCFA Division 7 headquarters.

The facility features three fire apparatus bays with quick-opening bi-fold doors and a signal interrupter. The station also includes training rooms and office space, 14 dormitory sleeping quarters, kitchen and dining facilities, and a workout room. The large training room is equipped to operate as an Emergency Operations Center. Exterior features include a generator to power the building in the event of a power outage, an apparatus wash area, a dual-fuel fueling station, and storm water capture and filtration including pervious paving in the parking areas.

The design incorporates a pre-engineered metal building structure with an insulated metal panel roofing system, resulting in accelerated delivery and significant saving over traditional fire station construction. The project was delivered on-schedule and under budget.

VALUE + SIZE

\$14,000,000 | 18,000 SF

CLIENT + CONTACT

James B. Vanderpool
Current City Manager, Anaheim
Former City Manager, Buena Park
(714) 562-3550
jvanderpool@anaheim.net

AWARDS

ASCE Small Project of the Year
OCEC Outstanding Project Achievement Award

TESTIMONIAL

"Griffin's innovative thinking has saved the City over \$1 million dollars during the design phase. Their diplomatic approach fostered a great working relationship and a successful project."

- City of Buena Park



Manhattan Beach Fire Station No.2

MANHATTAN BEACH, CA

DESCRIPTION

Griffin Structures provided Program and Construction Management for this project five years in the making, which included Griffin Structures' early analysis for the city in 2016 and then again in 2017. The resulting two-story fire station boasts a modern design, nearly three times as large as the former station, which was demolished to make way for the new building.

The re-imagined station is home to six crew dormitories, dining and exercise room, locker space laundry room, medical storage, and office space for administrative duties. The new building is also earthquake-proof, includes a shop area and is large enough to accommodate a modern apparatus bay. A trash enclosure and backup power generator are also included, as well as new hose tower and gated parking lot to accommodate for future fire station growth.

VALUE + SIZE

\$9,000,000 | >10,000 SF

CLIENT + CONTACT

City of Manhattan Beach

Jeff Fijalka

Senior Civil Engineer

(424) 445-9350

jeffreyfijalka@manhattanbeach.gov

AWARDS

APWA BEST Award



Cathedral City Fire Station No.411

CATHEDRAL CITY, CA

DESCRIPTION

Griffin served as the Construction Manager for the new 8,500 SF fire station in Cathedral City. Station 411 includes three apparatus bays, living quarters, as well as support and storage areas. The station is set on a three-acre site which also includes development of a future Cathedral City Dog Park. The site includes training and recreation spaces as well as separate public parking and secure employee parking areas. Back-up utility facilities servicing the fire station ensure uninterrupted service. The site features native and drought-tolerant landscaping.

This Fire Station was constructed employing a pre-engineered metal building. Features include high-speed rapid deployment bay exit doors; firefighter dormitory accommodations and semi-private captain's quarters; a great room to incorporate cooking, dining, and living spaces; a flexible work/study area; equipment maintenance and storage areas; a public lobby and a freestanding 45' tall communications tower.

VALUE + SIZE

\$8,000,000 | 8,500 SF

CLIENT + CONTACT

Jan Davison

Former Redevelopment Director, Cathedral City

(831) 588-5832

janetrdavison@gmail.com

AWARDS

LEED Silver

TESTIMONIAL

"Without the expertise and guidance of the Griffin Structures team and diligently tracking every aspect of design, engineering, and construction, this project would not have had such a positive outcome."

- City of Cathedral City



Monterey Police Department & Fire Complex

MONTEREY, CA

DESCRIPTION

Griffin Structures assisted the City of Monterey to identify and evaluate options for the potential expansion, renovation, remodel and/or replacement of the City's existing Public Safety Facility.

The current Public Safety Facility is home to the Monterey Police Department (15,788 SF), Fire Station #11 (5,840 SF) and the Emergency Operation Center (1,300 SF). Initially constructed in 1959, the existing facility has received many renovations over the years with the intention to fully assess and revitalize public safety operations for the City.

