

## CONTRACT FOR SERVICES

THIS AGREEMENT ("Agreement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the CITY OF MANTECA, a municipal corporation of the State of California (hereinafter referred to as "CITY"), and

Griffin Structures  
Consultant

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1 Technology Drive, Building I, Suite 829	Irvine	CA	92618
MAILING ADDRESS	CITY	STATE	ZIP

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CONSULTANT'S STATE LICENSE CLASSIFICATION & NUMBER (if required)  
hereinafter referred to as "Consultant".

WITNESSETH:

A. WHEREAS, CITY desires to enter into this Agreement for services for procurement management and design management.

B. WHEREAS, CITY desires to retain CONSULTANT to provide these services by reason of its qualifications, applicable license(s), and experience for performing such services, and CONSULTANT has offered to provide the required services on the terms and in the manner set forth herein.

NOW, THEREFORE, in consideration of their mutual covenants, the parties hereto agree as follows:

### **AGREEMENT**

#### **1. SCOPE OF SERVICES:**

A. Consultant shall do all work, attend all meetings, produce all reports and carry out all activities necessary to completion of the services described in **Exhibit "A"**. This Contract and its exhibits shall be known as the "Contract Documents." Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control. If any portion of the Contract Documents shall be in conflict with any other portion, provisions contained in the Contract shall govern over conflicting provisions contained in the exhibits to the Contract. To eliminate doubt, in the case of conflict between Consultant's proposal or Consultant's attachments and the City's Contract and attachments, the

City's Contract and attachments shall take precedence over Consultant's proposal and attachments.

B. Consultant enters into this Contract as an independent contractor and not as an employee of the City. The Consultant shall have no power or authority by this Contract to bind the City in any respect. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Consultant are employees, agents, contractors or subcontractors of the Consultant and not of the City. The City shall not be obligated in any way to pay any wage claims or other claims made against Consultant by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Contract.

C. The Consultant agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Contract is based on such independent investigation and research.

## **2. TERM OF CONTRACT**

A. The services of Consultant are to commence upon execution of this Agreement and shall be completed and this Contract terminated on May 1, 2026, unless otherwise extended in writing by the mutual agreement of both parties.

B. The City Manager or his or her designee may, by written instrument signed by the Parties, extend the duration of this Contract in the manner provided in Section 5, provided that the extension does not require the payment of compensation in excess of the maximum compensation set forth in Section 3, Compensation.

## **3. COMPENSATION:**

A. The Consultant shall be paid in accordance to the attached Payment Schedule in **Exhibit "C"**. Consultant charges separately for certain costs incurred in the representation, as well as for any disbursements to third parties made on City's behalf. Such costs and disbursements include, for example, the following: mileage (at the IRS rate in effect at the time the travel occurs), overnight delivery and messenger services. Consultant shall be reimbursed for expenses related to travel, for example (flights, hotels, meals). However, Consultant shall not make travel arrangements or incur costs on behalf of City without prior written authorization to incur said expenses and in no event shall total compensation under this Contract exceed one hundred ninety-seven thousand three hundred eighty dollars(\$ 197,380) without City's prior written approval.

B. Said amount shall be paid upon submittal of monthly billings showing completion of the tasks that month. Consultant shall furnish City with invoices for all expenses as well as for all materials authorized by this Contract. The invoices shall be submitted with the monthly billings.

C. If the work is halted at the request of the City, compensation shall be based upon the proportion that the work performed bears to the total work required by this Contract, subject to Section 4.

D. Consultant reserves the right to assess a 1 ½ % per month (18% per year) service charge on any non-disputed unpaid balances over 60 days outstanding, but shall provide the City with five (5) business days written notice before imposing such service charges.

#### **4. TERMINATION:**

A. This Contract may be terminated by either party, provided that the other party is given not less than thirty (30) calendar days' written notice (delivered by registered mail) of intent to terminate.

B. The City may temporarily suspend this Contract, at no additional cost to City, provided that the Consultant is given written notice (delivered by certified mail, return receipt requested) of temporary suspension (such temporary suspension not to exceed 60 days, unless such a suspension is the result of a court order and/or administrative protest; if the suspension is more than 60 days, then Consultant may elect to terminate this Contract or negotiate an equitable change order). If City gives such notice of temporary suspension, Consultant shall immediately suspend its activities under this Contract.

C. Notwithstanding any provisions of this Contract, Consultant shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of this Contract by Consultant, and the City may withhold any payments due to Consultant until such time as the exact amount of damages, if any, due the City from Consultant is determined.

D. In the event of termination, the Consultant shall be compensated as provided for in this Contract, except as provided in Section 4C. Upon termination, the City shall be entitled to all work, including but not limited to, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date in accordance with Section 7 hereof.

#### **5. AMENDMENTS, CHANGES OR MODIFICATIONS:**

Amendments, changes or modifications in the terms of this Contract may be made at any time by mutual written agreement between the parties hereto and shall be signed by the persons authorized to bind the parties hereto.

#### **6. EXTENSIONS OF TIME:**

Consultant may, for good cause, request extensions of time to perform the services required hereunder. Such extensions shall be authorized in advance by the City in writing and shall be incorporated in written amendments to this Contract in the manner provided in Section 5.

#### **7. PROPERTY OF CITY:**

A. It is mutually agreed that all materials prepared by the Consultant under this Contract shall become the property of the City, and the Consultant shall have no property right therein whatsoever. Immediately upon termination, the City shall be entitled to, and the Consultant shall deliver to the City, all data, drawings, specifications, reports, estimates, summaries and other such materials as may have been prepared or accumulated to date by the Consultant in performing this Contract which is not Consultant's privileged information, as defined by law, or Consultant's personnel information, along with all other property belonging exclusively to the City which is in the Consultant's possession.

B. Additionally, it is agreed that the parties intend this to be a contract for services and each considers the products and results of the services to be rendered by Consultant

hereunder (the "Work") to be a work made for hire. Consultant acknowledges and agrees that the Work (and all rights therein, including, without limitation, copyright) belongs to and shall be the sole and exclusive property of the City.

#### **8. COMPLIANCE WITH ALL LAWS:**

A. Consultant shall comply with all applicable laws, ordinances, and codes of federal, State and local governments, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract. It shall be City's responsibility to obtain all rights of way and easements to enable Consultant to perform its services hereunder. Consultant shall assist City in providing the same.

B. Consultant warrants to the City that it is licensed by all applicable governmental bodies ~~as required by law to~~ to perform this Contract and will remain so licensed throughout the progress of the Work, and that it has, and will have, throughout the progress of the Work, the necessary experience, skill and financial resources to enable it to perform this Contract.

#### **9. WARRANTIES AND RESPONSIBILITIES - CONSULTANT:**

A. Consultant agrees and represents that it is qualified to properly provide the services set forth in **Exhibit "A"** in a manner which is consistent with the generally accepted standards of Consultant's profession.

B. Consultant agrees and represents that the work performed under this Contract shall be in accordance with applicable federal, State and local law in accordance with Section 17A hereof.

C. Consultant shall designate a project manager who at all times shall represent the Consultant before the City on all matters relating to this Contract. The project manager shall continue in such capacity unless and until he or she is removed at the request of the City, is no longer employed by Consultant, or is replaced with the written approval of the City, which approval shall not be unreasonably withheld.

D. Consultant shall provide corrective services without charge to the City for services which fail to meet the above professional and legal standards and which are reported to Consultant in writing within sixty (60) days of discovery. Should Consultant fail or refuse to perform promptly its obligations, the City may render or undertake performance thereof and the Consultant shall be liable for any expenses thereby incurred.

#### **10. SUBCONTRACTING:**

None of the services covered by this Contract shall be subcontracted without the prior written consent of the City, which will not be unreasonably withheld. Consultant shall be as fully responsible to the City for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, as it is for the negligent acts and omissions of persons directly employed by Consultant.

#### **11. ASSIGNABILITY:**

Consultant shall not assign or transfer any interest in this Contract whether by assignment or novation, without the prior written consent of the City which will not be unreasonably withheld.

However, claims for money due or to become due Consultant from the City under this Contract may be assigned to a financial institution, or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the City.

**12. INTEREST IN CONTRACT:**

Consultant covenants that neither it, nor any of its employees, agents, contractors, subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder. Consultant shall make all disclosures required by the City's conflict of interest code in accordance with the category designated by the City, unless the City Manager determines in writing that Consultant's duties are more limited in scope than is warranted by the category designated by the City code and that a narrower disclosure category should apply. Consultant also agrees to make disclosure in compliance with the City conflict of interest code if, at any time after the execution of this Contract, City determines and notifies Consultant in writing that Consultant's duties under this Contract warrant greater disclosure by Consultant than was originally contemplated. Consultant shall make disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the City.

**13. MATERIALS CONFIDENTIAL:**

All of the materials prepared or assembled by Consultant pursuant to performance of this Contract are confidential and Consultant agrees that they shall not be made available to any individual or organization without the prior written approval of the City, except by court order.

**14. LIABILITY OF CONSULTANT-NEGLIGENCE:**

Consultant shall be responsible for performing the work under this Contract in a manner which is consistent with the generally-accepted standards of the Consultant's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. The City shall have no right of control over the manner in which the work is to be done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to Consultant or its employees, agents, contractors or subcontractors.

**15. INDEMNITY AND LITIGATION COSTS:**

To the fullest extent permitted by law, Consultant shall indemnify, defend, and hold harmless the City, its officers, officials, agents, and employees against all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees, to the extent arising from Consultant's negligent acts or negligent failure to act, errors, omissions or willful misconduct incident to the performance of this Contract except such loss or damage caused solely by the active negligence, sole negligence, or willful misconduct of the City. The provisions of this paragraph shall survive termination or suspension of this Contract.

**16. CONSULTANT TO PROVIDE INSURANCE:**

A. Consultant shall not commence any work before obtaining, and shall maintain in force at all times during the duration and performance of this Contract, the policies of insurance

specified in this Section. Such insurance must have the approval of the City as to limit, form, and amount, and shall be placed with insurers with a current A.M. Best's rating of no less than A VII (an NR rating is acceptable for Worker's Compensation insurance written with the State Compensation Insurance Fund of California).

