

GENERAL SERVICE AGREEMENT

This Agreement is made and entered into this ____ day of _____, 20__, by and between the **CITY OF MANTECA**, a public body, corporate and politic ("City") and Griffin Structures, a _____ corporation ("Consultant").

RECITALS

A. Consultant is specially trained, experienced, and competent to perform the professional services required by this Agreement.

B. Consultant possesses the skill, experience, ability, background, certification, and knowledge to provide the services described in this Agreement on the terms and conditions specified herein.

C. City desires to retain Consultant to render the professional services set forth in this Agreement.

AGREEMENT

1. Scope of Services. Consultant shall perform the Construction Management services described in the attached Attachment 1 that is incorporated by this reference, and pursuant to the Proposal submitted by Consultant dated February 3, 2026, and attached hereto as Attachment 2. Consultant shall provide these services at the time, place, and in the manner specified in Attachment 1, subject to the direction of the City through its staff that may be provided from time to time. Performance of the Construction Management services is sometimes referred to herein as “the Project.”

2. Work Through City Staff. Consultant shall perform its services pursuant to this Agreement solely through City staff. No communications, information or documentations shall be made directly to any applicant to the City without the prior written consent of the City. This shall not apply to the sole request of information or clarification of information by Consultant from the applicant. All requests shall be noted to City in an expeditious manner.

3. Time of Performance. Consultant’s services will commence upon execution of this Agreement and shall be completed in accordance with the Schedule of Activities, attached hereto as Attachment 3. All work shall be completed no later than August 31, 2028. Failure to submit work products in accordance with the Schedule of Activities may result in the City withholding progress payments. Repeated failure to complete work products in accordance with the Schedule of Activities may result in a reduction of the total compensation provided for in Section 4 herein.

4. Compensation. Without additional authorization from the City, compensation to be paid to Consultant shall not exceed THREE MILLION FOUR HUNDRED AND FIFTY THOUSAND DOLLARS (\$3,450,000.00). Payment by City under this Agreement shall not be deemed a waiver of any defects, even if those defects were known to the City at the time of payment. Consultant reserves the right to assess a one and one half percent (1.5%) per month

(18% per year) service charge on any non-disputed unpaid balances outstanding more than sixty (60) days.

5. Method of Payment. Consultant shall submit monthly billings to City specifying and describing the work performed during the preceding month. Consultant's bills shall include a brief description of the services performed, the date the services were performed, the number of hours expended and by whom, and a description of any reimbursable expenditures. Full payment of each task will only be made at such time as each task is completed.

City shall pay Consultant no later than 30 days after approval of the monthly invoice by City staff. Payments may be delayed by City if Consultant fails to provide services in accordance with the Schedule of Activities, unless the City has provided prior written consent to any delay in the schedule.

6. Extra Work. At any time during the term of this Agreement, City may request that Consultant perform Extra Work. As used herein, the term "Extra Work" means any work that is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the time of execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without the City's prior written authorization.

7. Termination. This Agreement may be terminated by the City immediately for cause, or by either party without cause upon 15 days' prior written notice of termination. Upon termination, Consultant shall be entitled to compensation for services performed up to the effective date of termination upon submittal of an invoice for same. Any temporary suspension shall not exceed forty-five (45) days. If the suspension exceeds forty-five (45) days, Consultant may elect to terminate this Agreement or negotiate an equitable adjustment.

8. Ownership of Documents; Confidentiality.

A. Instruments of service prepared by Consultant and its subconsultants, in accordance with its standard of care, shall remain the property of Consultant. Consultant grants to City a non-exclusive license to use the instruments of service solely for the design, construction, operation, renovation, maintenance, and use of the Project. Consultant shall deliver copies of such documents upon request. City agrees to defend, indemnify, and hold harmless Consultant and its subconsultants from claims arising from modification, misuse, or reuse of the instruments of service by City or others without Consultant's written authorization.

B. All memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other documents and data, either created by or provided to Consultant in connection with the performance of this Agreement, shall be held confidential by Consultant. These materials shall not, without the City's prior written consent, be used by Consultant for any purposes other than the performance of the services under this Agreement. Nor shall these materials be disclosed to any person or entity not connected with the performance of services under this Agreement. Nothing furnished to Consultant that is otherwise known to Consultant, or is generally known, or has become known to the related profession shall be deemed confidential. Consultant shall not use City's name or insignia, photographs relating to the Project for which Consultant's services are rendered, or any publicity

pertaining to the Consultant's services under this Agreement in any magazine, trade paper, newspaper, television or radio production, or other similar medium without the City's prior written consent. Consultant and its subconsultants shall be deemed the authors and owners of their instruments of service and shall retain all common law, statutory, and other reserved rights, including copyrights.

9. Consultant's Books and Records.

A. Consultant shall maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to City, for a minimum period of three years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement.

B. Consultant shall maintain all records that document performance under this Agreement for a minimum period of three years, or for any longer period required by law, from the date of termination or completion of this Agreement.

C. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit at any time during regular business hours, upon written request by the City Manager, City Attorney, City Auditor, or a designated representative of any of these officers. Copies of such documents shall be provided to City for inspection at City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Consultant's address specified in Section 16 of this Agreement.

D. Where City has reason to believe that records or documents may be lost or discarded due to the dissolution or termination of Consultant's business, City may, by written request, require that custody of the records be given to the City and that the records and documents be maintained in City Hall. Access to these records and documents shall be granted to any party authorized by Consultant, Consultant's representatives, or Consultant's successor-in-interest.

10. Independent Contractor. In the performance of the work and services required by this Agreement, Consultant shall act as and be an independent contractor and not an agent, or employee of the City. Consultant shall obtain no rights to retirement or other benefits that accrue to City's employees, and Consultant expressly waives any claim it may have to any such rights.

11. Interest of Consultant.

A. Consultant represents that neither it nor any employee has any investment or interest in real property, and shall not acquire any such interest, direct or indirect, within the area covered by this Agreement, or any other source of income, interest in real property, or investment that would be affected in any manner or degree by the performance of Consultant's services hereunder. Consultant further represents that, in the performance of its duties hereunder; no person having any such interest shall perform any services under this Agreement.

B. Consultant is not a designated employee within the meaning of the Political Reform Act because Consultant:

- (1) will conduct research and arrive at conclusions with respect to its rendition of information, advice, recommendation, or counsel independent of the control and direction of the City, or of any City official, other than normal Agreement monitoring; and
- (2) possesses no authority with respect to any City decision beyond the rendition of information, advice, recommendation, or counsel. (FPPC Reg. 18700(a)(2).)

12. Professional Ability of Consultant.

A. City is relying upon the professional training and ability of Consultant to perform the services hereunder as a material inducement to enter into this Agreement. Consultant shall therefore provide skilled professional and technical personnel to perform all services under this Agreement. Consultant shall perform services in accordance with the standard of care ordinarily exercised by professionals practicing in the same discipline under similar circumstances.

B. The primary provider of the services required by this Agreement shall be Griffin Structures. A list of other individuals assigned to the Project will be provided to City for its review and approval, and these individuals shall not be replaced without the City's prior written consent.

13. Compliance with Laws. Consultant shall, in accordance with the standard of care, comply with applicable laws.

14. Licenses. Consultant represents and warrants to City that it has all licenses, permits, qualifications, insurance, and approvals that are legally required of Consultant to practice its profession. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, insurance, and approvals that are legally required of Consultant to practice its profession.

15. Indemnification and Hold Harmless. Consultant agrees to defend, indemnify, and hold harmless the City, its officers, officials, employees, from and against any and all claims, demands, actions, losses, damages, injuries, and liability, direct or indirect (including any and all costs and expenses in connection therewith), arising out of Consultant's performance of this Agreement, or Consultant's failure to comply with any of its obligations contained in this Agreement; excluding, however, any claim arising out of the active negligence or willful misconduct of the City, its officers, employees.

16. Insurance Requirements.

A. Job specific insurance requirements can be found on the attached Attachment 4. Other insurance provisions can be found below:

B. Endorsements. Each general liability and automobile liability insurance policy shall be with insurers possessing an A.M. Best's rating of no less than A:VII and shall be endorsed with language substantially as follows:

- (1) The City, its elected and appointed officers, officials, employees are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the Consultant, including materials, parts, or equipment furnished in connection with such work.
- (2) The policy shall be considered primary insurance as respects the City, its elected and appointed officers, officials, employees. Any insurance maintained by the City, including any self-insured retention the City may have, shall be considered excess insurance only and shall not contribute with it.
- (3) The insurance shall apply to each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
- (4) The insurer waives all rights of subrogation against the City, its elected and appointed officers, officials, employees.
- (5) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected and appointed officers, officials, employees.
- (6) The insurance provided by the policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after 30 days written notice has been received by the City.
- (7) The City will not accept any endorsements that were issued in 2004. Acceptable endorsement forms are CG 20 10 11 85 or both CG 20 10 10 01 and CG 20 37 10 01.

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the City's option, Consultant shall demonstrate financial capability for payment of those deductibles or self-insured retentions.

D. Certificates of Insurance. Consultant shall provide to City certificates of insurance with original endorsements as evidence of the required insurance coverage. Certificates of insurance shall be filed with the City on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement.

17. Notices. Any notice required to be given under this Agreement shall be in writing and either served personally or sent prepaid, first class mail. Any such notice shall be addressed to the other party at the address set forth below. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to City: City of Manteca
1001 W. Center Street
Manteca, CA 95337
Attention: _____

If to Consultant: Griffin Structures
1 Technology Dr, Bldg. i, Ste. 829
Irvine, CA 92618
Attention: Dustin Alamo

18. Entire Agreement. This Agreement constitutes the complete and exclusive statement of Agreement between the City and Consultant. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in their entirety by this Agreement.

19. Amendments. This Agreement may be amended only by a written document executed by both Consultant and City and approved as to form by the City Attorney.

20. Assignment and Subcontracting. The parties recognize that a substantial inducement to City for entering into this Agreement is the professional reputation, experience, and competence of Consultant. Assignments of any or all rights, duties, or obligations of the Consultant under this Agreement will be permitted only with the express written consent of the City. Consultant shall not subcontract any portion of the work to be performed under this Agreement without the written authorization of the City. If City consents to such subcontract, Consultant shall be fully responsible to City for all acts or omissions of the subcontractor. Nothing in this Agreement shall create any contractual relationship between City and subcontractor nor shall it create any obligation on the part of the City to pay any monies due to any subcontractor other than as may be required by law.

21. 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.

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

23. Controlling Law; Venue. This Agreement and all matters relating to it shall be governed by the laws of the State of California, and any legal action relating to this Agreement shall take place in the Superior Court, County of San Joaquin.

24. Litigation Expenses and Attorneys' Fees. If either party to this Agreement commences any legal action against the other party arising out of this Agreement, the prevailing party shall be entitled to recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees.

25. Mediation. The parties agree to make a good faith attempt to resolve any disputes arising out of this Agreement through mediation prior to commencing litigation. The parties shall mutually agree upon the mediator and shall divide the costs of mediation equally. If the parties

are unable to agree upon a mediator, the dispute shall be submitted to JAMS/ENDISPUTE ("JAMS") or its successor in interest. JAMS shall provide the parties with the names of five qualified mediators. Each party shall have 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.

26. Execution. This Agreement 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.

27. 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 Agreement. Each party warrants to the other that the signatories to this Agreement have the legal power, right, and authority to enter into this Agreement and to bind each party.

28. Prohibited Interests.

A. Consultant warrants that it has not employed or retained any person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has neither paid nor agreed to pay any person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For any breach or violation of this warranty, City shall have the right to rescind this Agreement without liability.

B. For the term of this Agreement, no member, officer, or employee of City, during the period of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

29. Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer, and it shall not discriminate against any subcontractor, employee, or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex, or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

30. Precedence. In case of conflict between Consultant's Proposal/Consultant's attachments and the City's Agreement/City's attachments, the City's Agreement and City's attachments shall take precedence over Consultant's proposal/Consultant's attachments.

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TO EFFECTUATE THIS AGREEMENT, each of the parties has caused this Agreement to be executed by its duly authorized representative as of the date set forth in the introductory paragraph on page 1 above.

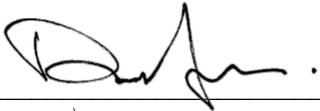
CITY OF MANTECA:

CONSULTANT:

Toni Lundgren
City Manager

Griffin Structures
*(Type name of Consultant/form of organization)**

ATTEST:

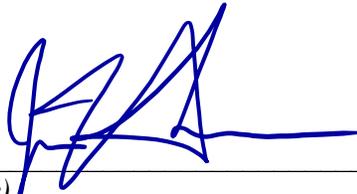
By: 

(Signature)

Cassandra Candini-Tilton,
Director of Legislative Services

Dustin Alamo, Vice President
(Type name and title)

COUNTERSIGNED:

By: 

(Signature)

Matthew Boring
Interim Director of Finance

Jon Hughes - President

(Type name and title)

COUNTERSIGNED:

Address: 1 Technology Drive, Bldg. i, Ste 829

Stephanie Van Steyn,
Director of Human Resources

Irvine, CA 92618

Telephone: (949) 497-9000 ext. 263

APPROVED AS TO FORM:

Riana Daniel,
Interim City Attorney



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/26/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AssuredPartners Design Professionals Insurance Services, LLC 3697 Mt. Diablo Blvd Suite 230 Lafayette CA 94549 License#: 6003745 GRIFSTR-01	CONTACT NAME: Dani Schulze PHONE (A/C, No, Ext): 714-202-0390 E-MAIL ADDRESS: CertsDesignPro@AssuredPartners.com	FAX (A/C, No):	
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Griffin Structures Inc 1 Technology Dr., Building I Ste. 829 Irvine CA 92618	INSURER A : ARCH SPECIALTY INSURANCE COMPANY		21199
	INSURER B : The Travelers Indemnity Company		25658
	INSURER C : Travelers Property Casualty Company of America		25674
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES

CERTIFICATE NUMBER: 1572207735

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab <input type="checkbox"/> Included GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	680C2582051	12/31/2025	12/31/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	BAC259119A	12/31/2025	12/31/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	UBC2593772	12/31/2025	12/31/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability & Contractors Pollution Liability		Y	PDCPP0038505	12/31/2025	12/31/2026	Per Claim \$2,000,000 Aggregate Limit \$4,000,000 Deductible \$25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

AM Bests Rating on all policies above: A/XII or greater.