A plan was developed to identify implementation costs, phasing schedules, and considerations pertaining to the continued operations of the Public Safety Facility during construction. Our team also prepared a final report to document the process utilized for selecting the recommended option and will become a resource document for subsequent environmental review including preliminary site diagrams, cost estimates, and potential funding sources.

VALUE + SIZE

\$100,000,000 | 74,000 SF

CLIENT + CONTACT

City of Monterey

Andrea Renny

Public Works Director

(831) 646-3920

renny@monterey.org



Garden Grove Fire Department & Headquarters

GARDEN GROVE, CA

DESCRIPTION

The primary objective of this study was to identify and develop a master plan for the major public safety facilities in the City. The master plan addresses short-term and long-term needs of both the police and fire department and identifies a relocation plan for the fire department to move into newly constructed fire facilities, thus allowing the police department to proceed with expansion of police facilities. The project included significant building surveys and cost analysis.

As part of the master plan study, Fire Station No.1 and Headquarters would vacate the existing public safety facilities and move into a newly constructed fire facility.

The objective of the needs assessment was to identify the space requirements for a new fire facility, which was completed through a series of plenary meetings between our project team and the fire department planning team. A detailed architectural program of space was developed to produce schematic design drawings and cost estimates for master plan integration.

CLIENT + CONTACT

City of Garden Grove

David Bertka

Fire Chief (Ret.)

(714) 741-5614

City of Garden Grove

Joe Polisar

Chief of Police (Ret.)

(714) 741-5901

jpolisar@gmail.com



San Bernardino County, Valley Communication Center

SAN BERNARDINO, CA

DESCRIPTION

Griffin Structures is serving as the program and construction manager for this significant public safety Design-Build project. The Valley Communication Center will be located in the City and San Bernardino County and will be a new mission-critical facility that must be operational 365/24/7, under extreme conditions as the primary Emergency Operation Center (EOC) in the San Bernardino Valley.

The comprehensive 80,000 SF building on the 6.85 acre site will be occupied by the following entities: Sheriff-Coroner (SBCSD), Office of Emergency Services (OES), County Fire (SBCFD), Consolidated Fire Agencies (CONFIRE), Inland Counties Emergency Medical Agency (ICEMA), Radio Management Facility (ISD), and Building Services.

VALUE + SIZE

\$135,000,000 | 80,000 SF

CLIENT + CONTACT

San Bernardino County

Rene Glynn

Supervising Project Manager,
Project & Facilities Management Dept.

(909) 771-1223

rene.glynn@pfm.sbcounty.gov



Tustin Water Administration Building, Corporate Yard & Emergency Operations Center

TUSTIN, CA

DESCRIPTION

Griffin Structures provided program and construction management for the new 17,300 SF Tustin Water Administration Headquarters & Yard. The project consisted of the demolition of an existing fire station and facilities maintenance office trailers; and construction of a new 17,300 SF water administration headquarters and yard, to include a state-of-the-art Emergency Operations Center, back up emergency dispatch center, and RACES (Radio Amateur Civil Emergency Service) room.

The facility includes a new wellness center for City staff use, locker rooms, new water lab, facilities maintenance offices, break room, and conference rooms. The project also encompasses new covered parking, photo voltaics, and a new landscape demonstration garden.

VALUE + SIZE

\$15,200,000 | 17,300 SF

CLIENT + CONTACT

City of Tustin
 Jason Churchill
 Deputy Director of Public Works/Operations
 (714) 573-3350
jchurchill@tustinca.org

TESTIMONIAL

"Over the past several years, the City of Tustin has enjoyed working with the Griffin Structures staff members as they have provided the City with excellent and responsive service."

- City of Tustin

3. Project Approach



Project Approach

PROJECT UNDERSTANDING

The City of Manteca is advancing efforts to strengthen its fire and emergency response capabilities with the development of a new Fire Station 6. This initiative is critical to supporting the City's continued growth, improving emergency response times, and maintaining high service standards across the community.