B. Prior to execution of this Contract and prior to commencement of any work, the Consultant shall furnish the City with certificates of insurance and copies of endorsements providing evidence of coverage for all policies required by the Contract. The Consultant and its contractors and subcontractors shall, at their expense, maintain in effect at all times during the performance of work under the Contract not less than the following coverage and limits of insurance, which shall be maintained with insurers and under forms of policy satisfactory to the City. The maintenance by Consultant and its contractors and subcontractors of the following coverage and limits of insurance is a material element of this Contract. The failure of Consultant or of any of its contractors or subcontractors to maintain or renew coverage or to provide evidence of renewal may be treated by the City as a material breach of this Contract. Approval of the insurance by the City shall not relieve or decrease any liability of Consultant.

1. Commercial General Liability Insurance.

a. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) minimum limit for general aggregate for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit. Consultant's general liability policies shall be primary and shall not seek contribution from the City's coverage, and be endorsed using Insurance Services Office form CG 20 10 (or equivalent) to provide that the City of Manteca, its officers, officials, employees agents, and volunteers shall be additional insureds under such policies. For construction projects, an endorsement providing completed operations coverage for the additional insured, ISO form CG 20 37 (or equivalent), is also required. Coverage limits may be met with a combination of primary and excess limits.

b. Any failure to comply with reporting provisions of the policies by Consultant shall not affect coverage provided the City.

c. Coverage shall state that Consultant insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

d. Coverage shall contain a waiver of subrogation in favor of the City.

2. *Automobile Liability.* If the vehicles are brought onto city facilities, covering any auto, or of Contractor has no owned autos, hired, and non-owned autos, the Contractor shall maintain automobile liability with limits no less than one million dollars (\$1,000,000) minimum limit per accident for bodily injury and property damage.

3. *Workers' Compensation and Employers' Liability.* Consultant shall maintain Workers' Compensation Insurance and Employer's Liability Insurance with limits of at least one million dollars (\$1,000,000). Consultant shall submit to City, along with the certificate of insurance, a waiver of subrogation endorsement in favor of City, its officers and employees.

4. *Professional Liability.* Consultant shall maintain professional liability insurance that insures against professional errors and omissions that may be made in performing the Services to be rendered in connection with this Agreement, in the minimum amount of two million dollars (\$2,000,000) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement, and Contractor agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this agreement.

5. All Coverages.

a. Each insurance policy required by this Contract shall be endorsed to state that coverage shall not be cancelled in limits except after thirty (30) days' prior written notice has been given to the City, except that ten (10) days' prior written notice shall apply in the event of cancellation for nonpayment of premium.

b. All self-insurance, self-insured retentions, and deductibles must be declared and approved by the City.

c. Evidence of Insurance - Prior to commencement of work, the Consultant shall furnish the City with certificates, additional insured endorsements, and waivers of subrogation evidencing compliance with the insurance requirements above. The Consultant must agree to provide complete copies of all required insurance policies if requested by the City.

d. Acceptability of Insurers - Insurance shall be placed with insurers admitted or licensed to do business in the State of California and with an A.M. Best rating of A-VII or higher; provided, however that the insurer may also be a surplus line carrier that is eligible to issue insurance policies pursuant to California Insurance Code Sections 1765.1 and 1765.2 (i.e. listed on the California Department of Insurance List of Approved Surplus Line Insurers [<http://www.insurance.ca.gov/01-consumers/120-company/07-lasli/lasli.cfm>], is an "eligible carrier" [carriers who have met the standards set forth in California Insurance Code Section 1765.1 and the NRRA] or surplus line carriers that are non-U.S. domiciled ("alien") non-admitted insurers and are listed on the Quarterly Listing of Alien Insurers issued by the NAIC's International Insurers Department) so long as they meet the A.M Best ratings.

e. Subcontractors and Consultants - A category of risk and the applicable insurance requirements will be determined on a "per subcontractor" or "per consultant" basis, considering the particular work to be done by the subcontractor or consultant and the interrelationship of that work to other work being conducted by the Consultant.

6. No other provision of this Contract or any attachment thereto shall reduce the insurance or indemnity obligations imposed under this Section.

C. In addition to any other remedy the City may have, if Consultant fails to maintain the insurance coverage as required in this Section, the City may obtain such insurance coverage as is not being maintained, in form and amount substantially the same as is required herein, and the City may deduct the cost of such insurance from any amounts due or which may become due Consultant under this Contract.

D. No policy required by this Contract shall be suspended, cancelled, terminated by either party, or reduced in coverage or in limits unless Consultant has provided thirty (30) days prior written notice by mail to the City.

E. Any deductibles or self-insured retentions in excess of \$10,000 must be declared to, and approved by, the City.

F. The requirement as to types, limits, and the City's approval of insurance coverage to be maintained by Consultant are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by Consultant under the Contract.

## **17. MISCELLANEOUS PROVISIONS:**

A. Compliance with Laws. Consultant shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work.

B. Unlawful Acts. Consultant shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship, or sexual orientation.

C. Record Retention. Consultant shall maintain and make available for inspection by the City and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Contract. Such inspections may be made during regular office hours at any time until six (6) months after the final payments under this Contract are made to the Consultant.

D. Notice. All notices that are required to be given by one party to the other under this Contract shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses:

City:

Stephen Schluer  
Chief of Police  
City of Manteca  
1001 W. Center St.  
Manteca, CA 95337

Consultant:

Dustin Almo  
Vice President  
Griffin Structures  
1 Technology Drive, Building I – Suite 829  
Irvine, CA 92618  
dalamo@girffinstructures.com

E. Governing Law and Venue. This Contract shall be interpreted and governed by the laws of the State of California, and any legal action relating to this Contract shall take place in the Superior Court, County of San Joaquin.

F. Waiver. Waiver of any breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach or default of the same or any other provision under this Agreement.

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

H. Mediation. In the event of any controversy or claim arising out of or relating to this Agreement or the Services provided by Consultant (each referred to as a "Dispute" and all collectively referred to as the "Disputes"), the Parties shall try to resolve all Disputes through good faith, direct discussions involving the representatives of each Party who possess the necessary authority to resolve such Dispute. If direct discussions are unsuccessful in resolving a Dispute, the Parties shall endeavor to resolve the matter by mediation through and administered by JAMS or its successor in interest. JAMS shall provide the parties with the name of five (5) qualified mediators. Each party shall the option to strike two of the five mediators selected by JAMS, and thereafter the mediator remaining shall hear the dispute. If the dispute remains unresolved after mediation, either party may commence litigation.

I. Costs and Attorney' Fees. If either party commences any legal action against the other party arising out of this Agreement or the performance thereof, the prevailing party in such action may recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees.

J. Entire Agreement. This Contract constitutes the entire agreement between the parties relative to the services specified herein and no modification hereof shall be effective unless and until such modification is evidenced by a writing signed by both parties to this Contract. There are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in the writing.

K. Execution. This Contract may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy has been signed by both parties.

L. Authority to Enter Agreement Consultant warrants that it has all requisite power and authority to conduct its business and to execute, deliver, and perform this Contract. Each party warrants to the other that the signature to this Contract have the legal power, right, and authority to enter into this Contract and to bind each party. The Parties agree that digital or facsimile signatures shall be given the same legal effect as original signatures, and the Parties hereby agree to accept delivery of digital signatures by e-mail in "pdf" form, or via DocuSign, Adobe Sign, or any similar means of digital delivery.

CITY OF MANTECA

By: \_\_\_\_\_  
Gary Singh, Mayor

ATTEST:

By: \_\_\_\_\_  
Cassandra Candini-Tilton, City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
David Nefouse, City Attorney

CONSULTANT

By: \_\_\_\_\_  
Dustin Alamo, Vice President  
Griffin Structures

EXHIBIT A

Consultant Proposal/Scope of Work

EXHIBIT B

CERTIFICATE OF COMPLIANCE WITH LABOR CODE § 3700  
[Labor Code § 1861]

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

CONSULTANTS

By: \_\_\_\_\_  
Dustin Alamo, Vice President  
Griffin Structures

EXHIBIT C  
Payment Schedule



## CITY OF MANTECA

### Police Department Headquarters

AUGUST 26, 2024



WESTMINSTER POLICE DEPT HEADQUARTERS



SALINAS POLICE SERVICES HEADQUARTERS



RIALTO POLICE DEPT



SAN BERNARDINO VALLEY COMMUNICATIONS CENTER



BUENA PARK  
POLICE DEPT HQ



VICTORVILLE  
POLICE DEPT



CAMPBELL  
POLICE OPS BLDG  
RENOVATION



EASTVALE  
CIVIC CENTER &  
POLICE STATION

CARLSBAD POLICE &  
FIRE HEADQUARTERS  
RENOVATION

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## Why Griffin Structures?



43 years of public sector project 'Concept to Keys' delivery.



Team inclusive of police department program specialists.



Unique founding as a developer with a stellar reputation for high-profile project delivery.



Direct experience with the City of Manteca for Navigation Center project.



High-profile public safety portfolio, including police departments, emergency operations centers, fire stations, and more.



Demonstrated experience local to the City, including the City of Stockton, Tracy and others.

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





**AUGUST 26, 2024**

**CITY OF MANTECA**

Dear City Evaluation Team,

Griffin Structures is pleased to present its proposal to assist the City of Manteca in providing Needs Assessment services which will guide the City's investment in how to proceed with future facility planning of its Police Department facilities. As you will discover within this proposal, we have the knowledge, resources, and experience to successfully manage this significant City endeavor expeditiously and with cost effectiveness.

#### **FULL SERVICES PROJECT DELIVERY TEAM**

Griffin Structures, a California Corporation founded in 1981, is a full-service Program and Construction Management (PMCM) firm leading clients to successfully built projects. Our proposed team is inclusive of leading program specialists and Program and Construction Managers (PMCMs) with unparalleled public safety and experience for the cities across the state.

One of the advantages of selecting a PMCM firm to lead this type of initiative is having a firm grounded in reality and implementation. Given that Griffin's core values are to manage budget, schedule and risk for our clients through delivery, we are well positioned to do the same for the City of Manteca. Griffin is a practiced developer and as a result, can offer turnkey "concept to keys" delivery.