Re: All Operations of the Named Insured

City of Manteca, its officers, officials, employees, agents, and volunteers are named as an additional insured as respects general liability as required per written contract. General Liability and Auto Liability are Primary/Non-Contributory per policy form wording. Insurance coverage includes waiver of subrogation per the attached endorsement(s).

CERTIFICATE HOLDER**CANCELLATION 30 Day Notice of Cancellation**

City of Manteca
 1001 W. Center St.
 Manteca CA 95337

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

AUTO COVERAGE PLUS ENDORSEMENT

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM

GENERAL DESCRIPTION OF COVERAGE – This endorsement broadens coverage. However, coverage for any injury, damage or medical expenses described in any of the provisions of this endorsement may be excluded or limited by another endorsement to the Coverage Part, and these coverage broadening provisions do not apply to the extent that coverage is excluded or limited by such an endorsement. The following listing is a general coverage description only. Limitations and exclusions may apply to these coverages. Read all the provisions of this endorsement and the rest of your policy carefully to determine rights, duties, and what is and is not covered.

- | | |
|---|---|
| <ul style="list-style-type: none"> A. BLANKET ADDITIONAL INSURED B. EMPLOYEE HIRED AUTO C. EMPLOYEES AS INSURED D. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS E. TRAILERS – INCREASED LOAD CAPACITY F. HIRED AUTO PHYSICAL DAMAGE G. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT | <ul style="list-style-type: none"> H. AUDIO, VISUAL AND DATA ELECTRONIC EQUIPMENT – INCREASED LIMIT I. WAIVER OF DEDUCTIBLE – GLASS J. PERSONAL PROPERTY K. AIRBAGS L. AUTO LOAN LEASE GAP M. BLANKET WAIVER OF SUBROGATION |
|---|---|

A. BLANKET ADDITIONAL INSURED

The following is added to Paragraph **A.1., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

Any person or organization who is required under a written contract or agreement between you and that person or organization, that is signed and executed by you before the "bodily injury" or "property damage" occurs and that is in effect during the policy period, to be named as an additional insured is an "insured" for Covered Autos Liability Coverage, but only for damages to which this insurance applies and only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Section II.

B. EMPLOYEE HIRED AUTO

1. The following is added to Paragraph **A.1., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

An "employee" of yours is an "insured" while operating a covered "auto" hired or rented under a contract or agreement in an "employee's" name, with your permission, while

performing duties related to the conduct of your business.

2. The following replaces Paragraph **b.** in **B.5., Other Insurance**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

b. For Hired Auto Physical Damage Coverage, the following are deemed to be covered "autos" you own:

- (1)** Any covered "auto" you lease, hire, rent or borrow; and
- (2)** Any covered "auto" hired or rented by your "employee" under a contract in an "employee's" name, with your permission, while performing duties related to the conduct of your business.

However, any "auto" that is leased, hired, rented or borrowed with a driver is not a covered "auto".

C. EMPLOYEES AS INSURED

The following is added to Paragraph **A.1., Who Is An Insured**, of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

COMMERCIAL AUTO

Any "employee" of yours is an "insured" while using a covered "auto" you don't own, hire or borrow in your business or your personal affairs.

D. SUPPLEMENTARY PAYMENTS – INCREASED LIMITS

1. The following replaces Paragraph **A.2.a.(2)** of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

(2) Up to \$3,000 for cost of bail bonds (including bonds for related traffic law violations) required because of an "accident" we cover. We do not have to furnish these bonds.

2. The following replaces Paragraph **A.2.a.(4)** of **SECTION II – COVERED AUTOS LIABILITY COVERAGE**:

(4) All reasonable expenses incurred by the "insured" at our request, including actual loss of earnings up to \$500 a day because of time off from work.

E. TRAILERS – INCREASED LOAD CAPACITY

The following replaces Paragraph **C.1.** of **SECTION I – COVERED AUTOS**:

1. "Trailers" with a load capacity of 3,000 pounds or less designed primarily for travel on public roads.

F. HIRED AUTO PHYSICAL DAMAGE

The following is added to Paragraph **A.4.**, **Coverage Extensions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Hired Auto Physical Damage Coverage

If hired "autos" are covered "autos" for Covered Autos Liability Coverage but not covered "autos" for Physical Damage Coverage, and this policy also provides Physical Damage Coverage for an owned "auto", then the Physical Damage Coverage is extended to "autos" that you hire, rent or borrow subject to the following:

(1) The most we will pay for "loss" to any one "auto" that you hire, rent or borrow is the lesser of:

(a) \$50,000;

(b) The actual cash value of the damaged or stolen property as of the time of the "loss"; or

(c) The cost of repairing or replacing the damaged or stolen property with other property of like kind and quality.

(2) An adjustment for depreciation and physical condition will be made in determining actual cash value in the event of a total "loss".

(3) If a repair or replacement results in better than like kind or quality, we will not pay for the amount of betterment.

(4) A deductible equal to the highest Physical Damage deductible applicable to any owned covered "auto".

(5) This Coverage Extension does not apply to:

(a) Any "auto" that is hired, rented or borrowed with a driver; or

(b) Any "auto" that is hired, rented or borrowed from your "employee".

G. PHYSICAL DAMAGE – TRANSPORTATION EXPENSES – INCREASED LIMIT

The following replaces the first sentence in Paragraph **A.4.a.**, **Transportation Expenses**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

We will pay up to \$50 per day to a maximum of \$1,500 for temporary transportation expense incurred by you because of the total theft of a covered "auto" of the private passenger type.

H. AUDIO, VISUAL AND DATA ELECTRONIC EQUIPMENT – INCREASED LIMIT

Paragraph **C.1.b.** of **SECTION III – PHYSICAL DAMAGE COVERAGE** is deleted.

I. WAIVER OF DEDUCTIBLE – GLASS

The following is added to Paragraph **D.**, **Deductible**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

No deductible for a covered "auto" will apply to glass damage if the glass is repaired rather than replaced.

J. PERSONAL PROPERTY

The following is added to Paragraph **A.4.**, **Coverage Extensions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Personal Property Coverage

We will pay up to \$400 for "loss" to wearing apparel and other personal property which is:

(1) Owned by an "insured"; and

(2) In or on your covered "auto".

This coverage only applies in the event of a total theft of your covered "auto".

No deductibles apply to Personal Property coverage.

K. AIRBAGS

The following is added to Paragraph **B.3., Exclusions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Exclusion **3.a.** does not apply to "loss" to one or more airbags in a covered "auto" you own that inflate due to a cause other than a cause of "loss" set forth in Paragraphs **A.1.b.** and **A.1.c.**, but only:

- a. If that "auto" is a covered "auto" for Comprehensive Coverage under this policy;
- b. The airbags are not covered under any warranty; and
- c. The airbags were not intentionally inflated.

We will pay up to a maximum of \$1,000 for any one "loss".

L. AUTO LOAN LEASE GAP

The following is added to Paragraph **A.4., Coverage Extensions**, of **SECTION III – PHYSICAL DAMAGE COVERAGE**:

Auto Loan Lease Gap Coverage for Private Passenger Type Vehicles

In the event of a total "loss" to a covered "auto" of the private passenger type shown in the Schedule or Declarations for which Physical Damage Coverage is provided, we will pay any unpaid amount due on the lease or loan for such covered "auto" less the following:

- (1) The amount paid under the Physical Damage Coverage Section of the policy for that "auto"; and

(2) Any:

- (a) Overdue lease or loan payments at the time of the "loss";
- (b) Financial penalties imposed under a lease for excessive use, abnormal wear and tear or high mileage;
- (c) Security deposits not returned by the lessor;
- (d) Costs for extended warranties, Credit Life Insurance, Health, Accident or Disability Insurance purchased with the loan or lease; and
- (e) Carry-over balances from previous loans or leases.

M. BLANKET WAIVER OF SUBROGATION

The following replaces Paragraph **A.5., Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – BUSINESS AUTO CONDITIONS**:

5. Transfer Of Rights Of Recovery Against Others To Us

We waive any right of recovery we may have against any person or organization to the extent required of you by a written contract executed prior to any "accident" or "loss", provided that the "accident" or "loss" arises out of the operations contemplated by such contract. The waiver applies only to the person or organization designated in such contract.



WORKERS COMPENSATION
AND
EMPLOYERS LIABILITY POLICY

ENDORSEMENT WC 99 03 76 (A) –

POLICY NUMBER: UBC2593772

**WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS
ENDORSEMENT – CALIFORNIA
(BLANKET WAIVER)**

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule.

The additional premium for this endorsement shall be _____ % of the California workers' compensation premium.

Schedule

Person or Organization

Job Description

Any Person or organization for which the insured has agreed by written contract executed prior to loss to furnish this waiver.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Insurance Company
The Travelers Indemnity Company

Countersigned by 

POLICY NUMBER:

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**ADDITIONAL INSURED – OWNERS, LESSEES OR
CONTRACTORS – COMPLETED OPERATIONS**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE**Name Of Additional Insured Person(s) Or Organization(s):**

Any person or organization that you agree in a written contract to include as an additional insured on this Coverage Part for "bodily injury" or "property damage" included in the "products-completed operations hazard", provided that such contract was signed and executed by you before, and is in effect when, the bodily injury or property damage occurs.

Location And Description Of Completed Operations

Any project to which an applicable contract described in the Name of Additional Insured Person(s) or Organization(s) section of this Schedule applies.

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the

location designated and described in the schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

POLICY NUMBER

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – SCHEDULED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Names of Additional Insured Person(s) or Organization(s):

Any person or organization that you agree in a written contract to include as an additional insured on this Coverage Part, provided that such written contract was signed by you before, and is in effect when, the "bodily injury" or "property damage" occurs or the "personal injury" or "advertising injury" offense is committed.

Location of Covered Operations:

Any project to which a written contract with the Additional Insured Person(s) or Organization(s) in the Schedule applies.

(Information required to complete this Schedule, if not shown above, will be shown in the Declarations.)

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage", "personal injury" or "advertising injury" caused, in whole or in part, by:

1. Your acts or omissions; or
2. The acts or omissions of those acting on your behalf;

in the performance of your ongoing operations for the additional insured(s) at the location(s) designated above.

B. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to "bodily injury" or "property damage" occurring, or "personal injury" or "advertising injury" arising out of an offense committed, after:

1. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed; or
2. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principal as a part of the same project.

COMMERCIAL GENERAL LIABILITY

c. Method Of Sharing

If all of the other insurance permits contribution by equal shares, we will follow this method also. Under this approach each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

d. Primary And Non-Contributory Insurance If Required By Written Contract

If you specifically agree in a written contract or agreement that the insurance afforded to an insured under this Coverage Part must apply on a primary basis, or a primary and non-contributory basis, this insurance is primary to other insurance that is available to such insured which covers such insured as a named insured, and we will not share with that other insurance, provided that:

- (1) The "bodily injury" or "property damage" for which coverage is sought occurs; and
- (2) The "personal and advertising injury" for which coverage is sought is caused by an offense that is committed;

subsequent to the signing of that contract or agreement by you.

5. Premium Audit

- a. We will compute all premiums for this Coverage Part in accordance with our rules and rates.
- b. Premium shown in this Coverage Part as advance premium is a deposit premium only. At the close of each audit period we will compute the earned premium for that period and send notice to the first Named Insured. The due date for audit and retrospective premiums is the date shown as the due date on the bill. If the sum of the advance and audit premiums paid for the policy period is greater than the earned premium, we will return the excess to the first Named Insured.
- c. The first Named Insured must keep records of the information we need for premium computation, and send us copies at such times as we may request.

6. Representations

By accepting this policy, you agree:

- a. The statements in the Declarations are accurate and complete;
- b. Those statements are based upon representations you made to us; and
- c. We have issued this policy in reliance upon your representations.

The unintentional omission of, or unintentional error in, any information provided by you which we relied upon in issuing this policy will not prejudice your rights under this insurance. However, this provision does not affect our right to collect additional premium or to exercise our rights of cancellation or nonrenewal in accordance with applicable insurance laws or regulations.

7. Separation Of Insureds

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this Coverage Part to the first Named Insured, this insurance applies:

- a. As if each Named Insured were the only Named Insured; and
- b. Separately to each insured against whom claim is made or "suit" is brought.

8. Transfer Of Rights Of Recovery Against Others To Us

If the insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.

9. When We Do Not Renew

If we decide not to renew this Coverage Part, we will mail or deliver to the first Named Insured shown in the Declarations written notice of the nonrenewal not less than 30 days before the expiration date.

If notice is mailed, proof of mailing will be sufficient proof of notice.

SECTION V – DEFINITIONS

1. "Advertisement" means a notice that is broadcast or published to the general public or specific market segments about your goods, products or services for the purpose of attracting customers or supporters. For the purposes of this definition:
 - a. Notices that are published include material placed on the Internet or on similar electronic means of communication; and
 - b. Regarding websites, only that part of a website that is about your goods, products or services for the purposes of attracting customers or supporters is considered an advertisement.

occupational therapist or occupational therapy assistant, physical therapist or speech-language pathologist; or

(b) First aid or "Good Samaritan services" by any of your "employees" or "volunteer workers", other than an employed or volunteer doctor. Any such "employees" or "volunteer workers" providing or failing to provide first aid or "Good Samaritan services" during their work hours for you will be deemed to be acting within the scope of their employment by you or performing duties related to the conduct of your business.

3. The following replaces the last sentence of Paragraph 5. of **SECTION III – LIMITS OF INSURANCE**:

For the purposes of determining the applicable Each Occurrence Limit, all related acts or omissions committed in providing or failing to provide "incidental medical services", first aid or "Good Samaritan services" to any one person will be deemed to be one "occurrence".

4. The following exclusion is added to Paragraph 2., **Exclusions**, of **SECTION I – COVERAGES – COVERAGE A – BODILY INJURY AND PROPERTY DAMAGE LIABILITY**:

Sale Of Pharmaceuticals

"Bodily injury" or "property damage" arising out of the violation of a penal statute or ordinance relating to the sale of pharmaceuticals committed by, or with the knowledge or consent of the insured.

5. The following is added to the **DEFINITIONS** Section:

"Incidental medical services" means:

- a. Medical, surgical, dental, laboratory, x-ray or nursing service or treatment, advice or instruction, or the related furnishing of food or beverages; or
- b. The furnishing or dispensing of drugs or medical, dental, or surgical supplies or appliances.