Recognizing the urgency of addressing immediate operational needs while planning for long-term infrastructure investment, the City intends to pursue a phased approach that includes both a temporary facility solution and the design and construction of a permanent fire station.

To assist in this effort, Griffin Structures will provide comprehensive program management services that span the full project lifecycle, beginning with a detailed needs assessment, procurement of architectural services, and design management oversight. Supplemental construction management services can be provided as a future phase once the project transitions into implementation.

Our scope includes:

- **Needs Assessment:** Analyze short-term and long-term operational, spatial, and functional needs to inform facility programming for both temporary and permanent station solutions.
- **Procurement Management:** Develop and manage the Request for Proposal (RFP) process to procure architectural and engineering services aligned with the City's goals, ensuring a transparent and competitive selection process.
- **Design Management:** Serve as the City's advocate and technical advisor throughout the design process, ensuring that the project remains aligned with operational objectives, cost parameters, schedule expectations, and design excellence standards.

Griffin Structures will act as an extension of City staff, providing hands-on leadership, proactive risk management, and critical path tracking to ensure the Fire Station 6 project is successfully advanced with transparency, collaboration, and accountability.

Our team brings extensive experience in fire station programming, design oversight, and municipal capital project delivery, positioning us to help the City of Manteca deliver a facility that meets today's operational needs and tomorrow's community expectations.

SCOPE OF SERVICES

Project Management Approach

With over 44 years of experience, Griffin has established itself as a leading provider of project management services, particularly in public safety project development. Our extensive background includes various project delivery methods such as design-bid-build, design-build, progressive design-build, and public-private partnerships (P3), enabling us to meet the specific needs and challenges of each project. Our proven track record showcases our ability to manage design and development phases with precision and expertise.

Our commitment is to ensure the project is managed effectively, delivered on time, and within budget. We will provide comprehensive project management services, including:

- **Identification of Critical Path Tasks and Key Benchmarks:** Defining essential milestones and deadlines to maintain project momentum.
- **Direction on Best Practices:** Providing expert advice on executing critical tasks efficiently and effectively.
- **Development of Strategy:** Crafting a robust strategy to ensure timely completion of all tasks. Our Vice President of Strategic Services, Dustin Alamo, will lead this project, bringing extensive experience in developing and implementing complex public safety projects.
- **On-Time and On-Dime Delivery:** Ensuring that the project remains within its schedule and budget constraints.
- **Proactive Communication:** Keeping City staff informed with clear and timely updates on any issues, scope modifications, budget adjustments, and key decision points.

A key strength of our approach is our ability to seamlessly integrate with existing teams, acting as an extension of staff

to provide full support throughout the project life-cycle. We understand the importance of aligning with the City's goals and are dedicated to delivering results that meet or exceed expectations.

Phase 1: Needs Assessment

Griffin will lead a comprehensive needs assessment to define the short- and long-term space and operational requirements for Fire Station 6. This foundational phase will provide the City with critical data and strategic recommendations to support near-term deployment through a temporary station solution and long-term development of a permanent station.

Key activities include:

- Operational Review & Stakeholder Engagement
 - » Conduct working sessions with Fire Department leadership and City staff to understand service demands and functional priorities.
 - » Facilitate interviews, site walk-throughs, and collaborative workshops to build consensus on needs.
- Functional & Spatial Programming
 - » Develop a detailed space program for both the temporary and permanent stations.
 - » Identify square footage needs and functional adjacencies for apparatus bays, gear storage, bunk rooms, administrative areas, and support functions.

- Site Review and Evaluation
 - » Provide feedback on the identified location for the temporary and permanent station, including feasibility, infrastructure availability, and assumed site constraints.
- Phasing Strategy & Implementation Options
 - » Provide recommendations for phased development and interim operations.
 - » Develop conceptual cost opinions and implementation roadmap.
- Deliverable: A comprehensive Needs Assessment presentation including findings, space programs, site considerations, and cost/timeline guidance.