#### **POLICE + PUBLIC SAFETY PORTFOLIO**

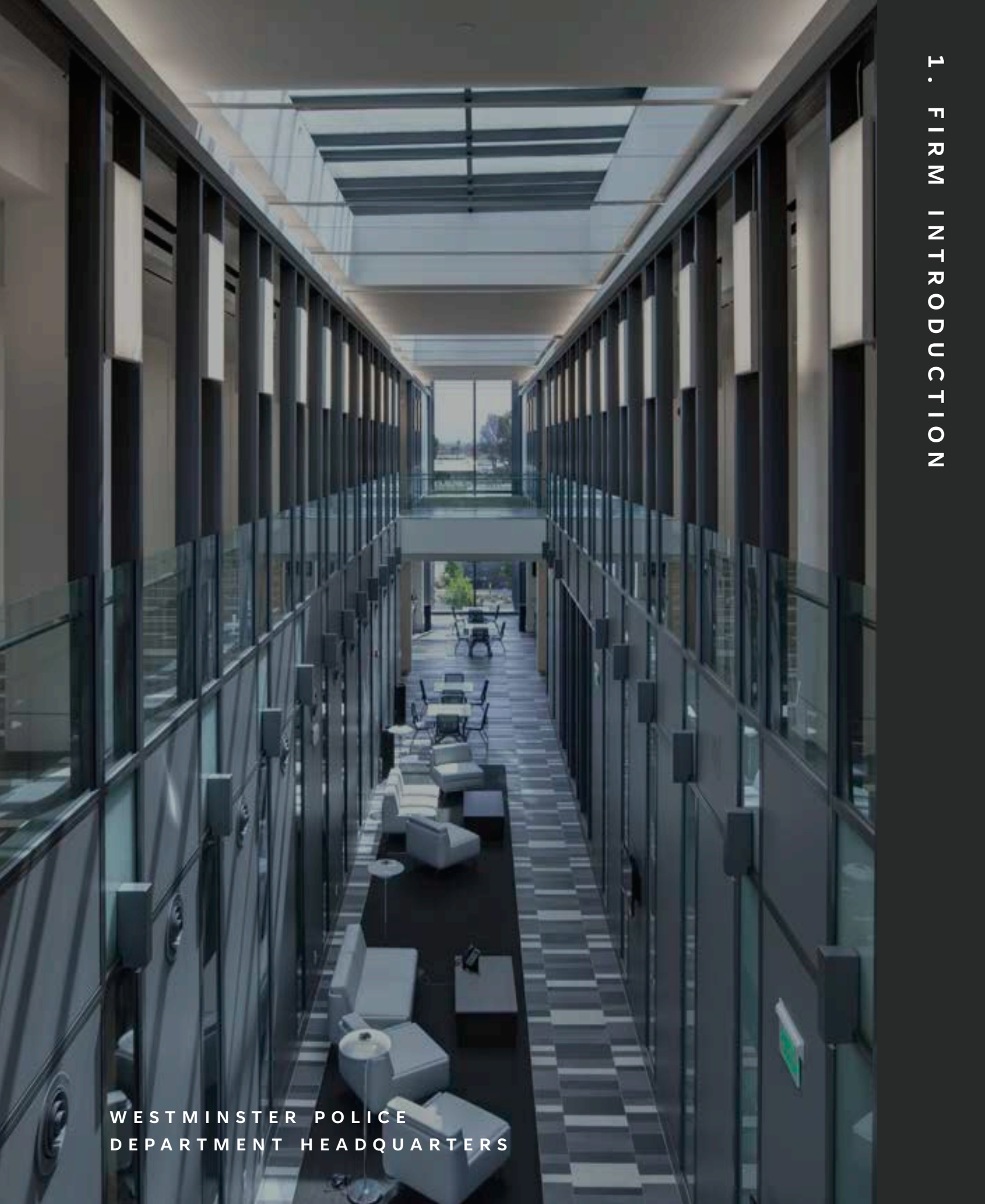
Of the many project types we specialize in, Griffin has continuously worked on public safety police facilities from early planning and design, through construction completion and turnover. Our experience in this product type is unparalleled in comparison to our competitors and includes our recent work for the Salinas Police Services Headquarters, Police Headquarters for both the cities of Buena Park and Westminster, and regional 911 dispatch and EOC facility for San Bernardino County.

These strategic factors distinguish our value-added service approach and are essential to the success of this project. Our team is well qualified, ready, willing, and able to engage with the City to begin work as soon as possible.

We look forward to the opportunity of serving the City,

Dustin Alamo, CCM, LEED AP, DRE Broker #01930629  
Vice President of Strategic Services

WESTMINSTER POLICE  
DEPARTMENT HEADQUARTERS





## INTRODUCTION

Griffin Structures is a diversified Program and Construction Management, Owners Representative firm serving public, institutional, non-profit, and private sectors. Our mission is to deliver unparalleled service that not only unlocks revolutionary discoveries but allows clients to achieve their immediate and future goals to enrich the lives of their institutions and the

### Pre-Construction

- Needs Assessment
- Space Planning
- Site Selection & Analysis
- Project Budgeting
- Design Management
- Constructability Review
- Scheduling
- Value Engineering
- Total Project Budgeting
- Contractor Pre-Qualification & Procurement
- Bid Management

### Construction

- Construction Management
- Owner's Representative
- Budget Management
- Contractor Oversight
- Document Control
- Quality Assurance/Control
- Sustainability Management
- Safety Management
- RFI & CO Management
- FF&E Procurement & Coordination Building
- Commissioning & Closeout

A unique aspect of our firm is in our founding as public sector developers, a market in which we continue to provide leading service today. Griffin projects are historically delivered on time and budget, utilizing our hybrid design, construction, and owner mindset coupled with our vast experience in the public sector.

The experience of our team is unparalleled, with over 80 police department and public safety facility projects within our portfolio, including the Salinas Police Services Headquarters, Westminster Police Department Headquarters, and more.



## Public Safety Experience (representative experience)

1. Tustin Water Administration Building, Corporate Yard & Emergency Operations Center
2. Tustin Fire Station No. 37
3. East Bay Regional Park District, Public Safety & Administrative Headquarters
4. Buena Park Fire Station No.61
5. Buena Park Police Department Headquarters
6. Burbank Police & Fire Department Headquarters
7. Campbell Police Operations Building Renovation
8. Carlsbad Police & Fire Headquarters Renovation
9. Cathedral City Fire Station No. 411
10. Eastvale Civic Center Police Station & Fire Station
11. Fairfield Fire Station No.36
12. Fairfield Fire Station No.39
13. Garden Grove Fire Department & HQ Pre-Development
14. Hesperia Police Department Headquarters
15. Inglewood Emergency Operations Center Renov.
16. Manhattan Beach Fire Station No.2
17. Morgan Hill Butterfield Fire Station Pre-Development
18. Newport Beach Fire Headquarters Pre-Development
19. Orange City Fire Department Headquarters
20. Orange County Fire Authority, CIP (Multiple Stations)
21. Rancho Palos Verdes Civic Ctr & EOC
22. Rancho Santa Margarita Civic Ctr & Sheriff's Station
23. Rialto Police Department
24. Riverside County Family Law Courthouse, Riverside
25. Riverside Sheriff's Office, Ben Clark Training Center
26. Salinas Police Services Headquarters
27. San Bernardino County Public Safety Ops Center
28. San Bernardino County, Valley Communications Ctr
29. San Bernardino County Law Library Renovation
30. Santa Cruz County Superior Court, Watsonville
31. Visalia Emergency Communications Center
32. Visalia Civic Center & Public Safety Building
33. Watsonville Civic Center & Superior Court
34. Westminster Police Department Headquarters
35. Westminster Public Safety Training Center
36. Colton Civic Center & Police Dept Pre-Development
37. Covina Police Department Pre-Development
38. Garden Grove Police Department Pre-Development
39. Garden Grove Public Safety Master Plan Pre-Develop.
40. Inglewood Police Department Pre-Development
41. Irvine Police Department Pre-Development
42. Newport Beach Police Department Pre-Development
43. Oceanside Police Dept Headquarters Pre-Develop.
44. Ontario Police Department Pre-Development
45. Redondo Beach Shooting Range Pre-Development
46. Seal Beach Lifeguard HQ & Police Dept Pre-Develop.
47. Tustin Legacy Annex & Police Pre-Development
48. Westminster Shooting Range Pre-Development
49. Yucaipa Police Department Pre-Development



SALINAS POLICE SERVICES HEADQUARTERS

## PRE-DEVELOPMENT SERVICES

## Manteca Navigation Center & Supportive Housing

CITY OF MANTECA, CA

This project will assist the Manteca unsheltered community and low-to-moderate income individuals with housing and services needed to improve their long-term welfare.

In response to the need for additional housing options for its unsheltered population, the City is moving forward on the development of a Navigation Center, transitional housing, and mixed-use affordable housing at 682 South Main Street. Early conceptual plans include a Navigation Center site with a 24,000 SF homeless sprung shelter, 8,500 SF community center building, and 212,500 SF affordable housing site with three, three-story buildings totaling 192 units.

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**VALUE**\$89M | 352,500 SF

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**CLIENT + CONTACT**

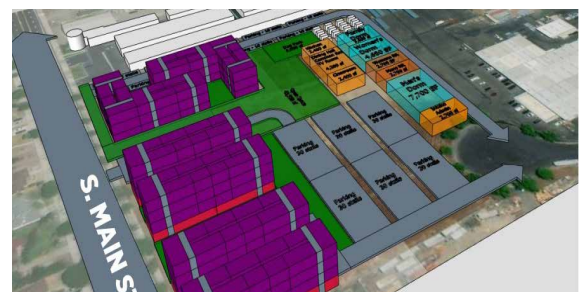
City of Manteca

Johanna Ferriera

Senior Management Analyst

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jferriera@ci.manteca.ca.us



# Salinas Police Services Headquarters

CITY OF SALINAS, CA

“The reference checks are what really tilted the scale toward selecting Griffin Structures. Thank you for being a great partner, leading the City into a new renaissance era. They performed fully as expected.”