6. The following is added to Paragraph 4.b., **Excess Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

This insurance is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis,

that is available to any of your "employees" for "bodily injury" that arises out of providing or failing to provide "incidental medical services" to any person to the extent not subject to Paragraph 2.a.(1) of Section II – Who Is An Insured.

K. MEDICAL PAYMENTS – INCREASED LIMIT

The following replaces Paragraph 7. of **SECTION III – LIMITS OF INSURANCE**:

7. Subject to Paragraph 5. above, the Medical Expense Limit is the most we will pay under Coverage C for all medical expenses because of "bodily injury" sustained by any one person, and will be the higher of:

- a. \$10,000; or
- b. The amount shown in the Declarations of this Coverage Part for Medical Expense Limit.

L. AMENDMENT OF EXCESS INSURANCE CONDITION – PROFESSIONAL LIABILITY

The following is added to Paragraph 4.b., **Excess Insurance**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis, that is Professional Liability or similar coverage, to the extent the loss is not subject to the professional services exclusion of Coverage A or Coverage B.

M. BLANKET WAIVER OF SUBROGATION – WHEN REQUIRED BY WRITTEN CONTRACT OR AGREEMENT

The following is added to Paragraph 8., **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

If the insured has agreed in a written contract or agreement to waive that insured's right of recovery against any person or organization, we waive our right of recovery against such person or organization, but only for payments we make because of:

- a. "Bodily injury" or "property damage" that occurs; or
- b. "Personal and advertising injury" caused by an offense that is committed;

subsequent to the signing of that contract or agreement.

ATTACHMENT 1
REQUEST FOR PROPOSAL



REQUEST FOR PROPOSALS

Construction Project Manager for the New Police Department Headquarters

Issued: January 12, 2026

Proposals Due: February 3, 2026
at 5:00 p.m.

TABLE OF CONTENTS

1. INTRODUCTION, BACKGROUND, AND PURPOSE.....	3
2. PROJECT SCOPE/OBJECTIVES	3-6
3. CONSULTANT SELECTION TIMELINE	7
4. PROJECT TIMELINE/DELIVERABLES	7
5. SUBMITTAL REQUIREMENTS.....	7-8
6. EVALUATION CRITERIA.....	8
7. SELECTION AND AWARD OF CONTRACT	10
8. GENERAL CONDITIONS.....	10-11
9. QUESTIONS AND INQUIRIES.....	11
10. ATTACH. A: SAMPLE AGREEMENT	12-21
11. ATTACH. B: INSURANCE REQUIREMENTS.....	21-22

Construction Project Manager RFP

Issued: Pending

REQUEST FOR PROPOSALS (“RFP”)

INTRODUCTION, BACKGROUND, AND PURPOSE

The City of Manteca, located in San Joaquin County, is at the heart of Northern California’s Central Valley. The City continues to experience steady growth and operates a full-service Police Department on a 24-hour, seven-day-per-week basis. The Manteca Police Department is currently staffed by sworn and non-sworn personnel and provides comprehensive law enforcement services to the community.

The City is entering the construction documents phase with its architectural design consultant and is seeking a qualified Construction Management firm to provide professional construction management and owner’s representative services for the planning, construction, and delivery of a new Police Department Headquarters facility.

PROJECT SCOPE AND OBJECTIVES

The selected Construction Project Manager shall provide services across all phases of the project and shall demonstrate required experience with law enforcement or public safety facilities, including secure environments, evidence storage, detention areas, and mission-critical systems.

Project Scope:

The selected Construction Project Manager shall provide services across all phases of the project and shall demonstrate **required experience with law enforcement or public safety facilities**, including secure environments, evidence storage, detention areas, and mission-critical systems. Services include, but are not limited to, the following:

1. Pre-Construction Phase

- Review and provide input on project scope, budgets, schedules, and delivery methods.
- Coordinate with City staff, Police Department representatives, and the design team to ensure operational and security requirements are fully incorporated into the design.
- Review design documents for constructability, phasing, cost impacts, security considerations, and risk.
- Prepare or review cost estimates, value engineering recommendations, and project schedules.
- Assist with permitting and coordination with regulatory agencies.
- Support procurement activities, including contractor prequalification and bid evaluations, as applicable.

Construction Project Manager RFP

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2. Construction Phase

- Serve as the City's representative during construction with the Construction Project Manager on site.
- Monitor construction progress for compliance with contract documents, schedule, budget, and public safety facility requirements.
- Review and process pay applications, change orders, RFIs, submittals, and claims.
- Coordinate and attend project meetings and provide regular written status reports to the City.
- Identify and resolve issues specific to secure facilities and mission-critical systems before they impact cost or schedule.
- Monitor contractor safety practices and compliance with labor and wage requirements.
- Provide day-to-day on-the-job observation/inspection of all construction work on the project. Construction Project Manager shall make reasonable efforts to guard the City against defects and deficiencies in the work of the Contractor and to ensure provisions of the contract documents are being fulfilled; prepare daily inspection reports documenting observed construction activities; take progress photographs and bind and label them; review contractor record drawing markups; punch lists; coordinate with the City for final inspection; and assist with all other matters relating to construction of the project.
- Schedule and conduct construction bi-weekly progress meetings online using Microsoft Teams, Zoom or equivalent. In person meetings can be scheduled as necessary.
- Attend monthly status report meetings with the City to review detailed construction progress and budget status through Microsoft Teams, Zoom or equivalent. Monthly in-person meetings can be scheduled as necessary.
- Enforce the construction schedule and/or phasing plan in order to complete the project within the allocated time and schedule. Perform schedule analysis, as needed.
- Review and respond to product and project submittals and/or coordinate with the Designer and the City to review project submittals. Maintain a submittal log and track turnaround time to avoid delays.
- Review and respond to all Requests for Information (RFIs) and/or coordinate with the Designer and City to provide responses. Log and track RFI progress.
- Review Contractor's initial schedule of values for reasonableness and ease of monitoring.
- Review quantities submitted with monthly progress payment requests, analyze differences over amount.
- Prepare monthly progress payment recommendations by making measurements of bid items on the project cost breakdown, checking the percent complete in the field, and assisting with Contractor meetings to resolve any differences in percent complete.
- Review all change orders related to construction issues based on the project drawings, specifications, and other design information from the Design Engineer.
- Perform change order analysis, including reviewing: logs of proposed change orders, change order quotations from Contractor, negotiated change order costs, time extensions,

Construction Project Manager RFP

Issued: Pending

processing final negotiated change orders, and effect of approved change orders in progress payment breakdowns.

- Prepare Contract Change Orders and recommendations to accompany change order documents and forward to the City for review and approval. Confirm on a monthly basis that the Contractor is maintaining up-to-date marked up prints of construction drawings and documents showing all field changes and as-built conditions. Maintain the same drawings and documents in the construction field office.
- Review and investigate pay and benefits from the Contractor, flag discrepancies, and provide resolution documentation for the project files. Spot check that the Contractor and subcontractors are following requirements established by the DIR as outlined the applicable Prevailing Wage Determination and Federal Davis Bacon rules. Documentation of discrepancies shall be reported to the City in a timely manner.
- Review and inspect for certificates of compliance with each project delivery for furnished construction materials to be incorporated into the work. Manufacturer's certificate of compliance must identify where the construction material was manufactured and attest specifically to Buy America compliance per the project specifications.
- Review and inspect job site appearance per the project specifications.
- If applicable, review Project Traffic Control Plan(s) prepared by the Contractor to determine compliance with the Project contract documents. Provide your review for the Project Traffic Control Plan(s) to the City for final review and approval.
- Provide Storm Water Pollution Prevention Plan (SWPPP)/Water Pollution Control Plan (WPCP) services including inspections and reporting for the project. Oversee the implementation of the SWPPP/WPCP, including oversight of the monitoring/sampling, weather and event tracking requirements, visual monitoring, inspections, and checklists.
- If applicable, review residential and business notifications to determine compliance with the Project contract documents.

3. Schedule and Cost Management

- Maintain and update the master project schedule.
- Track project costs and provide forecasting, variance analysis, and reporting.
- Review proposed changes for cost, scope, schedule, and security impacts and provide recommendations to the City.

4. Quality Assurance and Risk Management

- Ensure work meets quality standards, contract requirements, and public safety operational needs.
- Identify project risks associated with secure environments and implement mitigation strategies.
- Monitor compliance with police facility security requirements and mission-critical systems installation.

Construction Project Manager RFP

Issued: Pending

5. Closeout and Post-Construction

- Coordinate project closeout activities, including punch lists, inspections, and final approvals.
- Verify delivery of as-built drawings, warranties, manuals, and training materials.
- Review, prepare and scan project closeout documents (e.g., maintenance, operational, warranty, etc.) as required in the construction documents, and as submitted by the Contractor at the completion of the work.
- Assist with final payment processing and contract closeout.
- Assist with claims resolution, if necessary.
- Support facility commissioning and occupancy, as applicable.
- At the conclusion of the project, the Consultant shall provide the City with a digital copy of all the project records. The digital records shall be in the approved file format/s, file naming convention and directory structure.
- Perform post construction review and prepare lessons learned documents for future projects, if requested.

Project Objectives:

The City of Manteca is seeking the services of a qualified Construction Project Manager (CPM) to provide comprehensive oversight, management and inspection services for the planning, design coordination, construction, and closeout of a new Police Department facility.

The primary objectives of this project are to:

1. **Ensure Successful Project Delivery**
Deliver a new Police Department facility that meets operational, functional, security, and regulatory requirements on schedule, within budget, and in accordance with approved plans and specifications.
2. **Protect the City's Interests**
Act as the City's representative throughout all phases of the project to safeguard the City's financial, contractual, and quality interests.
3. **Provide Specialized Public Safety Expertise**
Provide construction management services informed by **required experience with law enforcement or public safety facilities**, including secure environments, evidence storage, detention areas, and mission-critical systems essential to police operations.
4. **Maintain Cost, Schedule, and Quality Control**
Implement effective cost controls, schedule management, risk mitigation strategies, and quality assurance processes to minimize delays, cost overruns, and change orders.
5. **Coordinate Stakeholders**
Facilitate clear and consistent communication among City staff, Police Department leadership, architects, engineers, contractors, inspectors, and regulatory agencies.

Construction Project Manager RFP

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6. Ensure Compliance and Safety

Ensure compliance with all applicable local, state, and federal regulations, codes, labor requirements, and safety standards throughout the project lifecycle.

MINIMUM QUALIFICATIONS

Firms submitting proposals must meet all of the following minimum qualifications to be considered responsive. Failure to meet any minimum qualification will result in disqualification.

- A minimum of twenty (20) years of experience providing construction management services for public-sector facilities.
- Demonstrated experience serving as Construction Project Manager or Owner's Representative for at least five (5) law enforcement or public safety facility projects within the last ten (10) years.
- Direct experience with facilities containing secure environments, evidence storage, detention areas, and mission-critical systems.
- The proposed Construction Project Manager must have direct, hands-on experience managing law enforcement or public safety facility construction projects.
- Ability to meet all licensing, insurance, and regulatory requirements of the State of California and the City of Manteca.

CONTRACTOR PREQUALIFICATION AND BIDDING SUPPORT (REQUIRED)

The Construction Project Manager shall provide professional support services to the City during the contractor prequalification and competitive bidding process for the construction of the Police Department facility. These services shall be performed in strict compliance with all applicable City procurement policies and procedures.

1. Contractor Prequalification

The Construction Project Manager shall assist the City in developing and administering a formal contractor prequalification process, if directed by the City. At a minimum, services shall include:

- Development of prequalification criteria and evaluation standards in coordination with City staff and the design team.
- Use of the California Department of Industrial Relations (DIR) prequalification questionnaire, or equivalent, as a foundation for the prequalification process.
- Evaluation criteria may include, but are not limited to:
 - Financial capacity and revenue thresholds
 - Bonding capacity
 - Safety record, including Experience Modification Rate (EMR)
 - Relevant experience with public safety or similarly complex facilities
- Identification and outreach to qualified contractors with demonstrated experience in projects of similar scope and complexity.

Construction Project Manager RFP

Issued: Pending

- Review and analysis of prequalification submittals and preparation of written recommendations to the City regarding contractor eligibility.

2. Competitive Bidding Support

Upon completion of construction documents, the Construction Project Manager shall manage and support the competitive bidding process. Services shall include, but are not limited to:

- Acting as the City's primary point of contact during the bidding period.
- Managing bidder inquiries, Requests for Information (RFIs), substitution requests, and issuance of addenda.
- Coordinating regularly with the project team to maintain schedule and promptly address bidding-related issues.
- Ensuring all communications are documented and distributed in a transparent and consistent manner.

Following bid opening, the Construction Project Manager shall:

- Review and evaluate bid submissions for responsiveness and responsibility.
- Prepare a comprehensive bid analysis, including a comparison of bids and identification of any irregularities.
- Provide a written recommendation for award for City consideration.
- The City retains ultimate decision-making authority on contractor eligibility and contract award.
- Upon City concurrence, assist in the preparation of staff reports, agenda materials, and supporting documentation required for City Council award of the construction contract.

CONSULTANT SELECTION TIMELINE

RFP Issued: January 12, 2026

Deadline to request clarifications/questions: January 22, 2026

Deadline for Q&A and/or Addenda Publication: January 27, 2026

Proposals Due (including cost proposals): February 3, 2026

Evaluation of Proposals Completed: February 17, 2026

Consultant Selection Completed: March 3, 2026

PROPOSED PROJECT SCHEDULE AND DELIVERABLES

Proposers shall submit a realistic and well-supported project schedule demonstrating an understanding of critical path activities, coordination requirements, and strategies to maintain schedule and manage risk.

Construction Project Manager RFP

Issued: Pending

SUBMITTAL REQUIREMENTS

Proposals shall be submitted electronically via email to Karen Hernandez, Executive Assistant to the Chief of Police, at khernandez@manteca.gov. Proposals shall not exceed forty (40) pages, excluding covers and table of contents. Each section should be labeled for ease of reference:

A. Cover Letter

The cover letter should describe anticipated involvement with City staff and a clear mission statement for how services will be delivered.

B. Qualifications

This section will discuss the proposing team's qualifications, experience, and ability to deliver comprehensive construction management services for this facility.