Phase 2: Procurement Management for Design Services

Our team will manage the procurement process to obtain design services for the Fire Station 6 project. This task involves several key activities:

- Drafting Procurement Documents
 - » Develop tailored RFPs and procurement vehicles with clear scope, specifications, and evaluation criteria.
- Review and Evaluation of Proposals
 - » Facilitate structured evaluations and assist with consultant interviews and final selection.



CATHEDRAL CITY FIRE STATION NO.411

- Preparation and Finalization of Contract Documents
 - » Collaborate with City Legal to finalize scopes and contract terms.
- Participation in Negotiations
 - » Support pricing and term negotiations with the selected design firm.
- Project Oversight and Support
 - » Provide ongoing management throughout the procurement phase.

Phase 3: Design Management

Griffin Structures will oversee and manage the design process to ensure that Fire Station 6 aligns with the City's operational needs, stakeholder expectations, and technical and regulatory standards. Our scope includes active coordination, technical review, and milestone-based oversight across all stages of design.

- Oversight of the Design Process
 - » Act as the City's representative to monitor design team progress, performance, and coordination.
 - » Maintain design review logs, issue trackers, and documentation of design decisions.
- Design Phase Coordination
 - » Conceptual Design
 - Validate initial layout and site planning concepts.
 - Evaluate feasibility, functionality, and alignment with the program.
 - » Schematic Design
 - Review spatial arrangements and stakeholder priorities.
 - Monitor preliminary cost estimates and value engineering opportunities.
 - » Design Development
 - Oversee integration of architectural, structural, MEP, and technology systems.
 - Track estimate updates and coordinate design refinements.

- » Construction Documents
 - Conduct technical reviews for completeness and bid-readiness.
 - Coordinate final document quality, permitting submittals, and contractor bid packaging.
- Cost, Schedule, and Constructability Controls
 - » Continuously monitor cost alignment through milestone estimates.
 - » Oversee development of the project schedule.
 - » Perform constructability reviews to identify and address design gaps or coordination issues.
- Stakeholder Engagement and Decision Support
 - » Facilitate structured meetings and decision checkpoints with City staff and Fire Department representatives.
 - » Provide briefing materials, summary memos, and presentations to support internal and public communication.

Phase 4: Construction Management (To Be Initiated Separately)

Although this phase is not included in our current scope, Griffin is prepared to offer comprehensive construction management services at the appropriate time. These may include:

- Bid phase support
- Contractor onboarding and contract administration
- Field observation and schedule/budget tracking
- Change management and claims mitigation
- Final closeout and turnover coordination



4. Fee Proposal

Fee Proposal

Item No.	PROJECT PHASE	PRINCIPAL-IN-CHARGE	PRECONSTRUCTION MANAGER	PROGRAM ANALYST	CONSTRUCTABILITY REVIEWER	COST ESTIMATOR	TOTAL
		Robert Godfrey \$300/hr.*	Dustin Alamo \$280/hr.*	Hailey Muller \$240/hr.*	David Fields \$250/hr.*	Ryan Craven \$250/hr.*	
1	Phase 1: Needs Assessment	4	40	60	0	20	\$31,800
2	Phase 2: Procurement Management	6	72	12	0	0	\$24,840
3	Phase 3: Design Management	26	328	116	100	40	\$167,880
4	Phase 4: Construction Management			Not included within this fee proposal			
	Total Hours	36	440	188	100	60	
	Subtotals	\$11,040	\$126,080	\$46,000	\$26,000	\$15,400	
	PROJECT / CONSTRUCTION MANAGEMENT TOTAL						\$224,520
5	REIMBURSABLE COSTS						\$3,280
5.1	Insurance						\$2,280
5.2	Misc. Printing and Office Supplies						\$1,000
	GRAND TOTAL						\$227,800

*Hourly rates shown are for base year 2025 and escalate thru the end of 2026. Should the project extend past 2026, rates will increase by CPI annually thereafter.