City of Salinas

Griffin Swinerton served as the P3 developer for the new Police Services facility in the City of Salinas. The facility was delivered utilizing a Public-Private Partnership (P3), which provides for the design, financing, construction, and delivery of the new facility. The 70,800 GSF Public Safety Center Complex replaces the City’s existing police department headquarters, built-in 1958, and accommodates anticipated future growth.

The project encompasses three buildings on a 6.3-acre site. The two-story 42,300 SF headquarters building serves as the essential services administrative building and includes detention spaces, community room, and plaza. Two support buildings totaling 28,500 SF provide police support services, including evidence intake and storage, crime lab spaces, and an indoor firing range.

Project Delivery:  
Public-Private Partnership (P3)  
Design/Build/Finance (DBF)

## VALUE + SIZE

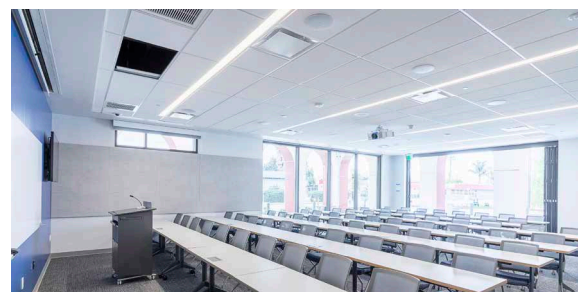
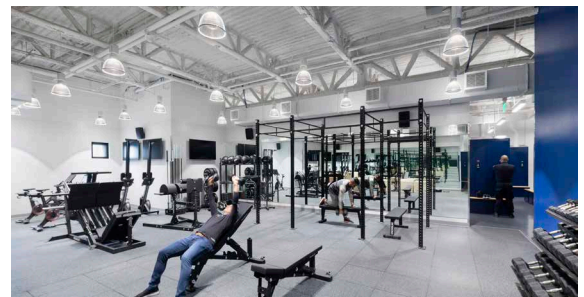
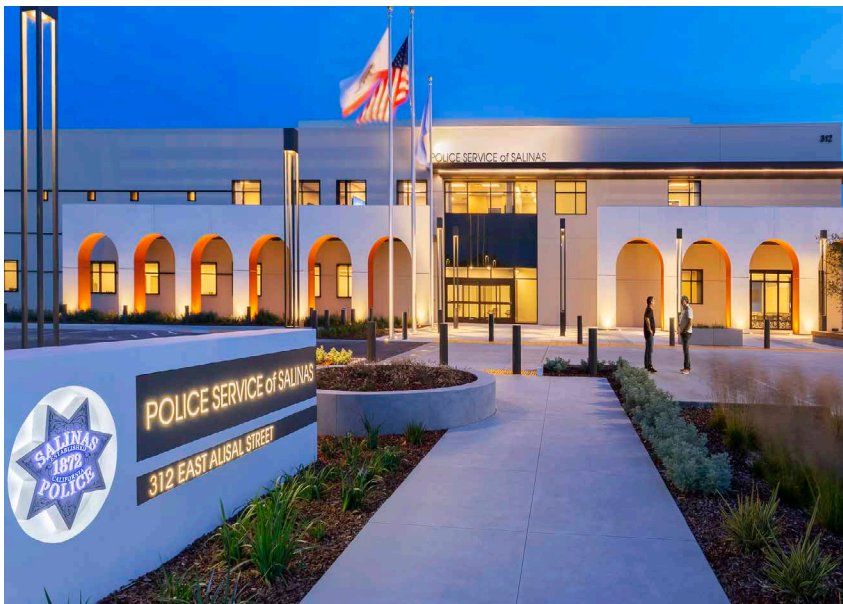
\$55M | 70,800 SF

## CLIENT + CONTACT

Don Reynolds; Former Public Works Director, City of Salinas; Current City Manager, San Juan Bautista; (831) 623-4661; [citymanager@san-juan-bautista.ca.us](mailto:citymanager@san-juan-bautista.ca.us)

## AWARDS

ENR Best Project; IEDC Excellence in Economic Development; Silicon Valley Business Journal Best Structures



# Westminster Police Department Headquarters & Parking Structure

CITY OF WESTMINSTER, CA

“Griffin Structures staff continues to provide outstanding professional services and is instrumental in bringing our projects to completion ahead of schedule and under budget.”

City of Westminster

Griffin Structures delivered the 88,000 SF Westminster Police Department Headquarters project at risk utilizing Integrated Project Delivery. This facility replaced the City's existing building that has been in operation since 1975. The new facility consists of a 88,000 SF, three-story Police Building. The Police Department Building includes a Type 1 jail, Emergency Operations Center, Training Room, Evidence, Forensics, Patrol, Investigations, Dispatch, Office of the Chief, and all related support services, and was constructed as an Essential Facility.

In addition, the facility was designed, constructed, and certified to LEED® Platinum Standards. The facility's power supply is nearly 100% supported by a 410 KW photo-voltaic (PV) system installed on top of the adjacent parking structure, which was a 590-stall parking structure also delivered by Griffin Structures.

## VALUE + SIZE

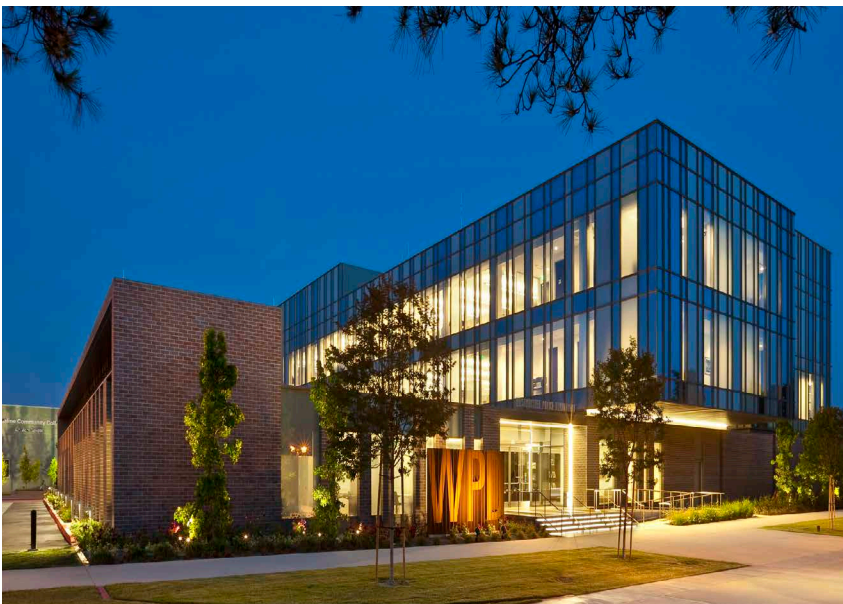
\$85M | 88,000 SF

## CLIENT + CONTACT

City of Westminster  
Marwan Youssef  
Public Works Director (Ret.)  
(714) 548-3460  
myoussef@westminster-ca.gov

## AWARDS

LEED Platinum  
APWA Project of the Year  
ACEC Award of Excellence  
CMAA Project of the Year



# Buena Park Police Department Headquarters & Emergency Operations Center

CITY OF BUENA PARK, CA

“Griffin Structures continues to provide a high level of service from Design to Construction on City Projects, leading to the successful delivery of the project \$3 million under budget.”

City of Buena Park

Griffin Structures was initially retained to perform a needs assessment study for the Department, and to validate or refine the expected space requirements for a new Police Headquarters. This public safety facility was successfully delivered by Griffin Structures utilizing “at-risk” Integrated Project Delivery (IPD)

This 66,000 SF sustainable facility includes a police dispatch center, Type I jail, crime laboratory, evidence and property storage and management facilities, firing range, community room, briefing facilities, training room also designed as an Emergency Operations Center, and other elements.

Project Delivery:  
Integrated Project Delivery (IPD) “At-Ris

## VALUE + SIZE

\$39M | 66,000 SF

## CLIENT + CONTACT

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

## AWARDS

Delivered \$3M under budget  
APWA Project of the Year



# San Bernardino County, High Desert Government Center & Public Safety Operations Center

CITY OF HESPERIA, CA

**“Griffin’s staff consistently provided outstanding professional services and was instrumental in completing each project ahead of schedule and under budget.”**

San Bernardino County / City of Hesperia

Griffin Structures served as program and construction manager for the Hon. Jerry Lewis San Bernardino County High Desert Government Center. This 66,800 SF, two-story County office building is located within Hesperia’s Civic Plaza and houses the First District Board of Supervisor’s Office and multiple County departments including Agriculture, Assessor, Recorder, Land Use, Fire, Human Resources, Environmental Services, Public Works, Registrar of Voters and Veterans Affairs. Built as an essential services facility, the structure of the building was seismically upgraded to withstand a catastrophic event.

Additionally, this facility achieved a LEED Gold certification for its design, construction, and building systems. One of the many sustainable features includes a grid-tied solar electric system integrated on both parking structure and roof-mounted arrays. The \$2.8 million, 286-kilowatt solar energy system is expected to reduce the Center’s electricity consumption by 70 percent. It was funded with grants from the American Recovery and Reinvestment Act and the California Solar Initiative.

## VALUE + SIZE

\$41M | 67,000 SF

## CLIENT + CONTACT

San Bernardino County  
Terry Thompson  
Director of Real Estate  
(909) 387-5282  
terry.thompson@res.sbcounty.gov

## AWARDS

Completed \$3M under budget  
LEED Gold  
APWA Project of the Year



# Campbell Police Operations Building Renovation

CITY OF CAMPBELL, CA

This long-anticipated project with overwhelming Measure O support from the community, is in progress with LPA Design Studios serving as the Architect of Record.

Griffin Structures is providing Construction Management and Inspection Services for the City's highly anticipated Police Operations Building Renovation project.

This project will be managed in addition to the Campbell Library project which are both located on the City's civic center site.

The extensive renovation of the Campbell Police Operations Building will require a strategic phasing plan as the project will include the construction of a new 27,500 SF two-story police building and renovation of the existing 7,000 SF existing Police Department located in the lower level of City Hall.