Include:

1. Lead firm description
2. Sub-consultant(s) description(s)
3. Team member résumés. Identify the lead firm's Construction Project Manager and include up to three (3) résumés of lead firm staff and one (1) résumé for each sub-consultant.
4. Organizational chart illustrating the management structure of the entire project team.
5. Similar projects. Provide a minimum of five (5) projects undertaken within the past ten (10) years. For each project, include the project name, location, current status or completion date (as applicable), total construction value, and a concise project description. Each example shall also include a client reference (name, title, phone number, and email address). Projects must be of similar size, scope, and complexity to this project, with a construction value of \$50 million or greater.

C. Approach and Methodology

Describe your organization's approach to specific plans, the form or character of the final product, and suggested methodologies to complete the work.

D. Detailed Scope of Services

Using the general scope in this Proposal as a guide, provide a detailed, itemized description of tasks and services to be completed and associated deliverables.

E. Project Schedule

Provide a project schedule indicating anticipated milestones and meetings.

Construction Project Manager RFP

Issued: Pending

F. Contract Exceptions

The City will not consider changes to its standard “Agreement for Professional Services” attached as “Attachment A”.

G. Fee Proposal

The Fee Proposal shall be submitted as a separate file, that is password protected. The file name shall be clearly marked with the following:

- Cost Proposal for Construction Project Management for the New Police Department Headquarters – “Consultant Name”

Once the proposals received have been ranked, the City will request the password from the top ranked firm and negotiate the final scope and fee. If the City and top ranked firm are not able to come to an agreement, the City will proceed to initiate negotiations with the second ranked firm. The City will then negotiate scope and fee with the second ranked firm, and so forth.

The fee proposal shall be submitted for the services outlined in the Scope of Services and provide sufficient breakdown for each phase of work to identify the anticipated cost by task and indicate the number of staff hours and hourly rates. Include all materials and equipment costs that will be necessary in completing the task.

To be provided by the City:

- A City Project Manager
- Access to all applicable City records as determined by the City Project Manager.
- Assistance with presentations at council meetings.

EVALUATION CRITERIA

Proposals will be evaluated based on relevant experience, project understanding, past performance, and local agency experience, totaling 100 possible points.

1. Relevant Experience and Qualifications (30%)

- Demonstrated experience managing construction of law enforcement or public safety facilities, including secure environments, evidence storage, detention areas, and mission-critical systems with uninterrupted operational continuity.
- Experience with similar-sized and similarly complex public-sector projects.

Construction Project Manager RFP

Issued: Pending

- Qualifications and experience of the proposed Construction Manager and key team members.

Proposals that demonstrate extensive, directly relevant experience with secure law enforcement or public safety facilities, supported by highly qualified key staff with clearly defined roles, will receive higher scores under this criterion.

2. Project Understanding and Approach (45%)

- Demonstrated understanding of the unique operational, security, and regulatory requirements of a Police Department facility.
- Proposed project management approach, including cost control, schedule management, quality assurance, and risk mitigation strategies.
- Demonstrated understanding **designing and administering** formal contractor prequalification processes for complex public-sector or law-enforcement facilities.
- Ability to effectively coordinate with City staff, Police Department leadership, design professionals, contractors, and regulatory agencies.

Proposals that clearly demonstrate a proactive, detailed plan for managing a secure, phased Police Department headquarters construction project, with strong cost, schedule, quality, and risk management strategies, will receive higher scores under this criterion.

3. Past Performance and References (15%)

- Performance on prior projects of similar scope and complexity.
- Quality of references from public agencies, particularly those related to law enforcement or public safety facilities.
- Record of completing projects on time and within budget.

Proposals that demonstrate substantial experience with California public agencies and a clear commitment of readily available key staff to meet the project schedule will receive higher scores under this criterion.

4. Local Agency Experience and Availability (10%)

- Experience working with California public agencies and familiarity with local codes, permitting processes, and labor compliance requirements.
- Availability of key staff and ability to commit resources to meet the project schedule.

Proposals that demonstrate substantial experience with California public agencies and a clear commitment of readily available key staff to meet the project schedule will receive higher scores under this criterion.

Construction Project Manager RFP

Issued: Pending

SELECTION AND AWARD OF CONTRACT

The primary objective of the City is to select the most qualified firm to perform the necessary services for the City at a fair and reasonable cost. To that end, the City's selection process is summarized below:

- All received proposals will be reviewed and ranked by a Selection Committee.
- The Selection Committee at its discretion *may* choose to invite the top 2 ranked finalists for an oral interview and presentation. Project staff listed in the submittal must be present at the oral interview. Interviews may or may not have their own separate scoring during the evaluation process.
- The City will negotiate with the highest-ranked firm. If an agreement is not reached, negotiation will be terminated and started with the next highest-ranked firm. This process will continue until an agreement is reached.

GENERAL CONDITIONS

The City reserves the right to reject any or all proposals; to make any awards or any rejections in what it alone considers to be in the best interest of the City; waive any irregularities in the proposals; and modify the RFP schedule as necessary.

The following general conditions apply to Proposals:

- A. General Guidelines for Content:** The proposal shall be clear, concise, and detailed enough to enable the Selection Committee to make a thorough evaluation and arrive at a sound determination as to whether the respondent meets the requirements of the City. The proposal should demonstrate that the respondent has a thorough understanding of the City's requirements.
- B. Explanation to Respondents:** The City reserves the right to interpret or change any provision of this proposal at any time prior to the due date. Such interpretations shall be in the form of an addendum and will be made available to each organization that has received the proposal. Oral explanations will not be binding. The City may determine that a time extension is required for the submission of the proposals. In such a case, an addendum will be issued with a new due date.
- C. Financial and Insurance Information:** The City may require evidence, as it deems necessary, of a respondent's financial stability. The City reserves the right to request further information from the authorized representative of a respondent, either orally or in writing. Written requests will be addressed to the authorized representative of the respondent. Respondent is required to meet the insurance requirements described in Attachment B of

Construction Project Manager RFP

Issued: Pending

this proposal. Additionally, the successful respondent will be required to obtain a City of Manteca business license.

- D. Truth and Accuracy of Representations:** False, incomplete, or non-responsive statements will be cause for rejection of a proposal. The evaluation and determination of the fulfillment of the above requirements will be the City's responsibility, and its judgment will be final.

- E. Rights to Proposal and Other Respondent Information:** Information disclosed in a proposal and attendant submissions and all work submitted to the City becomes property of the City. Any proprietary information shall be identified as such when the proposal is submitted. All documents submitted as part of the proposal will be deemed confidential during the evaluation process but may be subject to disclosure following an award pursuant to the California Public Records Act, subject to applicable exemptions.

- F. Notification:** All teams responding to this proposal will be notified of their selection or non-selection after the Selection Committee has completed the selection process.

- G. Disclaimer:** This solicitation does not commit the City of Manteca to award a contract, to pay any costs incurred in the preparation of a proposal, or to procure a contract for any services. The City, at its sole discretion, may reject any and all submittals.

QUESTIONS AND INQUIRIES

All questions shall be submitted in writing via email to Karen Hernandez at khernandez@manteca.gov

ATTACHMENT A

(SAMPLE) AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into this ____ day of _____, 20____, by and between the **CITY OF MANTECA**, a public body, corporate and politic ("City"), and _____, a _____ corporation ("Consultant").

RECITALS

- A. Consultant is specially trained, experienced, and competent to perform the professional services required by this Agreement.
- B. Consultant possesses the skill, experience, ability, background, certification, and knowledge to provide the services described in this Agreement on the terms and conditions specified herein.
- C. City desires to retain a Consultant to render the professional services set forth in this Agreement.

AGREEMENT

- 1. Scope of Services. Consultant shall perform the _____ services described in the attached Attachment 1 that is incorporated by this reference, and pursuant to the Proposal submitted by Consultant dated _____, and attached hereto as Attachment 2. Consultant shall provide these services at the time, place, and in the manner specified in Attachment 1, subject to the direction of the City through its staff that may be provided from time to time. Performance of the _____ services is sometimes referred to herein as “the Project.”
- 2. Work Through City Staff. Consultant shall perform its services pursuant to this Agreement solely through City staff. No communications, information or documentations shall be made directly to any applicant to the City without the prior written consent of the City. This shall not apply to the sole request of information or clarification of information by Consultant from the applicant. All requests shall be noted to City in an expeditious manner.
- 3. Time of Performance. Consultant’s services will commence upon execution of this Agreement and shall be completed in accordance with the Schedule of Activities, attached hereto as Attachment 3. All work shall be completed no later than _____. Failure to submit work products in accordance with the Schedule of Activities may result in the City withholding progress payments. Repeated failure to complete work products in accordance with the Schedule of Activities may result in a reduction of the total compensation provided for in Section 4 herein.
- 4. Compensation. Without additional authorization from the City, compensation to be paid to Consultant shall not exceed _____ DOLLARS (\$ _____). Payment by City under this Agreement shall not be deemed a waiver of any defects, even if those defects

Construction Project Manager RFP

Issued: Pending

were known to the City at the time of payment.

5. Method of Payment. Consultant shall submit monthly billings to City specifying and describing the work performed during the preceding month. Consultant's bills shall include a brief description of the services performed, the date the services were performed, the number of hours expended and by whom, and a description of any reimbursable expenditures. Full payment of each task will only be made at such time as each task is completed.

City shall pay Consultant no later than 30 days after approval of the monthly invoice by City staff. Payments may be delayed by City if Consultant fails to provide services in accordance with the Schedule of Activities, unless the City has provided prior written consent to any delay in the schedule.

6. Extra Work. At any time during the term of this Agreement, City may request that Consultant perform Extra Work. As used herein, the term "Extra Work" means any work that is determined by City to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the time of execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without the City's prior written authorization.

7. Termination. This Agreement may be terminated by the City immediately for cause, or by either party without cause upon 15 days' prior written notice of termination. Upon termination, Consultant shall be entitled to compensation for services performed up to the effective date of termination upon submittal of an invoice for same.

8. Ownership of Documents; Confidentiality.

A. All plans, studies, documents, and other writings prepared by and for Consultant, its officers, employees, agents, and subcontractors in the course of implementing this Agreement, except working notes and internal documents, shall become the property of City upon payment to Consultant for such work. City shall have the sole right to use such materials in its discretion without further compensation to Consultant or to any other party. Consultant shall, at Consultant's expense, provide such reports, plans, studies, documents and other writings to City upon written request by City. Consultant shall not be responsible for any unauthorized modification or use of such information for other than its intended purpose.

B. All memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other documents and data, either created by or provided to Consultant in connection with the performance of this Agreement, shall be held confidential by Consultant. These materials shall not, without the City's prior written consent, be used by Consultant for any purposes other than the performance of the services under this Agreement. Nor shall these materials be disclosed to any person or entity not connected with the performance of services under this Agreement. Nothing furnished to Consultant that is otherwise known to Consultant, or is generally known, or has become known to the related profession shall be deemed confidential. Consultant shall not use City's name or insignia,

Construction Project Manager RFP

Issued: Pending

photographs relating to the Project for which Consultant's services are rendered, or any publicity pertaining to the Consultant's services under this Agreement in any magazine, trade paper, newspaper, television or radio production, or other similar medium without the City's prior written consent.

9. Consultant's Books and Records.

A. Consultant shall maintain all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to City, for a minimum period of three years, or for any longer period required by law, from the date of final payment to Consultant under this Agreement.

B. Consultant shall maintain all records that document performance under this Agreement for a minimum period of three years, or for any longer period required by law, from the date of termination or completion of this Agreement.

C. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit at any time during regular business hours, upon written request by the City Manager, City Attorney, City Auditor, or a designated representative of any of these officers. Copies of such documents shall be provided to City for inspection at City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Consultant's address specified in Section 16 of this Agreement.

D. Where City has reason to believe that records or documents may be lost or discarded due to the dissolution or termination of Consultant's business, City may, by written request, require that custody of the records be given to the City and that the records and documents be maintained in City Hall. Access to these records and documents shall be granted to any party authorized by Consultant, Consultant's representatives, or Consultant's successor-in-interest.

10. Independent Contractor. In the performance of the work and services required by this Agreement, Consultant shall act as and be an independent contractor and not an agent, or employee of the City. Consultant shall obtain no rights to retirement or other benefits that accrue to City's employees, and Consultant expressly waives any claim it may have to any such rights.

11. Interest of Consultant.

A. Consultant represents that neither it nor any employee has any investment or interest in real property, and shall not acquire any such interest, direct or indirect, within the area covered by this Agreement, or any other source of income, interest in real property, or investment that would be affected in any manner or degree by the performance of Consultant's services hereunder. Consultant further represents that, in the performance of its duties hereunder, no person having any such interest shall perform any services under this Agreement.

B. Consultant is not a designated employee within the meaning of the Political Reform Act because Consultant:

Construction Project Manager RFP

Issued: Pending

- (1) will conduct research and arrive at conclusions with respect to its rendition of information, advice, recommendation, or counsel independent of the control and direction of the City, or of any City official, other than normal Agreement monitoring; and
- (2) possesses no authority with respect to any City decision beyond the rendition of information, advice, recommendation, or counsel. (FPPC Reg. 18700(a)(2).)

12. Professional Ability of Consultant.

A. City is relying upon the professional training and ability of Consultant to perform the services hereunder as a material inducement to enter into this Agreement. Consultant shall therefore provide skilled professional and technical personnel to perform all services under this Agreement. All work performed by Consultant shall be in accordance with applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Consultant's field of expertise.

B. The primary provider of the services required by this Agreement shall be _____. A list of other individuals assigned to the Project will be provided to City for its review and approval, and these individuals shall not be replaced without the City's prior written consent.

13. Compliance with Laws. Consultant shall use the customary standard of care in its profession to comply with all applicable federal, state, and local statutes, codes, ordinances, and regulations.

14. Licenses. Consultant represents and warrants to City that it has all licenses, permits, qualifications, insurance, and approvals that are legally required of Consultant to practice its profession. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, insurance, and approvals that are legally required of Consultant to practice its profession.

15. Indemnification and Hold Harmless. Consultant agrees to defend, indemnify, and hold harmless the City, its officers, officials, agents, employees, and volunteers, from and against any and all claims, demands, actions, losses, damages, injuries, and liability, direct or indirect (including any and all costs and expenses in connection therewith), arising out of Consultant's performance of this Agreement, or Consultant's failure to comply with any of its obligations contained in this Agreement; excluding, however, any claim arising out of the active negligence or willful misconduct of the City, its officers, agents, employees, or volunteers.