PLEASE NOTE

This proposal shall remain valid and in full force and effect for a period of 120 days from date of issuance, after which time it shall be deemed null and void.

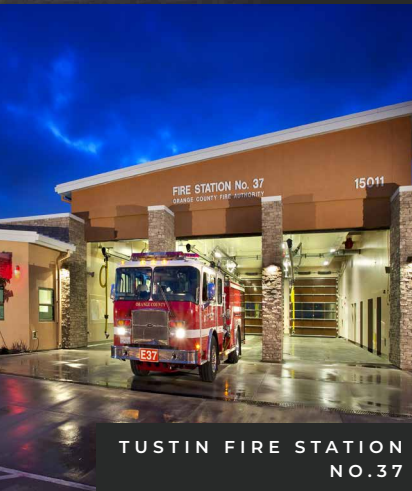
ATTACHMENT 2



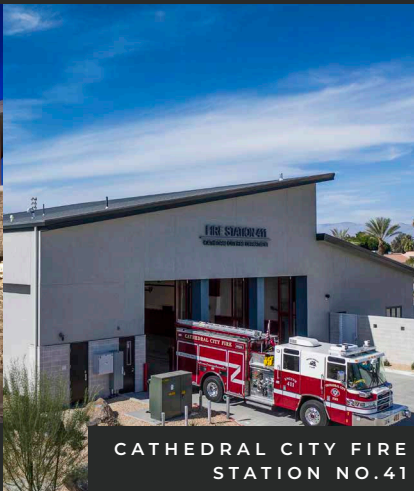
MANHATTAN BEACH FIRE STATION NO.2



ORANGE CITY FIRE DEPT HEADQUARTERS



TUSTIN FIRE STATION
NO.37



CATHEDRAL CITY FIRE
STATION NO.41



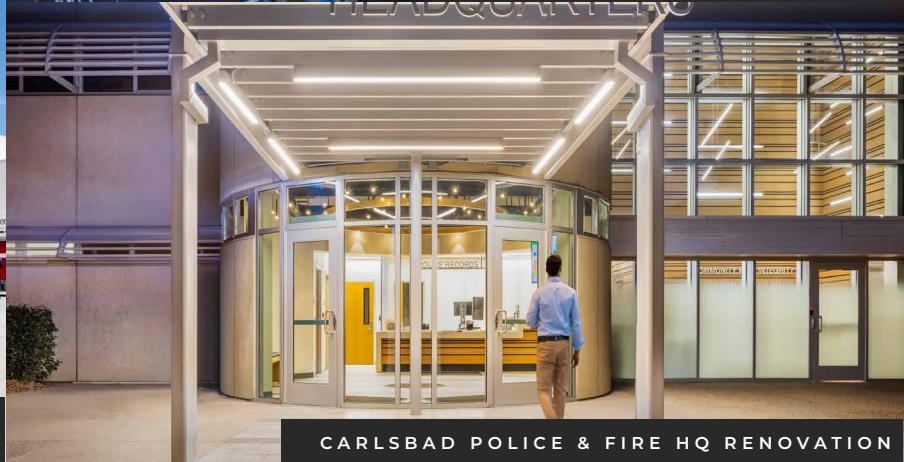
BUENA PARK FIRE STATION NO.61



MANTECA POLICE
DEPT. HQ



IRVINE FIRE
STATION NO.20



CARLSBAD POLICE & FIRE HQ RENOVATION

SOUTHERN CA OFFICE

1 TECHNOLOGY DRIVE
BUILDING I SUITE 829
IRVINE, CA 92618
949 497 9000

NORTHERN CA OFFICE

1850 WARBURTON AVE
SUITE 120
SANTA CLARA, CA 95050
408 955 0431