Project Delivery:  
Design-Bid-Build

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#### VALUE + SIZE

\$20M | 34,500 SF

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#### CLIENT + CONTACT

City of Campbell  
Todd Capurso  
Public Works Director  
(408) 866-2150  
[todd@campbellca.gov](mailto:todd@campbellca.gov)



# Rialto Police Department

CITY OF RIALTO, CA

This Public-Private Partnership (P3) project will ultimately address current space needs as well as provide flexibility for future staffing increases required to properly serve the Rialto community comprised of over 150,000 residents.

Griffin Swinerton is serving as the P3 developer for the replacement of the City of Rialto's existing police station originally constructed in 1973. Reconstruction of a new Police Station is overdue and there is an urgent need to consolidate all the various office spaces into a larger facility.

This project will include:

- Design-Build-Finance-Operate-Maintain of a two-story building of 70,000 SF for a new Police Station.
- Selection of Temporary Facilities of Police Department operations during construction
- Coordination of relocation of Police Department operations, including its 911 dispatch center.
- Design-Build-Finance-Operate-Maintain of a concrete parking structure as necessary to accommodate required on-site parking.
- Completion of outfitting and tenant improvements.
- Long-term property management and maintenance.

Project Delivery:  
Public-Private Partnership (P3)  
Design/Build/Finance (DBF)

## VALUE + SIZE

\$70M | 70,000 SF

## CLIENT + CONTACT

Rialto Police Department  
Mark Kling  
Chief of Police  
(909) 820-2550  
mkling@rialtopd.com



## San Bernardino County, Valley Communication Center

(911 Dispatch, Emergency Operations Center & CONFIRE Fire Admin.)

CITY OF SAN BERNARDINO, CA

This project will provide the County with much-needed emergency response services with 21st century design and preparedness technology.

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.

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#### VALUE + SIZE

\$135M | 80,000 SF

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#### CLIENT + CONTACT

San Bernardino County  
Rene Glynn  
Supervising Project Manager,  
(909) 771-1223  
rene.glynn@pmd.sbcounty.gov



## Carlsbad Police & Fire Headquarters Renovation

CITY OF CARLSBAD, CA

This extensive renovation calls for the evaluation of potentially hazardous materials, adept value engineering, and quality control procedures.

Griffin is providing construction management and inspection services to the 54,575 SF City of Carlsbad Public Safety Center, home to the city's Police, Fire, and Public Works departments, which require all new mechanical, electrical, and security systems to service the facility for the next 30 years.

Intended to bring the building up to current codes and improve space functionality, renovations include: a new main entry to make it more inviting to the public; new, centrally located staff lounge; remodeled dispatch center; new furnishings throughout; improved compliance with the city's Transportation Demand Management plan to reduce traffic; and even new solar photovoltaic system to offset increased energy demands.

Project Delivery:  
Design-Bid-Build

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### VALUE + SIZE

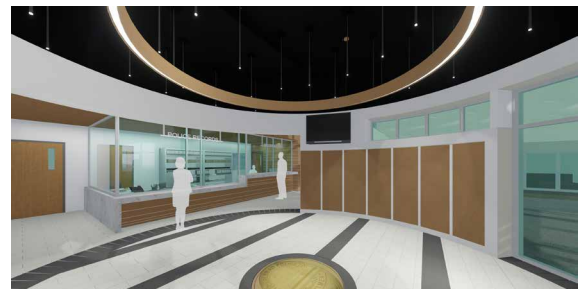
\$14.3M | 55,000 SF

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### CLIENT + CONTACT

City of Carlsbad  
Mickey Williams  
Chief of Police  
(760) 931-2260  
mickey.williams@carlsbadca.gov

City of Carlsbad  
Steven Stewart  
Facilities Program Manager  
(760) 317-3508  
steven.stewart@carlsbadca.gov



## Eastvale Civic Center

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

CITY OF EASTVALE, CA

The early programming of this project led to the award of the complete civic center project which will not only house a city hall, but a library, and senior/community center, as well as a police facility and fire station for the growing city of Eastvale.

The City of Eastvale's new Civic Center will include a new City Hall, Library, Senior Center/Downtown Community Center, Police Station, Fire Station, associated outdoor space, and placemaking elements to establish a strong civic identity for the City. This project began with a Griffin-led programmatic space needs assessment completed in coordination with the City Council Public Safety Ad-Hoc, City Hall Team, RSO and CalFIRE officials. To be delivered through as a Design-Build delivery, Griffin was later selected to provide Owner's Representative, Program, and Construction Management services for the new Civic Center to be located within the area of the Leal Master Plan.

The project engaged the public and private sector and serve as a tangible example of a budget compliant, energy and operationally-efficient and effective, and innovative design solution that creates a 21st century community operations and synergy.

Project Delivery:  
TBD

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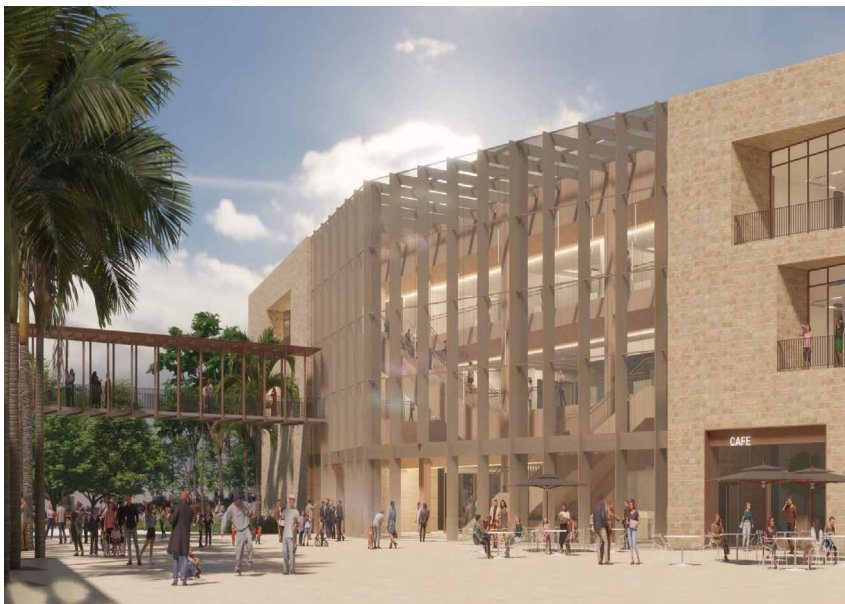
### VALUE + SIZE

\$190M | >90,000 SF

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### CLIENT + CONTACT

City of Eastvale  
Mark Orme  
City Manager  
(951) 703-4424  
morme@eastvaleca.gov



## Victorville Police Department

CITY OF VICTORVILLE, CA

“Our new police station is a priority project for us because it’s central to our strategy to further expand public safety for our Victorville residents,” Mayor Debra Jones said. “By accommodating the future growth of our police force, this new station will benefit our Victorville community for generations to come.”

When it came time to develop a new police station for the San Bernardino County Sheriffs that serve the City of Victorville, they City chose to take this opportunity to strengthen their civic center. The bold move has been made to shut down the road that separates City Hall from the new Police Department building, creating a grand Civic Plaza that will become the heart of the city. The new Civic Plaza will celebrate the rich history of Victorville, accommodate large civic gatherings, space for a memorial, and park space.

The new police department will move a few blocks to occupy a vacant city owned property across the street from City Hall. At 49,000 SF the new building will more than double the size of the existing building. The station will house a large community meeting room, adjacent to the lobby and public service counter, off the Civic Plaza that is accessible to the public and the police department. Also located within the new building are Records, Traffic, Patrol, Evidence Storage, Fitness & Training, Locker Rooms, Detectives, K9 Units, and the Police Administration. The secure parking lot is sized to accommodate all of the departments fleet vehicles, staff’s personal vehicles, and city owned fleet vehicles.

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### VALUE + SIZE

49,000 SF



## ADDITIONAL PUBLIC SAFETY STUDIES

Colton Police Department

Covina Police Department

Garden Grove Police Department

Irvine Police Department

Inglewood Police Department

Newport Beach Police Department

Oceanside Police Department

Ontario Police Department

Seal Beach Police Department

Westminster Police Department

Yucaipa Police Department

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In addition to the projects provided, Griffin Structures has additionally provided early programming/needs assessments for several police and public safety facilities local to the City of Manteca.