16. Insurance Requirements.

Construction Project Manager RFP

Issued: Pending

A. Job specific insurance requirements can be found on the attached

Attachment B. Other insurance provisions can be found below:

B. Endorsements. Each general liability and automobile liability insurance policy shall be with insurers possessing an A.M. Best's rating of no less than A:VII and shall be endorsed with language substantially as follows:

- (1) The City, its elected and appointed officers, officials, employees, agents and volunteers are to be covered as additional insureds with respect to liability arising out of work performed by or on behalf of the Consultant, including materials, parts, or equipment furnished in connection with such work.
- (2) The policy shall be considered primary insurance as respects the City, its elected and appointed officers, officials, employees, agents and volunteers. Any insurance maintained by the City, including any self-insured retention the City may have, shall be considered excess insurance only and shall not contribute with it.
- (3) The insurance shall apply to each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
- (4) The insurer waives all rights of subrogation against the City, its elected and appointed officers, officials, employees, and agents.
- (5) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the City, its elected and appointed officers, officials, employees, agents, or volunteers.
- (6) The insurance provided by the policy shall not be suspended, voided, canceled, or reduced in coverage or in limits except after 30 days written notice has been received by the City.
- (7) The City will not accept any endorsements that were issued in 2004. Acceptable endorsement forms are CG 20 10 11 85 or both CG 20 10 10 01 and CG 20 37 10 01.

C. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the City's option, Consultant shall demonstrate financial capability for payment of those deductibles or self-insured retentions.

D. Certificates of Insurance. Consultant shall provide to City certificates of insurance with original endorsements as evidence of the required insurance coverage. Certificates of insurance shall be filed with the City on or before commencement of performance of this Agreement. Current certification of insurance shall be kept on file with the City at all times during the term of this Agreement.

Construction Project Manager RFP

Issued: Pending

17. Notices. Any notice required to be given under this Agreement shall be in writing and either served personally or sent prepaid, first class mail. Any such notice shall be addressed to the other party at the address set forth below. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to City: City of Manteca
 1001 W. Center Street
 Manteca, CA 95337
 Attention: _____

If to Consultant: _____

 Attention: _____

18. Entire Agreement. This Agreement constitutes the complete and exclusive statement of Agreement between the City and Consultant. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in their entirety by this Agreement.

19. Amendments. This Agreement may be amended only by a written document executed by both Consultant and City and approved as to form by the City Attorney.

20. Assignment and Subcontracting. The parties recognize that a substantial inducement to City for entering into this Agreement is the professional reputation, experience, and competence of Consultant. Assignments of any or all rights, duties, or obligations of the Consultant under this Agreement will be permitted only with the express written consent of the City. Consultant shall not subcontract any portion of the work to be performed under this Agreement without the written authorization of the City. If City consents to such subcontract, Consultant shall be fully responsible to City for all acts or omissions of the subcontractor. Nothing in this Agreement shall create any contractual relationship between City and subcontractor nor shall it create any obligation on the part of the City to pay any monies due to any such subcontractor other than as may be required by law.

21. 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.

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

23. Controlling Law; Venue. This Agreement and all matters relating to it shall be governed by the laws of the State of California, and any legal action relating to this Agreement

Construction Project Manager RFP

Issued: Pending

shall take place in the Superior Court, County of San Joaquin.

24. Litigation Expenses and Attorneys' Fees. If either party to this Agreement commences any legal action against the other party arising out of this Agreement, the prevailing party shall be entitled to recover its reasonable litigation expenses, including court costs, expert witness fees, discovery expenses, and attorneys' fees.

25. Mediation. The parties agree to make a good faith attempt to resolve any disputes arising out of this Agreement through mediation prior to commencing litigation. The parties shall mutually agree upon the mediator and shall divide the costs of mediation equally. If the parties are unable to agree upon a mediator, the dispute shall be submitted to JAMS/ENDISPUTE ("JAMS") or its successor in interest. JAMS shall provide the parties with the names of five qualified mediators. Each party shall have 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.

26. Execution. This Agreement 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.

27. 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 Agreement. Each party warrants to the other that the signatories to this Agreement have the legal power, right, and authority to enter into this Agreement and to bind each party.

28. Prohibited Interests.

A. Consultant warrants that it has not employed or retained any person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has neither paid nor agreed to pay any person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift, or other consideration contingent upon or resulting from the award or making of this Agreement. For any breach or violation of this warranty, City shall have the right to rescind this Agreement without liability.

B. For the term of this Agreement, no member, officer, or employee of City, during the period of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

29. Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer, and it shall not discriminate against any subcontractor, employee, or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex, or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination.

Construction Project Manager RFP

Issued: Pending

30. Precedence. In case of conflict between Consultant's Proposal dated _____ and this Agreement (which includes Attachment 1 and Attachment 3) this Agreement and its attachments shall take precedence over Consultant's proposal.

This Space Purposely Left Blank

Construction Project Manager RFP

Issued: Pending

TO EFFECTUATE THIS AGREEMENT, each of the parties has caused this Agreement to be executed by its duly authorized representative as of the date set forth in the introductory paragraph on page 1 above.

CITY OF MANTECA:

CONSULTANT:

(Signature)

*(Type name of Consultant/form of organization)**

Gary Singh, Mayor

ATTEST:

By: _____

(Signature)

(Signature)

(Type name and title)

Cassandra Tilton, City Clerk

By: _____

(Signature)

COUNTERSIGNED:

(Type name and title)

(Signature)

Address: _____

Matthew Borning, Finance Director

Telephone: _____

COUNTERSIGNED:

(Signature)

Stephanie VanSteyn Director of HR/Risk Management

APPROVED AS TO FORM:

(Signature)

Riana Daniel, Interim City Attorney

Combined Safety Building (Police & Fire)

Issued:

ATTACHMENT B

INSURANCE REQUIREMENTS

Consultants shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Consultant, his agents, representatives, employees or subcontractors.

Minimum Limits of Insurance: Coverage shall be at least as broad as:

Commercial General Liability

- Commercial General Liability Insurance with \$1,000,000 minimum limit per occurrence.
- 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.
- Commercial General Liability Additional Insured Endorsement naming the following as insured **on 2001 or earlier issued endorsement forms:**
"City of Manteca, its officers, officials, employees, agents, and volunteers".

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:

- Automobile Liability Insurance with \$1,000,000 minimum limit per accident for bodily injury and property damage.
- Automobile Liability Additional Insured Endorsement naming the following as additional insured:
"City of Manteca, its officers, officials, employees, agents, and volunteers".

Worker's Compensation

As required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.

Professional Liability (Errors and Omissions)

Insurance appropriate to the Contractor's profession, with limit no less than \$1,000,000 per occurrence or claim, \$1,000,000 aggregate

Other Insurance Provisions:

The insurance policies are to contain, or be endorsed to contain, the following provisions:

1. The City of Manteca, its officers, officials, employees, agents and volunteers are to be covered as insured's as respect to: liability arising out of work or operations performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work operations. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO form CG 20 10 11 85 or if not available, through the addition of both CG 20 10 and CG 20 37 if a later edition is used).
2. For any claims related to this contract, the Consultant's insurance coverage shall be primary insurance as respects the City, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the City, its officers, officials, employees, agents or volunteers, shall be excess of the Consultant's insurance and shall not contribute with it.
3. The applicant's insurance shall apply separately to each insured whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Combined Safety Building (Police & Fire)

Issued:

4. Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City of Manteca.

Verification of Coverage

Consultant shall furnish the City with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Entity before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The City of Manteca reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

Notice of Cancellation

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Entity.

Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the City of Manteca

Waiver of Subrogation

Consultant hereby grants to The City of Manteca a waiver of any right to subrogation which any insurer of said Consultant may acquire against the Entity by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Entity has received a waiver of subrogation endorsement from the insurer.

Subcontractors

Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Contractor shall ensure that The City of Manteca is an additional insured on insurance required from subcontractors.

SPECIAL RISKS OR CIRCUMSTANCES

The City of Manteca reserves the right to modify these requirements based on the nature of the risk, prior events, insurance coverage, or other special circumstances.

ATTACHMENT 2
CONSULTANT'S PROPOSAL



CITY OF MANTECA

Request for Proposals for Construction Project Manager
for the New Police Headquarters

FEBRUARY 3, 2026



SALINAS POLICE SERVICES HEADQUARTERS



WESTMINSTER POLICE DEPARTMENT HEADQUARTERS



VICTORVILLE POLICE DEPARTMENT



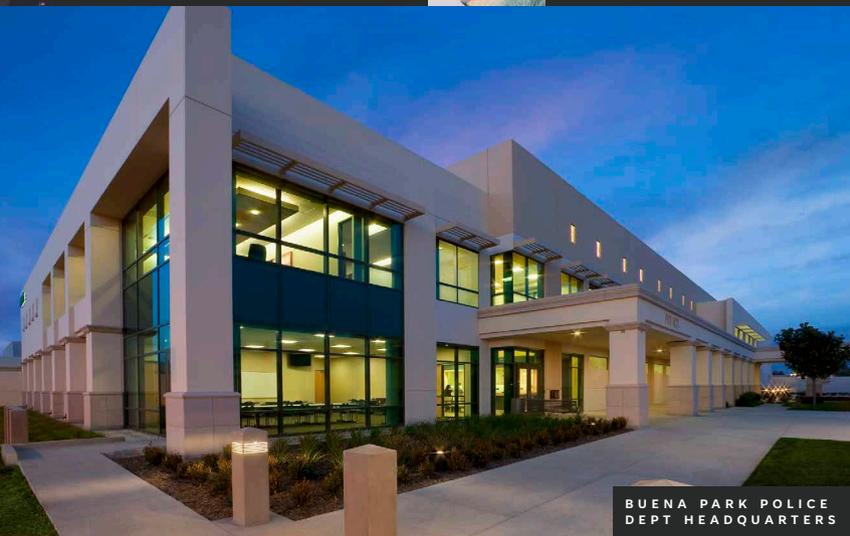
RIALTO POLICE DEPARTMENT



CAMPBELL POLICE OPERATIONS BUILDING RENOVATION



CARLSBAD POLICE & FIRE HEADQUARTERS



BUENA PARK POLICE DEPT HEADQUARTERS



VISALIA CIVIC CENTER PUBLIC SAFETY OFFICE BUILDING

T A B L E O F C O N T E N T S

A. Cover Letter	1
B. Qualifications	4
C. Approach & Methodology	20
D. Detailed Scope of Services	22
E. Project Schedule	29
G. Fee Proposal	30
H. Appendix	31

Why Griffin Structures?



45 years of public sector
'Concept to Keys' delivery.



Team inclusive of public
safety specialists,
particularly in the delivery of
law enforcement facilities.



Unique founding as a
developer with a stellar
reputation for Excellence in
Project Delivery.



Ready to hit the ground
running with proven, first-
hand experience working
with the City of Manteca.



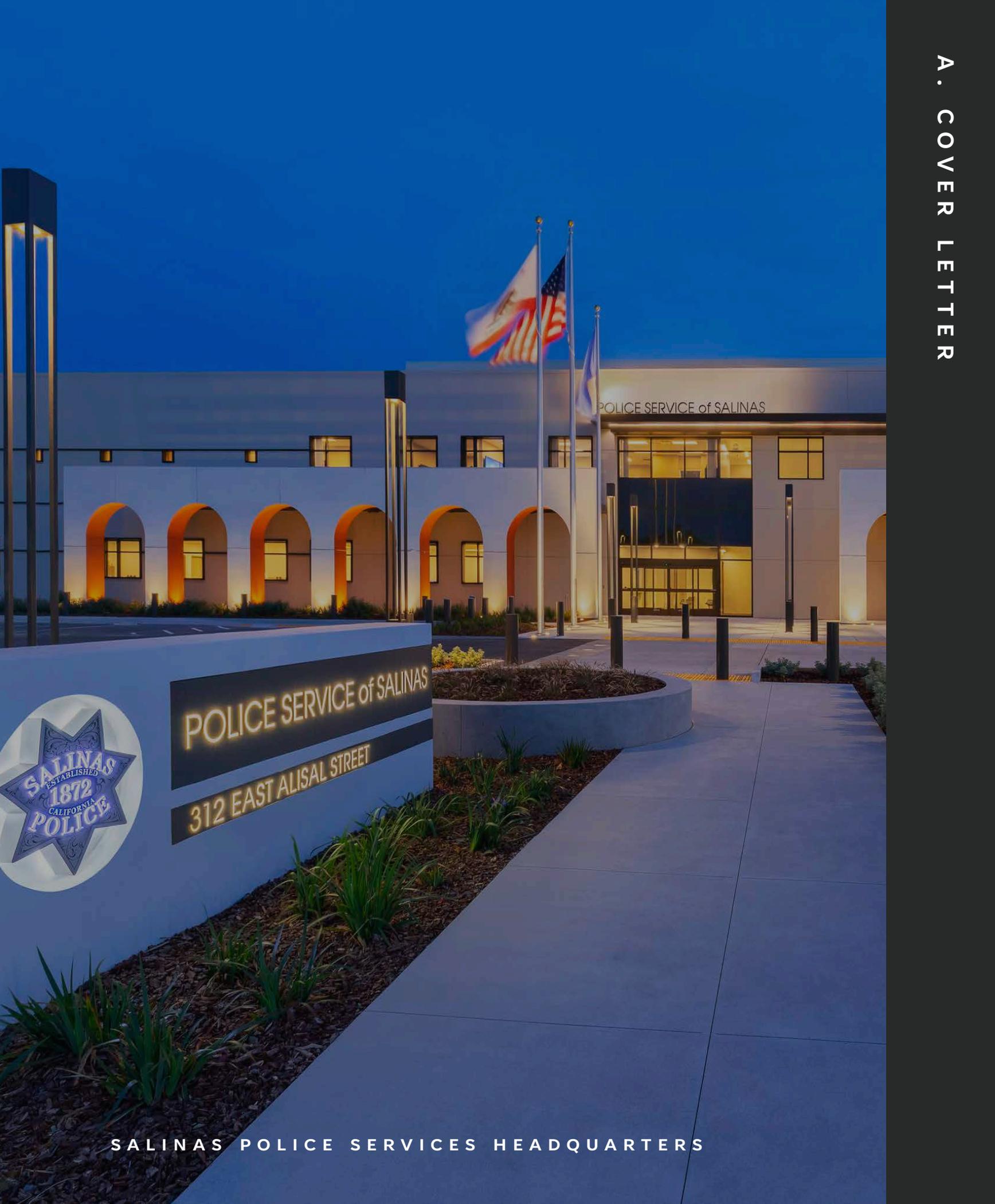
High-profile public safety
portfolio, including police
departments, emergency
operations centers, dispatch
centers, & more.