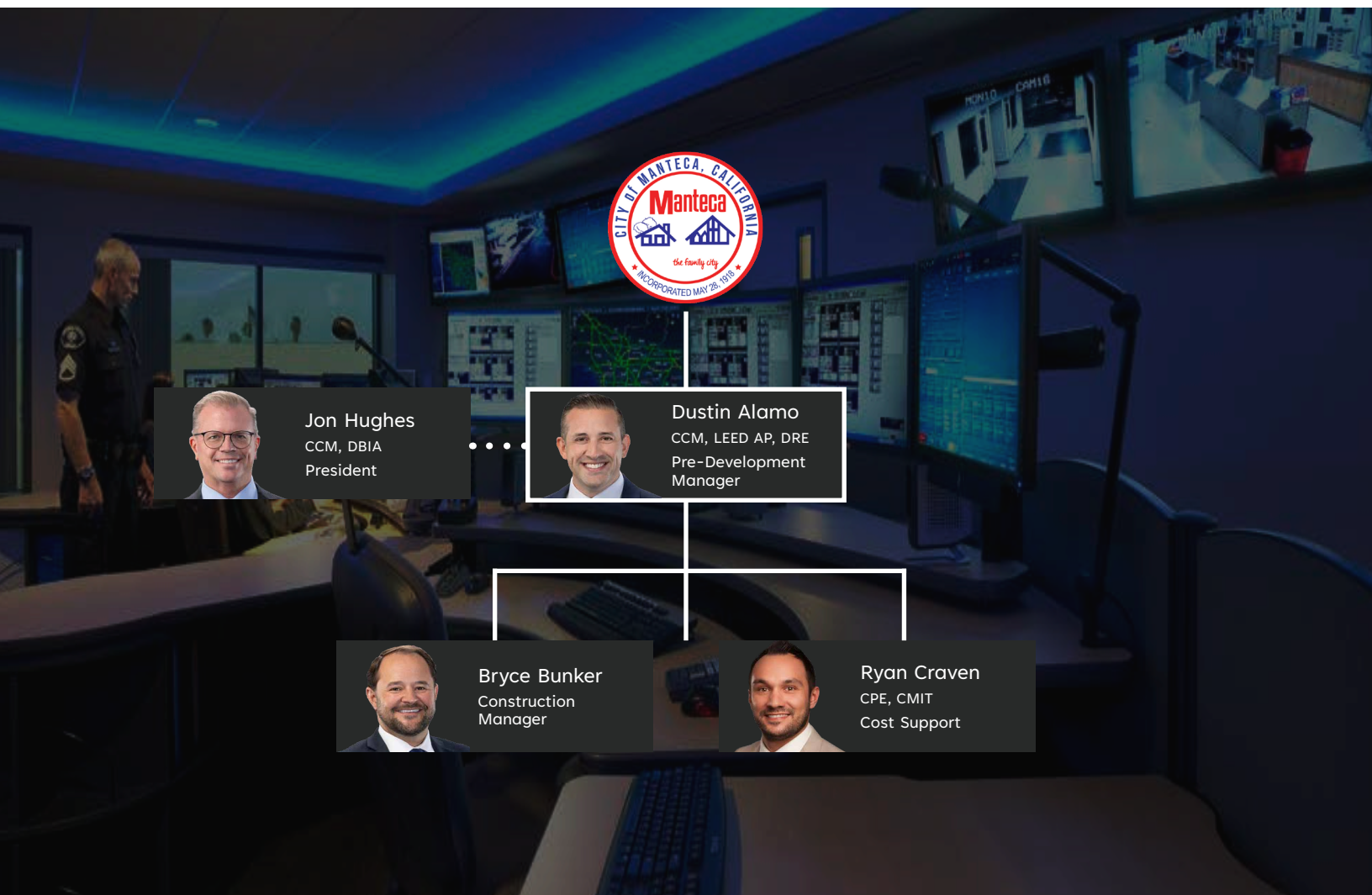


BUENA PARK POLICE  
DEPARTMENT HEADQUARTERS

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

- As Griffin Structures President, Jon Hughes will provide valuable, senior-level insight to the project team to maintain the firm's quality of service.
- Vice President of Strategic Services, Dustin Alamo, will serve as the lead point-of-contact for this project, while working with the team to ensure the City of Manteca's visions are realized for the project.
- As Cost Support specialist, Ryan Craven will provide estimating and value engineering services to ensure your fiscal objectives are achieved from inception to completion.





## Jon Hughes

CCM, DBIA

President

### EDUCATION

Bachelor of Science, Westmont College

### CERTIFICATION

Certified Construction Manager (CCM)

Design Build of America Institute (DBIA)  
Associate

### AFFILIATIONS

NAVFAC and US Army Corps Construction  
Quality Management (CQM) Program

### GEOGRAPHIC LOCATION

Irvine, CA

### YEARS OF EXPERIENCE

31

## QUALIFICATIONS

President, Jon Hughes, offers a wealth of expertise in Program and Construction Management, contributing to the successful completion of many of California's most prestigious properties. His tenure spans virtually every project type, including administrative headquarters, corporate yards/warehouses, community centers, recreational facilities, public safety and healthcare, as well as maintenance and infrastructure projects. Jon's extensive background, coupled with his demonstrated early career experience in the field, further enhances his ability to guide our team in order to provide Excellence in Project Delivery to each client we serve.

## REPRESENTATIVE EXPERIENCE

Salinas Police Services Headquarters, CA

Westminster Police Department Headquarters, CA

Campbell Police Operations Building Renovation, CA

Buena Park Police Department Headquarters, CA

Carlsbad Police & Fire Headquarters Renovation Project (Safety Center), CA

Eastvale Civic Center & Police Station, CA

Hesperia Civic Center & Police Department, CA

Rialto Police Department, CA

San Bernardino County High Desert Government Center & Public Safety Operations Center, CA

San Bernardino County Valley Communications Center, CA

Victorville Police Department, CA

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

East Bay Regional Park District, Public Safety & Administrative Building Renovation, Oakland, CA

Visalia Emergency Communications Center, CA

Westminster Public Safety Training Center, CA

Watsonville Civic Center & Police Department, CA

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

Fairfield Fire Station No.36, CA

Fairfield Fire Station No.39, CA

Cathedral City Fire Station No. 411, CA

Orange City Fire Department Headquarters, CA



## Dustin Alamo

CCM, LEED AP, DRE BROKER #01930629

Pre-Development 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

20

### 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

Salinas Police Services Headquarters, CA

Buena Park Police Department Headquarters, CA

Eastvale Civic Center & Police Station, CA

Hesperia Civic Center & Police Department, CA

Rialto Police Department, CA

San Bernardino County Valley Communications Center, CA

San Bernardino County High Desert Government Center & Public Safety Operations Center, CA

Victorville Police Department, CA

Westminster Public Safety Training Center, CA

Watsonville Civic Center & Police Department, CA

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

Cathedral City Fire Station No. 411, CA

Covina Police Department Pre-Development, CA

Garden Grove Police & Fire Department Headquarters Pre-Development, CA

Hesperia Police Department Headquarters, CA

Inglewood Emergency Operations Center Renovation, CA

Manhattan Beach Fire Station No.2, CA

Newport Beach Police Department Pre-Development, CA

Morgan Hill Butterfield Fire Station Pre-Development, CA

County of Orange Civic Center, Santa Ana, CA

County of Orange Facilities Strategic Plan, CA



## Bryce Bunker

Construction Manager

### EDUCATION

Master of Urban & Regional Planning,  
University of California, Irvine

Bachelor of Arts, Environmental Studies,  
University of Redlands

### CERTIFICATIONS / LICENSES

Urban Land Institute

University of California, Irvine, Planning  
Mentorship Program

### YEARS OF EXPERIENCE

18

### QUALIFICATIONS

Bryce Bunker is highly experienced in assisting clients through planning, design, entitlement, and construction. Bryce offers expeditious oversight and control of all project details, technical documents, schedule, and budget in order to develop an integral roadmap of which he implements and oversees to ensure client and project success. A skilled communicator, Bryce collaborates directly with managing partners and jurisdictional agencies to obtain all necessary approvals, permits, and consensus throughout the lifecycle of each project. Prior to construction, Bryce prioritizes the review and outline all conditions of approval, compliance, and mitigation measures, followed by the frequent monitoring of field work to ensure compliance.

### REPRESENTATIVE EXPERIENCE

San Bernardino County Valley Communications Center, CA

Orange County Fire Authority, Capital Improvements (Multiple Stations), Orange County, CA

Linc Housing, Willow Way, El Monte, CA

San Marino Community Center Renovation, CA

The Weingart Greenleaf, Project Homekey, Whittier, CA

The Weingart Willows, Project Homekey, Gardena, CA

West Hollywood Holloway Interim Housing, Project Homekey, CA

Trust for Public Land (TPL), 15+ Parks & Alleys, Los Angeles County, CA

Irvine Campus Housing Authority, University Hills Area 12, CA

GHC Properties, Gillette Trails Apartments, CA

Irvine Campus Housing Authority, University Hills Area 11, CA

Irvine Campus Housing Authority, Miramonte Rental Townhomes, CA

GamePlan, Grant Avenue Residences, Novato, CA

C33, Barton Place, Cypress, CA

Alhambra Place, Shea Properties, CA

La Entrada, PSAV, Coachella, CA

The Village at Los Alamitos, Highland Pointe Partners, CA

Mackay Place, Warmington, Cypress, CA

Park Villas, Shopoff & Stirling, Oceanside, CA



## Ryan Craven

CPE, CMIT

Cost Support

### 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)

CoreNet Global (Young Leaders Group)

### YEARS OF EXPERIENCE

17

### 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

Salinas Police Services Headquarters, CA

Buena Park Police Department Headquarters, CA

Eastvale Civic Center & Police Station, CA

Hesperia Civic Center & Police Department, CA

Rialto Police Department, CA

San Bernardino County Valley Communications Center, CA

San Bernardino County High Desert Government Center & Public  
Safety Operations Center, CA

Victorville Police Department, CA

Westminster Public Safety Training Center, CA

Watsonville Civic Center & Police Department, CA

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

Cathedral City Fire Station No. 411, CA

Covina Police Department Pre-Development, CA

Garden Grove Police & Fire Department Headquarters Pre-  
Development, CA

Hesperia Police Department Headquarters, CA

Inglewood Emergency Operations Center Renovation, CA

Manhattan Beach Fire Station No.2, CA

Newport Beach Police Department Pre-Development, CA

Morgan Hill Butterfield Fire Station Pre-Development, CA

County of Orange Civic Center, Santa Ana, CA

County of Orange Facilities Strategic Plan, CA



WESTMINSTER POLICE  
DEPARTMENT HEADQUARTERS

## Project Understanding

The City of Manteca has embarked on the development of a new Police Department facility to enhance its public safety infrastructure. To ensure the successful execution of this significant project, the City is seeking professional project and construction management services. Our role will be crucial in guiding the City through the complex phases of procurement, design, and, ultimately, construction management.

### PHASE 1: PROCUREMENT MANAGEMENT

Our team will assist the City with the procurement management phase, which involves:

#### Developing Procurement Strategy

We will work closely with City representatives to establish a clear procurement strategy, ensuring alignment with the City's objectives and budget constraints. This includes defining the scope of services and drafting procurement documents.

#### Managing the RFP Process

We will oversee the Request for Proposal (RFP) process, including preparing and issuing RFPs, coordinating pre-bid meetings, and managing the evaluation of proposals.

#### Vendor Selection & Contract Negotiation

Our team will facilitate the selection of qualified consultants and assist in contract negotiations to ensure that agreements meet the City's requirements and protect its interests.