Relevant local experience
with peer Central Valley
jurisdictions, including the
Cities of Stockton & Tracy.

CONFIDENTIAL. DO NOT RELEASE WITHOUT GRIFFIN STRUCTURES' CONSENT & REDACTIONS

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)



February 3, 2026
City of Manteca



RE: Construction Project Manager for the New Police Department Headquarters

Chief Schluer, Ms. Hernandez & Members of the Evaluation Committee,

Griffin Structures is pleased to submit our proposal to serve as Construction Project Manager and Owner's Representative for the City of Manteca's new Police Department Headquarters. This approximately 45,000 square-foot facility on a six-acre site, funded through Measure Q, represents a significant investment in public safety and community trust. We recognize the responsibility inherent in delivering a mission critical law enforcement facility and are committed to ensuring it is delivered on schedule, within budget, and in full compliance with operational, security, and regulatory requirements.

Our mission for this project is simple and deliberate: to act as a trusted extension of City staff by providing disciplined, proactive construction management that protects the City's interests, minimizes risk, and delivers a high performing Police Department facility with **no surprises**.

Griffin anticipates working in close, day-to-day collaboration with Police Department leadership and City staff throughout procurement, construction, and closeout. We will serve as the City's primary point of coordination with the contractor and design team, managing the detailed execution of the work while keeping City leadership informed and positioned to make timely, well-informed decisions. Our involvement is structured to reduce staff burden, elevate issues early, and provide clear, actionable recommendations rather than simply reporting problems.

As the City transitions from design into construction, the phase with the greatest exposure to cost growth, schedule impacts, and operational risk, Griffin's role is to safeguard the City's interests through proactive leadership and rigorous field oversight. Our approach is informed by extensive experience with public safety facilities and tailored to the unique demands of secure environments, detention areas, evidence storage, and mission critical systems that must operate without interruption.

The City's objectives for this project closely mirror challenges Griffin has successfully navigated on recent law enforcement facilities throughout California. Most notably, Griffin served in a lead delivery role for the **Salinas Police Services Headquarters**, a modern police facility that includes detention, evidence intake and storage, secure operations, and mission critical building systems. That experience, along with our work for police agencies like **Rialto, Westminster, Buena Park, and others**, informs how we anticipate issues, coordinate with Police leadership, and protect City interests during construction. We bring these lessons directly to Manteca to reduce risk, limit change orders, and ensure operational readiness at turnover.

With that context, Griffin's services are intentionally aligned with the City's objectives. Our approach emphasizes early identification of constructability, sequencing, and coordination risks while maintaining cost control, schedule management, and quality assurance. Stakeholder coordination, regulatory compliance, and jobsite safety are fully integrated into how we manage the work on a daily basis.

Griffin approaches every assignment with an owner's mindset. **We treat the City's budget, schedule, and reputation as if they were our own**, and we measure success not only by project completion, but by how effectively risk is managed, public funds are protected, and the facility performs from the first day of operation.

We appreciate the opportunity to submit our proposal and would be honored to partner with the City of Manteca in delivering a Police Department Headquarters that reflects the City's commitment to modern, forward looking public safety and responsible stewardship of Measure Q funds.

We look forward to the opportunity of serving you,

Dustin Alamo, CCM, LEED AP, DRE Broker #01930629, Vice President & Predevelopment Manager
P: 949.280.4441 | E: dalamo@griffinstructures.com

Strategic Considerations

Griffin Structures goes to great lengths to research and understand the challenges and opportunities for every pursuit. As a result of this effort, we have prepared the following strategic considerations to demonstrate our approach and illustrate the value we offer. These considerations are prepared in a question-and-answer format for ease of reading.

How will the City be assured that the selected Contractor possesses the experience and capacity to deliver a complex Police Department facility?

Police Department projects demand contractors with proven experience in secure environments, mission critical systems, and highly coordinated construction. To ensure the City is protected from performance, schedule, and quality risk, Griffin Structures employs a robust contractor prequalification process that expands upon the Department of Industrial Relations questionnaire. In addition to baseline compliance, Griffin evaluates contractor financial stability, bonding capacity, safety performance, key project personnel, references, and direct experience delivering law enforcement and public safety facilities.

This enhanced process is calibrated specifically to the complexity of this project and is structured to produce a healthy, competitive bid pool, typically five to seven qualified bidders. This approach ensures meaningful competition while confirming that all bidders are capable of successfully delivering the project.

What risks should the City anticipate related to utilities, long lead items, and coordination with outside agencies?

Utility coordination, particularly electrical service and dry utilities, represents one of the most significant schedule and budget risks on Police Department projects. Current industry conditions include extended lead times for electrical switchgear and utility provider design backlogs that can extend twelve months or longer, creating material exposure if utility requirements and approvals are not resolved prior to bidding.

Griffin Structures mitigates this risk by addressing utility coordination proactively rather than reacting during construction. Based on our experience, Griffin recommends engaging a dedicated dry utility consultant to engineer and submit utility plans on the City's behalf and coordinate directly with PG&E and other utility providers. This is especially relevant for approvals associated with the southern perimeter fence, where early alignment with PG&E requirements can materially reduce the risk of redesign, delay, or change orders. Consultants who maintain established working relationships within utility agencies are often able to navigate review cycles and approval processes more efficiently than project teams alone.

Leveraging our extended consultant network, Griffin has identified a qualified dry utility consultant as an optional service for the City's consideration. When implemented early, this approach shortens approval timelines, improves cost certainty, and significantly reduces downstream schedule impacts and change order exposure.

Does the Construction Project Manager understand how to work effectively with the Design Team on secure public safety facilities?

Strong alignment between the Construction Project Manager and the Design Team is critical on Police Department projects, where coordination failures can compromise security intent, systems integration, and constructability. Griffin Structures brings extensive experience working collaboratively with LPA Design Studios across multiple complex public safety projects, including police headquarters, communications centers, and fire stations over the last 25 years.

This established working relationship allows Griffin to anticipate coordination challenges, streamline issue resolution, and maintain momentum through both preconstruction and construction. For the City, this results in fewer conflicts, faster decisions, and a more cohesive project team focused on shared outcomes.

Why does selecting Griffin Structures reduce overall project risk for the City?

Police Department projects are most vulnerable where contractor capability, utilities, systems coordination, and stakeholder sensitivity intersect. Griffin Structures understands where these risks typically emerge and how to address them proactively.

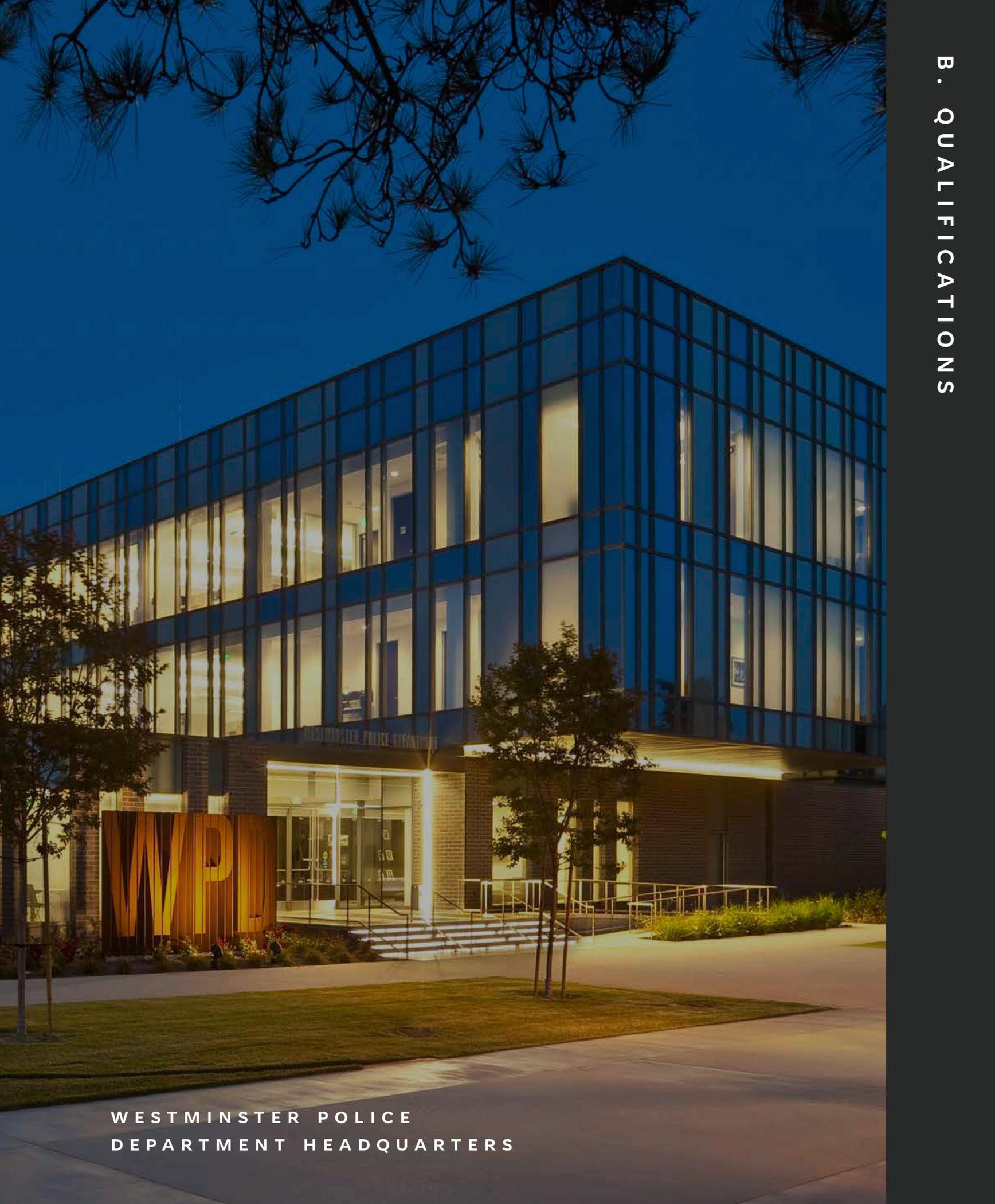
By asking the right questions early, implementing disciplined procurement and coordination strategies, and maintaining continuous field oversight, Griffin protects the City's budget, schedule, and operational objectives and delivers a Police Department Headquarters that performs as intended from day one and continues to serve the community for decades to come.

How will heightened stakeholder sensitivity and public visibility be managed during construction?

Police Department Headquarters are inherently high-profile facilities that are often constructed adjacent to active uses and closely observed by multiple stakeholder groups. Without a disciplined communication and site management strategy, these projects can be vulnerable to disruption, scope creep, and reputational risk.

While the project site is bordered by industrial uses along the north, east, and south property lines, Griffin understands the importance of being a good neighbor and proactively mitigating potential business interruptions. In addition, the presence of residential housing to the west introduces heightened sensitivity related to noise, traffic, and construction activity, requiring thoughtful planning and ongoing coordination.

Griffin Structures supports the City by establishing clear communication protocols and structured reporting tools, including weekly and monthly updates that maintain transparency while minimizing unnecessary escalation. Our team carefully manages site logistics such as material deliveries, vehicular and pedestrian traffic, and access controls, and represents the City during site visits by interested parties. This disciplined approach reinforces confidence that the project is being executed in a controlled, professional, and productive manner.



WESTMINSTER POLICE
DEPARTMENT HEADQUARTERS



Firm Description

Griffin Structures was founded as a developer and for 45 years, we have provided demonstrated leadership for virtually all aspects of project development via 'concept to keys' delivery. As a diversified Project and Construction Management / Owner's Representative firm, we offer specialized expertise in both the conceptualization and realization of complex and challenging projects, including early programming, design and construction management and delivery.

HIGH-PROFILE PROJECT PROGRAMS

Griffin has led the delivery of several high-profile project programs intended to reshape integral services to the community. This experience includes delivery of major civic and public-safety projects such as the County of San Bernardino's High Desert and Valley Emergency Operations Centers and Dispatch Center (over \$200 million in regional Inland Empire infrastructure); the Eastvale Civic Center, incorporating a police station, library, and City Hall; the \$400 million County of Orange Civic Center; and the \$1.5 billion+ Irvine Great Park Framework Plan encompassing more than 30 distinct capital projects, among other large-scale initiatives.



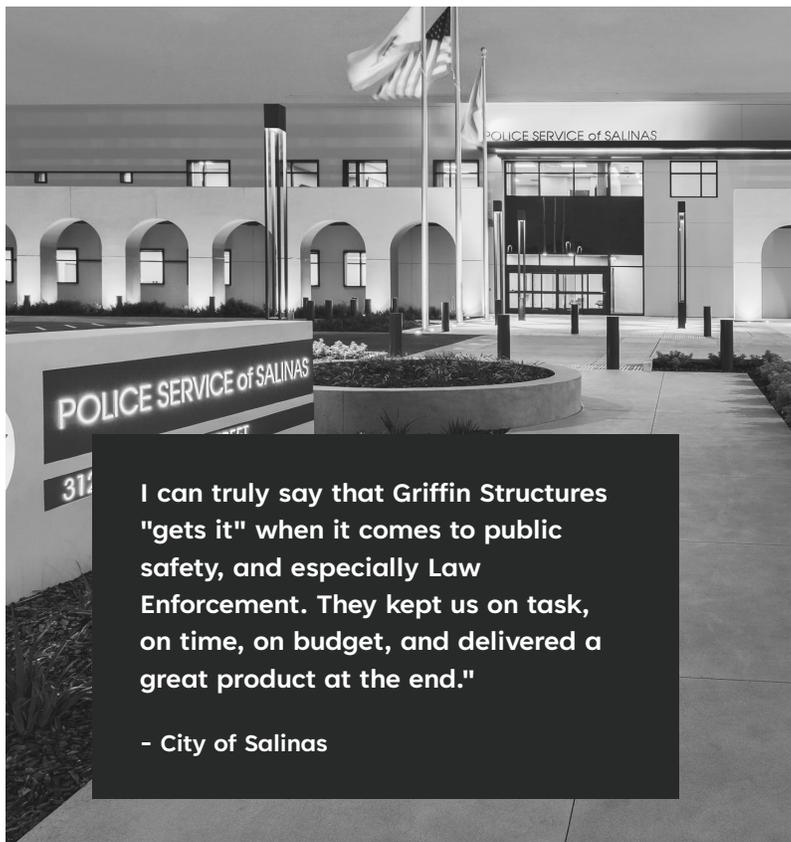
PUBLIC SAFETY EXCELLENCE

A unique aspect of our firm lies in our vast experience with virtually every public safety facility type. This includes police and fire stations, dispatch and training facilities, emergency operations centers, and more.

Highlighted Projects:

- Salinas Police Services Headquarters
- East Bay Regional Park District, Public Safety & Administrative Building Renovation
- Campbell Police Operations Building
- Carlsbad Police & Fire Headquarters
- Rialto Police Department
- Victorville Police Department
- Eastvale Civic Center & Police Station
- Redondo Beach Police Station & Police Annex Renovation

+80 Additional Projects



I can truly say that Griffin Structures "gets it" when it comes to public safety, and especially Law Enforcement. They kept us on task, on time, on budget, and delivered a great product at the end."

- City of Salinas



MINIMUM QUALIFICATIONS

We hereby confirm that Griffin Structures more than exceeds the minimum qualifications contained within the RFP as highlighted below:

A minimum of twenty (20) years of experience providing construction management services for public-sector facilities.

Griffin Structures has delivered similar services for public-sector facilities for over 45 years, more than doubling the City's minimum experience requirement. This depth of experience translates into proven processes, strong agency coordination, and the ability to anticipate and proactively resolve risks, which result in a smoother project delivery, reduced surprises, and greater confidence for the our public clients.

Demonstrated experience serving as Construction Project Manager or Owner's Representative for at least five (5) law enforcement or public safety facility projects within the last ten (10) years.

Griffin Structures has provided Construction Project Management and Owner's Representation on over 40 different law enforcement or public safety projects within the last ten (10) years.

Direct experience with facilities containing secure environments, evidence storage, detention areas, and mission-critical systems.

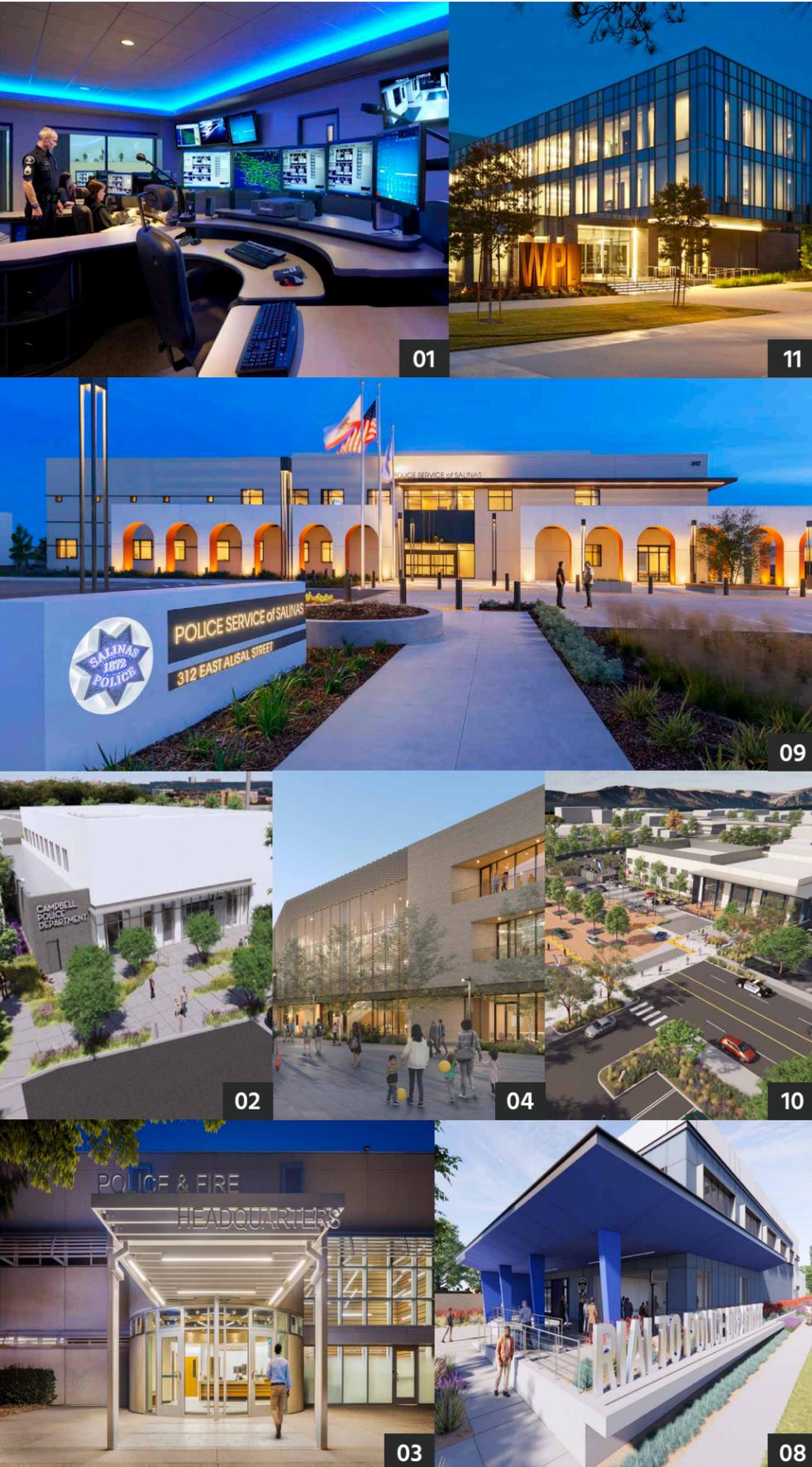
Our vast portfolio is inclusive of over 86 relevant projects. This includes police headquarters for the cities of Salinas, Rialto, Westminster, Redondo Beach, Victorville, Hesperia, and many more.

The proposed Construction Project Manager must have direct, hands-on experience managing law enforcement or public safety facility construction projects.

Our team leadership is comprised of public safety experts, including the very same individuals who have led the 86+ projects within our portfolio and those with even more in-depth, prior experience with the development of similar facilities for the cities of Norwalk, Fresno, Clovis, Visalia, Elk Grove, Galt and more.

Ability to meet all licensing, insurance, and regulatory requirements of the State of California and the City of Manteca.

We hereby confirm our firm's ability to meet all necessary licensing, insurance and regulatory requirements as necessitated for this project. We are licensed through the state of California, the Department of Industrial Regulations, and additionally hold Contractors Licenses both A and B through the state as well as a number of additionally useful distinctions, licenses and certifications..



Public Safety Experience

POLICE

- 01) Buena Park Police Department Headquarters
- 02) Campbell Police Operations Building Renovation
- 03) Carlsbad Police & Fire Headquarters
- 04) Eastvale Civic Center & Police Station
- 05) Hesperia Police Department Headquarters
- 06) Rancho Santa Margarita Sheriff 's Substation
- 07) Redondo Beach Police Station & Police Annex Renovation
- 08) Rialto Police Department
- 09) Salinas Police Services Headquarters
- 10) Victorville Police Department
- 11) Westminster Police Dept HQ & Training Center

Pre-Development

- Colton Police Department
- Covina Police Department
- Garden Grove Police Department
- Inglewood Police Department
- Irvine Police Department
- Irwindale Police Department
- Manteca Police Department
- Newport Beach Police Department
- Oceanside Police Department Headquarters
- Ontario Police Department
- Oxnard Police Department
- San Gabriel Police Facility
- San Leandro Police Department
- Tustin Police Department & Emergency Operations Center
- Watsonville Police Department
- Yucaipa Police Department

FIRE

- Buena Park Fire Station No.61
 - Cathedral City Fire Station No.411
 - Corona Fire Station No.2 Rebuild
 - Fairfield Fire Station No.36
 - Fairfield Fire Station No.39
 - Manhattan Beach Fire Station No.2
 - Newport Beach Fire Station 1
 - OCFA Modjeska Canyon Fire Station No.16 Improvements
 - OCFA Yorba Linda Fire Station No.32 & No.53 Improvements
 - Orange City Fire Dept.. Headquarters & Station 1
 - Redondo Beach Fire Station No.1
 - Redondo Beach Fire Station No.2
 - Selma Fire Station No.3
 - Tustin Fire Station No.37
 - Visalia Fire Station No.51
- ### Pre-Development
- Carlsbad Fire Administration Building
 - Garden Grove Fire Department & Headquarters
 - Manteca Fire Station No.6
 - Morgan Hill Butterfield Fire Station
 - Newport Beach Fire Headquarters Pre-Development
 - Oxnard Fire Station No.2
 - Oxnard Fire Station No.3
 - Porterville Fire Station No.71, No.72 & No.73
 - San Ramon Fire Protection District Training Facility
 - Santee Fire Station No.20

COMBINED & OTHER

- Carlsbad Police & Fire Headquarters
- EBRPD Public Safety Administrative Building
- Inglewood Emergency Operations Center Renovation
- Rancho Palos Verdes Civic Center & Emergency Ops Center
- Riverside County Sheriff's Office, Ben Clark Training Center
- San Bernardino County High Desert Government Center & Public Safety Operations Center
- San Bernardino County, Valley Communications Center
- Tustin Water Administration Building, Yard & Emergency Ops Center
- Visalia Civic Center Public Safety Office Building
- Visalia Emergency Communications Center
- Westminster Public Safety Training Center

Pre-Development

- Atwater Public Safety Master Plan
- El Toro Water District Warehouse & Emergency Ops. Center
- Laguna Beach Facilities Master Plan Police & Fire Station
- Monterey Police Department & Fire Complex
- Redondo Beach Shooting Range
- Westminster Shooting Range

Local Agency Experience & Availability

California Public Agency Experience

We have extensive experience with all agency approvals, building codes, and regulations processes and understand that each agency requires a unique approach to formal submittals and approval processes. We are ready to adjust and finely tailor our documentation to aid the City in moving this project forward. We regularly attend and participate in workshops with industry partners and stakeholders, as well as prepare presentations to Planning Departments, Councils, Citizens Oversight Committees, and additional stakeholders. We hope that you will ascertain our ability to maneuver projects through many departments and approval processes from our 45 years of relevant and representative experience. This well-rounded experience will serve the City well and will allow our team to provide and successfully turn over fully functional facilities to your community.

Availability

Our proposed team is readily available to commence our services upon initiation of our services. We are well-prepared and equipped to hit the ground running, leveraging our expertise and commitment to deliver exceptional results from day one.

Local Experience

Griffin Structures maintains an active presence and business license both within the City of Manteca and its neighboring cities. This includes our prior experience with the Manteca Navigation Center and Fire Station 6, as well as local Central Valley experience for the following projects:



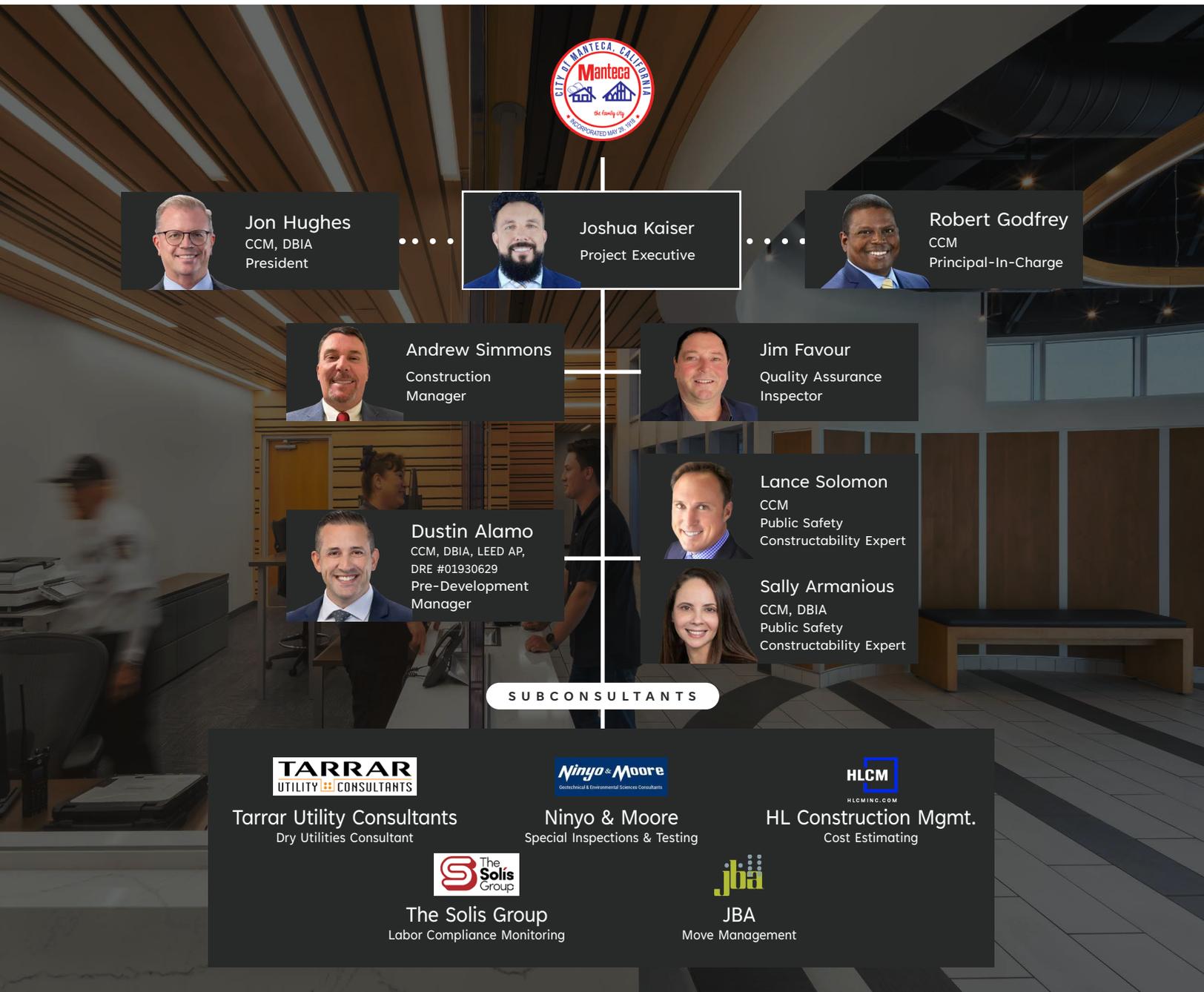
Representative Local Experience

- 1) Northeast Stockton Library & Community Center
- 2) Stockton City Hall Renovations & Relocation
- 3) Stockton Shelter for the Homeless
- 4) Tracy Gretchen Talley Park
- 5) Tracy Aquatics Center
- 6) Tracy Clyde Bland BMX Pump Track

Organization Chart

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.