### PHASE 2: DESIGN MANAGEMENT

Following procurement, our focus will shift to design management, which entails:

#### Collaborative Design Development

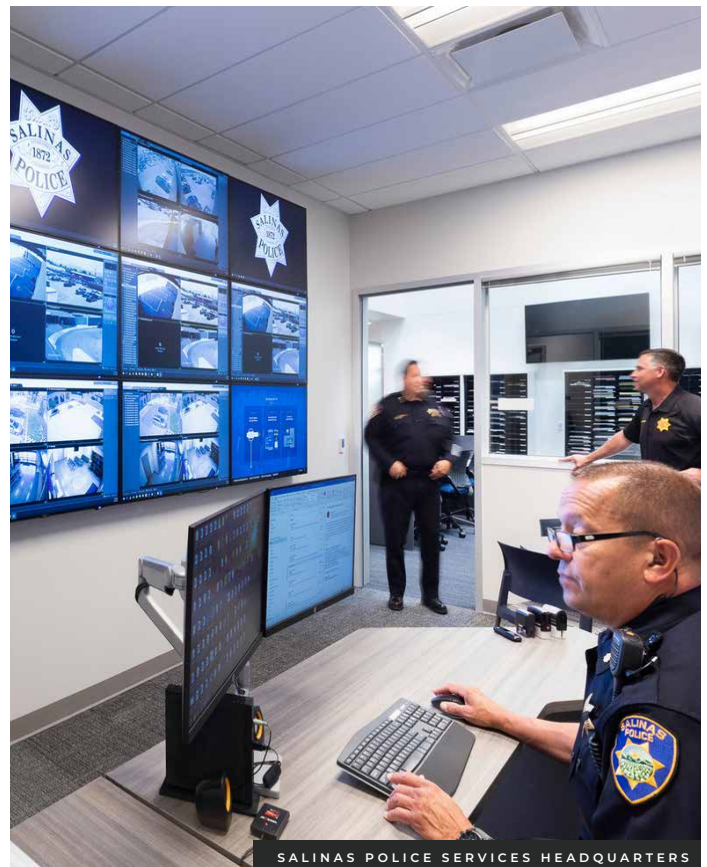
We will work with the selected design team to ensure that the design of the new Police Department facility aligns with the City's needs, vision, and regulatory requirements. This includes reviewing design documents against programmatic needs and buildability considerations, coordinating design reviews, and ensuring compliance with key deliverables.

#### Stakeholder Engagement

Our team will facilitate meetings and workshops with key stakeholders to gather input and ensure that the design reflects the City's needs and expectations.

#### Budget & Schedule Oversight

We will monitor the design process to ensure that it remains within budget and on schedule. This includes managing design changes and addressing any issues that may arise.



SALINAS POLICE SERVICES HEADQUARTERS

### PHASE 3: CONSTRUCTION MANAGEMENT (TO BE INITIATED SEPARATELY)

Construction management will be addressed in a subsequent phase once additional funding is secured for the project. In this phase, we will provide comprehensive oversight of the construction process, including:

#### Contract Administration

We will manage contracts with contractors and suppliers, ensuring that construction is carried out according to the agreed-upon terms.

#### Quality Assurance

Our team will conduct regular site inspections to ensure that construction meets quality standards and project specifications.

#### Schedule & Budget Control

We will monitor the construction schedule and budget, addressing any deviations to keep the project on track.

#### Coordination & Communication

We will serve as the primary point of contact between the City, contractors, and other stakeholders, ensuring effective communication and coordination throughout the construction phase.

## General Project Management Approach

With over 43 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 & 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 & 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 lifecycle. We understand the importance of aligning with the City's goals and are dedicated to delivering results that meet or exceed expectations.

## **PHASE 1: PROCUREMENT MANAGEMENT FOR DESIGN SERVICES**

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

### **1. Drafting Procurement Documents**

- Develop comprehensive procurement documents, including Requests for Proposals (RFPs), Invitations to Bid, and any other necessary procurement vehicles tailored to the project's requirements.
- Ensure that the procurement documents clearly outline the scope of work, project specifications, evaluation criteria, and contract terms to attract qualified design and construction service providers.

### **2. Review & Evaluation of Proposals**

- Facilitate the review and evaluation of proposals submitted by design and construction service providers. This includes organizing and leading evaluation committees, reviewing proposals for compliance with project requirements, and assessing the qualifications, experience, and cost-effectiveness of each proposal.
- Provide recommendations based on the evaluation results to assist in selecting the most suitable service providers for the project.

### **3. Preparation & Finalization of Contract Documents**

- Partner with the City's legal counsel to thoroughly review and refine scopes of work, terms and conditions, project schedules, and other relevant contract exhibits in alignment with the City's contract template.
- Assist the City in ensuring that the agreed-upon terms and conditions with the selected design and construction service providers are accurately integrated into the final contract.

### **4. Participation in Negotiations**

- Engage in negotiations with selected service providers to finalize contract terms, pricing, and any additional conditions or requirements.
- Address any issues or modifications required during the negotiation process to ensure a mutually beneficial agreement is reached.

### **5. Project Oversight & Support**

- Provide ongoing support and oversight throughout the procurement process, including addressing any questions or concerns from bidders and ensuring timely completion of procurement activities.
- Assist in resolving any issues that arise during the procurement phase to keep the project on track and aligned with its goals.

## **PHASE 2: DESIGN MANAGEMENT**

Griffin Structures will leverage our comprehensive project management approach to effectively oversee and manage the design process. Our primary role is to ensure that all phases of the design align with the project's goals and requirements.

### **Design Stages**

#### **Conceptual Design**

- Objective: Ensure the initial design vision aligns with project objectives.
- Activities: Review initial sketches and diagrams developed by the design team to confirm they reflect the project's functional requirements and feasibility. Provide feedback and guidance to ensure alignment with the City's objectives.
- Deliverables: Evaluation reports on conceptual design documents, including high-level cost estimates and feasibility assessments. Present these findings to the City and stakeholders to refine project direction.



### Schematic Design

- **Objective:** Oversee the development of a more detailed design plan.
- **Activities:** Monitor the creation of schematic drawings and layouts by the design team. Ensure that the design addresses spatial relationships and major features effectively. Provide input and recommendations to ensure that the design meets project goals and stakeholder expectations.
- **Deliverables:** Review reports on schematic design documents, including detailed floor plans and preliminary cost estimates. Update schedules and provide feedback to ensure the design remains aligned with the project's requirements.

### Design Development

- **Objective:** Manage the refinement of design details and integration.
- **Activities:** Oversee the design team's development of detailed drawings and specifications. Ensure that the design addresses all technical and functional requirements and is well-coordinated among disciplines. Provide feedback and identify potential issues to ensure the design remains within budget and scope.
- **Deliverables:** Reports on design development documents, including comprehensive drawings and specifications. Evaluate and review updated cost estimates and schedules.

### Construction Documents

- **Objective:** Ensure the final design documents are complete and ready for construction.
- **Activities:** Review the final construction documents prepared by the design team. Ensure that all drawings and specifications are clear, complete, and compliant with relevant codes and regulations. Provide guidance to finalize bid packages and prepare for the bidding and construction phases.
- **Deliverables:** Final evaluation reports on construction documents, including comprehensive drawings and specifications. Ensure that the final design is ready for the bidding process.

Throughout these stages, we will prepare reports on probable costs, constructability, and value analysis. These reports will provide insights and help identify potential issues early in the design process. We will conduct regular progress checks to ensure that the design meets all project objectives, including program specifications, budget constraints, schedule adherence, feature inclusion, and quality standards.

Our commitment to minimizing change orders is integral to our management strategy. By focusing on thorough pre-planning and oversight during the design stages, we aim to reduce the likelihood of changes during construction. Our critical reviews and recommendations will support the design team in developing the best possible facility within the parameters set by policymakers.

### Constructability Reviews

Griffin's approach to managing cost and schedule during the construction phase begins with proactive oversight during the preconstruction phase. We will focus on ensuring that the quality and clarity of drawings and specifications meet high standards. By performing detailed constructability reviews, we will identify and address potential issues before they impact construction.

We provide a series of constructability reviews to ensure that plans are well-coordinated and clear, minimizing conflicts and surprises during the construction phase. This proactive approach reduces the number of contractor inquiries and change orders, leading to more accurate bids and a smoother construction process.

### Budget Development

Budget management is a key component of our project oversight. We will review and provide comments on detailed construction cost estimates prepared by the design team as the design progresses. These estimates will be integrated into a master project budget that we will meticulously track and manage.

Throughout the project, we will advise the City and Design Team on necessary budget adjustments. Our goal is to ensure that financial resources are allocated efficiently and that the project remains on track financially.

### Schedule Development

Alongside budget management, we will oversee the preparation of a detailed development and construction schedule using Critical Path Management (CPM) techniques. This schedule will be developed using suitable scheduling software, such as Microsoft Project, to ensure accuracy and clarity.

The schedule will outline key milestones and deadlines, helping to keep the project on track and ensuring timely completion. We will continuously monitor progress and make adjustments as needed to adhere to the established timeline.

### Value Engineering & Life-Cycle Costs

Value engineering will be an integral part of our cost management oversight from the start of the design phase. We will monitor design decisions and evaluate them against the City's program requirements, performance criteria, budget, and operating cost expectations.

By integrating value engineering into the design management process, we aim to enhance the project's value and avoid the need for a separate value engineering exercise after design completion. This approach ensures that the project remains aligned with all relevant criteria and expectations.



RIALTO POLICE DEPARTMENT

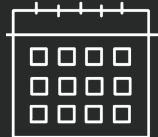
### PHASE 3: CONSTRUCTION MANAGEMENT (TO BE INITIATED SEPARATELY)

Although this phase is not included in our current fee proposal, we would be delighted to offer our support to the City of Manteca during the bidding and construction phases of the Police Department project. Our construction management services are extensive and can be customized to align with the project's construction timeline once it is determined. In the meantime, we have included a summary graphic below that outlines the scope of our construction management services.



#### COMMUNICATION / DOCUMENT CONTROL

Standardized Communication and Document Management Protocols will be utilized for all project document controls. All RFIs, submittals, ASIs, CCDs, Deltas, daily reports, project photos, SWPPP reports, schedules, and closeout documents will be carefully integrated into the City's third-party web-based Software-as-a-Service (SaaS).



#### SCHEDULE MANAGEMENT

A comprehensive master project schedule will be created to include all aspects of the project, including, but not limited to: design iterations & review times, permitting phases, pre-qualification, bidding, contracts & insurance, construction phasing, city installations, utility connections, IT installations, punchlist, commissioning, & contingency.



#### FINANCIAL CONTROLS

Effective financial controls depend on change management, timely invoices, claim mitigation & avoidance, commitment to value, clear documentation and legal comprehension. Our expertise in this category is best-in-class and includes an estimating team to serve as a reference point in developing project budgets or negotiating change orders.



#### QUALITY CONTROL OBSERVATIONS

Inspections, photography/technology such as recordings, photography, Bluebeam Technology to facilitate the communication of challenges in field for quick resolution & documentation, Building Information Modeling (BIM) management, and Field Observation Reports are regularly employed for Quality Control and Assurance.





## Griffin Structures Fee Proposal

### Manteca Police Department Headquarters

August 26, 2024

Griffin Structures' Fee Proposal is based on all reasonable costs necessary to perform Project and Construction Management Services for the City of Manteca's New Police Department Headquarters. For these requisite services Griffin Structures proposes the following Not-to-Exceed Fee based on hourly rates:

Phase 1: Procurement Management	\$ 39,920
Phase 2: Design Management	\$ 154,460
Phase 3: Construction Management	<i>Not included</i>
Reimbursable Expenses:	\$ 3,000
<b>Total</b>	<b>\$ 197,380</b>

All proposed hourly rates are fully burdened and include overhead profit, taxes, and benefits. Hourly rates are escalated by the CPI annually and the fee is reflective of the annual increases. The hours identified for each individual employee and task are estimates only and are not to be construed as not to exceed hours for any individual task, phase, or time period. We reserve the right to reallocate hours between staff members and tasks, in consultation with the City's Project Manager, in order to accomplish the overall objectives and requirements of the project.

Services are based on an assumption of a 17-month schedule assuming 4 months for procurement management and 13 months for design management services. We would be pleased to provide construction management services to the City once the project is funded and scope/schedule is further clarified. Our suggested schedule is illustrated in the attached Resource Allocation Schedule. Any extension of the schedule may result in added fee, in good faith negotiation with the City.

### APPROACH TO STAFFING & PROJECT TEAM

To bring the highest level of efficiency and value to the City, Griffin Structures has assembled following team:

**Jon Hughes** will serve as Principal-in-Charge for the duration of the project and will provide oversight as-needed to the team to ensure a successful delivery for a total of 34 hours.

**Dustin Alamo** will serve as the Preconstruction Manager and will lead the project in developing a collaborative and well-qualified team as well as provide oversight to the design process leveraging his experience in public safety facilities. We have allocated a total of 424 hours of Dustin's time.

**Bryce Bunker** will serve as the Construction Manager throughout the project. In that role, Bryce will support Dustin in providing quality control, document compliance, and constructability reviews. For these services, we have allocated 268 hours of Bryce's time.

## QUALIFICATIONS & EXCLUSIONS

1. Insurance costs are included as a reimbursable expense and will be billed monthly at the rate of \$10 per \$1,000.
2. If construction management services are later negotiated, on-site trailer rental, furniture, utilities, and sanitary facilities for our field staff (Project Management team) are excluded. We assume that offices will be provided as part of the construction site trailer(s) being provided by the *City's* contractor or by the *City*.
3. Costs for all permits required for the project are excluded. It is assumed that the Agency will pay for all permitting fees, assessments, easements, school fees, and other agency or governmental fees or costs to support the design and construction the project. We have not included any permit related fees within our fee proposal. Permits will be pulled by others.
4. At no cost to the Owner, and subject to Internal Revenue Code 179D, (Deduction for Energy Efficient Commercial Buildings) Owner agrees to allocate any applicable tax deductions to construction manager (Griffin Structures) as may be relevant to 'public entity' projects.
5. Costs for construction staking, environmental and hazardous materials surveys, and all environmental and hazardous materials transportation and remediation costs are excluded.
6. Software licenses or user fees and all software training costs for specific project management software being required by either the *City* or their contractor(s) is excluded.
7. Cost of bulk blueprinting for plans and specifications for use by the contractors and subcontractors is excluded. Funds included in reimbursable expenses are for Griffin printing costs alone.
8. Independent or third-party testing companies such as Roofing, Peer Reviews, LEED, or other specialized third-party oversight services other than those listed herein are excluded.
9. No FF&E or OS&E procurement is included in this proposal.
10. Construction Site Security is excluded.
11. This proposal does not include a formal independent Inspector of Record (IOR); it is assumed that any Building Department inspections will be performed by the *City's* Building Department inspections staff.
12. If construction management services are later negotiated, Construction Manager will review all RFI's, Submittals, and Substitutions only for completeness. Approvals shall be executed by the designer of record.
13. Construction Cost Estimates, when provided, are based on standard industry practice, professional experience, and knowledge of market conditions. Griffin has no control over material and labor costs, contractor's methods of establishing prices or the market and bidding conditions at the time of bid. Therefore, Griffin does not guarantee that bids received will not vary from the cost estimate provided and Griffin is not liable for any costs, liabilities, or damages incurred by the Agency arising from Griffin's opinion of cost, the actual project cost to the Agency, delays caused by events outside the control of Griffin, or any labor or material cost increases.

14. Griffin is not responsible for, and the City will hold Griffin harmless from, any schedule delays and/or any losses, damages, or liabilities resulting therefrom that are caused by (1) events or conditions that are outside of Griffin's control or (2) the acts or omissions of parties for whom Griffin is not legally liable (collectively, "Non-Consultant Delays"). The schedule for completion will be extended for any Non-Consultant Delays. If Griffin incurs additional costs or expenses due to Non-Consultant Delays, then Griffin's fee compensation will be equitably adjusted to cover such additional costs or expenses.
15. If construction management services are later negotiated, for document tracking control, Griffin will included the use of "Submittal Exchange" for managing construction documentation. The cost of "Submittal Exchange" will be included as a reimbursable expense.
16. Dry utility design consultation services are not included.
17. This proposal does not include services inclusive of surveying, geotechnical engineering, environmental consulting, construction inspection, SWPPP monitoring, IT network equipment specification and planning, or move-in / start-up coordination and planning.
18. 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.

Fee Proposal

Item No.	PROJECT PHASE	PRINCIPAL-IN-CHARGE	PRE-DEVELOPMENT MANAGER	CONSTRUCTION MANAGER	TOTAL
		Jon Hughes \$300/hr.*	Dustin Alamo \$265/hr.*	Bryce Bunker \$245/hr.*	
1	PHASE 1: PROCUREMENT MANAGEMENT	8	112	32	\$39,920
2	PHASE 2: DESIGN MANAGEMENT	26	312	236	\$154,460
3	PHASE 3: CONSTRUCTION MANAGEMENT	-	-	-	<i>Not included within this fee proposal</i>
	Total Hours	34	424	268	
	Subtotals	\$10,480	\$115,720	\$68,180	
	PROJECT / CONSTRUCTION MANAGEMENT TOTAL				\$194,380
4	REIMBURSABLE COSTS				\$3,000
4.1	Insurance				\$2,000
4.2	Misc. Printing and Office Supplies				\$1,000
	GRAND TOTAL				\$197,380

\*Hourly rates shown are for base year 2024 and escalate by 3.5% thru the end of 2026.

PROJECT PHASE	2024					2025											
	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
Phase 1: Procurement Management																	
RFP Development																	
A&E Solicitation / Procurement																	
Phase 2: Design Management																	
Design																	
Plan Check & Permitting																	

MONTHLY STAFFING HOURS																	
Principal-in-Charge, Jon Hughes	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
Pre-Development Manager, Dustin Alamo	40	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24	24
Construction Manager, Bryce Bunker	8	8	8	8	8	8	8	20	16	16	16	40	16	16	40	16	
Principal-in-Charge, Jon Hughes	\$ 600	\$ 600	\$ 600	\$ 600	\$ 620	\$ 620	\$ 620	\$ 620	\$ 620	\$ 620	\$ 620	\$ 620	\$ 620	\$ 620	\$ 620	\$ 620	\$ 620
Pre-Development Manager, Dustin Alamo	\$ 10,600	\$ 6,360	\$ 6,360	\$ 6,360	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600	\$ 6,600
Construction Manager, Bryce Bunker	\$ 1,960	\$ 1,960	\$ 1,960	\$ 1,960	\$ 2,040	\$ 2,040	\$ 2,040	\$ 5,100	\$ 4,080	\$ 4,080	\$ 4,080	\$ 10,200	\$ 4,080	\$ 4,080	\$ 10,200	\$ 4,080	
	\$ 13,160	\$ 8,920	\$ 8,920	\$ 8,920	\$ 9,260	\$ 9,260	\$ 9,260	\$ 12,320	\$ 11,300	\$ 11,300	\$ 11,300	\$ 17,420	\$ 11,300	\$ 11,300	\$ 17,420	\$ 11,300	

PROJECT PHASE	2026											
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Phase 2: Design Management												
Plan Check & Permitting												
Phase 3: Construction Management												
Bidding & Award												
Construction												

MONTHLY STAFFING HOURS													TOTALS
Principal-in-Charge, Jon Hughes	2												34
Pre-Development Manager, Dustin Alamo	24												424
Construction Manager, Bryce Bunker	16												268
Principal-in-Charge, Jon Hughes	\$ 640	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,480
Pre-Development Manager, Dustin Alamo	\$ 6,840	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 115,720
Construction Manager, Bryce Bunker	\$ 4,240	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 68,180
	\$ 11,720	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 194,380



WESTMINSTER POLICE DEPT HEADQUARTERS



SALINAS POLICE SERVICES HEADQUARTERS



RIALTO POLICE DEPT



SAN BERNARDINO VALLEY COMMUNICATIONS CENTER



BUENA PARK  
POLICE DEPT HQ



VICTORVILLE  
POLICE DEPT



CAMPBELL  
POLICE OPS BLDG  
RENOVATION



EASTVALE  
CIVIC CENTER &  
POLICE STATION



CARLSBAD POLICE &  
FIRE HEADQUARTERS  
RENOVATION

## NORTHERN CA OFFICE

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

## SOUTHERN CA OFFICE

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