For this project, Josh Kaiser will have overall responsibility of the work, providing guidance to the team as we approach the construction phase wherein Andrew Simmons and Jim Favour will be engaged to provide both construction management and quality assurance inspection services. We have also provided the supportive services of Pre-Development Manager, Dustin Alamo, to support the City in laying the groundwork for project success, public safety constructability experts as well as subconsultants pertaining to cost estimating, labor compliance, utilities and move management.



Subconsultants



Cost Estimating

HL Construction Management (HLCM) will provide Cost Estimating services for your project. A long-time Griffin Structures partner, HLCM has provided cost estimating services for planning and development of public safety facilities including police stations, fire stations, emergency operations centers and more. HLCM provides cost guidance on scope and budget development, feasibility studies, and milestone estimating. We have provided their summarized list of services below:

Cost Estimating From Conceptual Design Through Bid Set Drawings	Value Engineering
Construction Pricing	Project Scheduling
Change Order Analysis & Negotiation	Sustainability & LEED Analysis
Life Cycle Cost Analysis	Integration of Market Conditions
	Constructibility Reviews

For more information about our project partner, please visit www.hlcminc.com.



Special Inspections & Testing

We have teamed with Ninyo & Moore, a leading geotechnical and environmental sciences consulting firm that is ready to provide comprehensive Special Inspections and Testing services. Their team of certified professionals is highly skilled in ensuring that construction projects meet all relevant building codes and standards. With a focus on safety, quality, and compliance, Ninyo & Moore offers a wide range of services including materials testing, structural steel inspections, concrete testing, and more.

For more information about our project partner, please visit www.ninyoandmoore.com.



Labor Compliance

The Solís Group (TSG), established in 1992, is a multi-disciplined consulting company providing labor compliance support for large-scale projects and programs throughout the United States. In addition to educating Contractors on labor requirements and establishing parameters pertaining to the primary go-between for project stakeholders, TSG ensures proper effort is focused on meeting the City’s hire targets.

For more information about our project partner, please visit www.thesolisgroup.com.



Dry Utilites Consultant

Tarrar Utility Consultants has been providing utility solutions in California since 2005, offering innovative coordination solutions for your utility projects, requirements and regulations. Together, the Tarrar team is uniquely positioned to provide all of the engineering and critical path services needed to deliver utility engineering and coordination services. Tarrar's internal workflows have been proven to improve communication, expedite design, accelerate permitting, and benefit construction.

For more information about our project partner, please visit www.tarrar.com.



Move Management

JBA management consultants and engineers, specializes in Facility Planning, Move Coordination, and Industrial Engineering. They offer 60+ years of experience to drive dramatic improvements within your current or new facility. The JBA team is results-driven and will custom design your project to meet your priorities and timeline.

For more information about our project partner, please visit www.jbateam.com.



Joshua Kaiser

Project Executive

EDUCATION

Bachelor of Science, Professional Aeronautics Engineering, Embry Riddle Aeronautical University

CERTIFICATIONS / LICENSES

Cal OSHA 30-Hour Certification

Advanced Logistics & Program Management

Top Secret Security Clearance

YEARS OF EXPERIENCE

27

QUALIFICATIONS

Joshua Kaiser is a results-driven professional with over 25 years of experience in construction, transportation, and infrastructure development. A strategic leader with a strong track record in capital project management, Joshua offers regulatory compliance oversight and executive leadership for large-scale municipal and federal construction initiatives. Adept at navigating complex regulatory landscapes, overseeing multi-million dollar budgets, and cultivating high-performing teams, Joshua Kaiser is known driving operational excellence, optimizing resources, and leading transformations that enhance communities and improve quality of life. He is also a skilled communicator and relationship builder, engaging effectively with elected officials, stakeholders, and cross-functional teams to ensure the successful delivery of high-impact projects.

REPRESENTATIVE EXPERIENCE

Public Safety & Justice

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

Norwalk Police Operations Consolidation Project

Fresno County Sheriff Sub Station, CA

Clovis Fire Station, CA

Selma Fire Station No.3, CA

Other

Department of State Hospitals, CA (\$1.7B)

Atascadero New Building 704 & Administration Buildings (\$471M)

Coalinga State Hospital, New SNF Patient Building (\$221.5M)

Napa State Hospital, New R Building (\$201.5M)

Patton State Hospital, New EB Patient Building (\$200M)

Patton State Hospital New N Building (\$41M)

+75 Additional Projects

Piedmont Aquatic Center, CA

Naval Aviation Maintenance Center, Flight Simulator Building, Maintenance Facilities & Skid Additions (\$1.3B)

Naval Air Station Lemoore Hangar 6, CA (\$280M)

Naval Air Station Lemoore Hangar 5 Remodel, CA (\$47M)

Naval Air Station Lemoore Centralized Engine Repair Facility, CA



Andrew Simmons

Sr. Construction Manager

EDUCATION

Building Constructions Technology, American River College

Forward Observer / Paratrooper, United States Army

CERTIFICATIONS / LICENSES

OSHA 30

Procore Certified

NCCER, Drywall Craft Instructor

Performance Evaluator, Core Curriculum

CPR, AED & First Aid Training Certified

YEARS OF EXPERIENCE

20+

QUALIFICATIONS

Andrew Simmons is an experienced construction professional with over 20 years working in the commercial construction industry. Andrew's work includes high-profile projects, in both private and public sectors, with expertise in renovations, adaptive re-use, and tenant improvements. Educated in lean practices, MEP coordination, plan review, ADA compliance, submittals, specifications, contract documents, QA/QC, inspection process, value engineering, change orders and pay applications, Andrew has managed multiple trades, foremen and 200+ construction personnel depending on project size. Highlighted by his extensive work experience, collectively totaling over \$5 billion, he has overseen the overall processes as superintendent-in-charge, program and construction manager, and project foreman through a variety of project types and sizes, enabling him to provide cost, schedule, contract documentation, and overall excellent project oversight.

REPRESENTATIVE EXPERIENCE

Public Safety & Justice

Elk Grove Police Department, CA

Galt Police Department, CA

Mather Air Force Base, Rancho Cordova, CA

McClellan Air Force Base, McClellan, CA

Biele Air Force Base, Yuba County, CA

Other

Stockton City Hall Renovations & Relocation, CA

Stockton Municipal Buildings, CA

Sacramento City Hall, CA

Sacramento Courthouse, CA

Berkeley City Hall, CA

Berkeley Municipal Buildings, CA

UC Davis Medical Center & Pavilion Building, Sacramento, CA

California Pacific Medical Center, San Francisco, CA

Sutter General Hospital and Women & Children's Hospital, Sacramento, CA

Kaiser Permanente So. Sacramento Hospital, CA

Kaiser Permanente Vallejo, CA

Delta Dental, Rancho Cordova, CA

Blue Shield, Rancho Cordova, CA

+30 Additional Projects



Jim Favour
Quality Assurance Inspector

EDUCATION

American River College

CERTIFICATION

California Contractor License
855215, Class B

YEARS OF EXPERIENCE

15

QUALIFICATIONS

Jim Favour's experience includes management and oversight from pre-construction to completion, reviewing the design, construction documents with the owner's needs in mind, performing cost and schedule controls, RFQ/P prequalification and procurement, inspection, and consultation. Jim's expertise also includes value engineering, building information modeling (BIM) and computer aid designs (CAD). He also holds a Contractor's License within the state of California allowing him to provide quality oversight of the contractor's work, schedule, coordinating meetings which include documenting, administrating, and executing needs.

REPRESENTATIVE EXPERIENCE

Northeast Stockton Library & Community Center, CA

***Local Project**

Alameda Health System Remodel, San Leandro, CA

Sutter Women's Children's Center, Sacramento, CA

Zuckerberg San Francisco General Hospital & Trauma Center, CA

Cathedral Hill Hospital, San Francisco, CA

The Palace Hotel, San Francisco, CA

The Fairmont Hotel, San Francisco, CA

S.F.O. Marriot Waterfront, Millbrae, CA

Kimpton Tomo Hotel, San Francisco, CA

Kimpton Grey, Chicago, IL

Kimpton Hotel, Milwaukee, WI

Stanford Park Hotel, Menlo Park, CA

Wyndham Grand Rio Mar Rainforest Beach, Loquillo, Puerto Rico

Hyatt Regency, Trinidad

The Island House Nassau, Bahamas

Additional Team Highlights

To demonstrate the breadth of experience of our support team, we have included their summarized experience within this page and the following page.

NAME & TITLE	BIOGRAPHY	EDUCATION + CERTIFICATIONS	YEARS OF EXPERIENCE
 <p>Jon Hughes CCM, DBIA President</p>	<p>Jon Hughes' 30+ year career spans many of the most prestigious properties in California. Jon's resume highlights public safety, community, recreational, library/cultural, civic/administrative, healthcare, maintenance/infrastructure facilities and virtually every project type. Jon's direct experience includes executive level oversight of pre-construction services, bid review, contract negotiations, safety protocols, site evaluation, quality control, budgetary controls, change order review, supply chain management, schedule review and enforcement, site staging, off-sites and grading, inter-contractor coordination, punch list, and turnover.</p>	<p>Bachelor of Science, Westmont College Certified Construction Manager (CCM) Design Build of America Institute (DBIA) Associate</p>	<p>33</p>
 <p>Robert Godfrey CCM Principal-In-Charge</p>	<p>Robert Godfrey brings more than 20 years of combined experience in program and construction management, providing executive-level oversight. Robert has been involved during all phases with responsibilities including pre-construction, public outreach, entitlement and plan check, building permits and inspections, punch list and project closeout. Robert has a proven record of project management involving effective communication with design team members, coordination of consultants, vendors and contractors - all to ensure the client's goals and objectives are achieved.</p>	<p>Bachelor of Science, Management, The Georgia Institute of Technology, Atlanta Certified Construction Manager (CCM)</p>	<p>24</p>
 <p>Dustin Alamo CCM, DBIA, LEED AP, DRE #01930629 Pre-Development Manager</p>	<p>Dustin's primary responsibilities include the executive management of all needs assessment and master planning projects ranging by facility type, including public safety facilities, corporate yards, administration facilities, libraries, 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).</p>	<p>Bachelor of Arch., University of Colorado, Boulder Certified Construction Manager (CCM) Design-Build Institute of America (DBIA) Associate LEED Accredited Professional CA Licensed Real Estate Broker DRE #01930629</p>	<p>21</p>
 <p>Lance Solomon CCM Public Safety Constructability Expert</p>	<p>Lance Solomon has more than 25 years of construction experience that encompasses public works renovations and new construction, educational facilities, sports parks/recreational facilities, underground utilities, demolition, and stormwater. His responsibilities have encompassed preparation of a bid ability review; evaluation of the bids; conduction of the pre-construction conference; and processing control documents such as minutes, progress payments, schedules, change orders, weekly reports, and all federally and state required documents.</p>	<p>Certified Construction Manager (CCM) Qualified SWPPP Practitioner APWA, Public Works Inspection Certification Certified Professional in Erosion & Sediment Control Confined Space Training</p>	<p>29</p>
 <p>Sally Armanious CCM, DBIA Public Safety Constructability Expert</p>	<p>Sally has an extensive background in program and construction management specializing in the planning, design and construction of airport and hospitality, healthcare, education, and GSA projects. Her experience includes managing projects and capital programs from \$1M to \$27B ranging in building method and delivery method. In addition to her building experience, Sally holds a Bachelors and Masters in Construction Management / Engineering which has served as the foundation to her strong understanding of the procedures and protocols in building successful teams and projects.</p>	<p>Master of Science, Construction Management, University of Southern California Bachelor of Science, Construction Engineering, The American University, Cairo, Egypt Certified Construction Manager (CCM) Design-Build Institute of America (DBIA) Associate</p>	<p>25</p>

Additional Team Highlights (continued...)

PROJECT NAME	JON HUGHES	ROBERT GODFREY	DUSTIN ALAMO	LANCE SOLOMON	SALLY ARMANIOUS
01) Buena Park Police Department Headquarters	✓		✓		
02) Campbell Police Operations Building Renovation	✓	✓		✓	
03) Carlsbad Police & Fire Headquarters	✓	✓	✓	✓	✓
04) Eastvale Civic Center & Police Station	✓	✓	✓		
05) Hesperia Police Department Headquarters	✓		✓		
06) Rancho Santa Margarita Sheriff 's Substation	✓				
07) Redondo Beach Police Station & Police Annex Renovation	✓	✓	✓		
08) Rialto Police Department	✓	✓	✓		
09) Salinas Police Services Headquarters	✓		✓		
10) Victorville Police Department	✓	✓	✓		
11) Westminster Police Department Headquarters & Public Safety Training Center	✓		✓		
12) Buena Park Fire Station No.61	✓	✓	✓		
13) Cathedral City Fire Station No.411	✓		✓		
14) Corona Fire Station No.2 Rebuild	✓	✓			
15) Fairfield Fire Station No.36	✓	✓			
16) Fairfield Fire Station No.39	✓	✓			
17) Manhattan Beach Fire Station No.2	✓	✓	✓		
18) Newport Beach Fire Station 1	✓	✓			
19) OCFA Modjeska Canyon Fire Station No.16 Improvements	✓	✓			
20) OCFA Yorba Linda Fire Station No.32 & No.53 Improvements	✓	✓			
21) Orange City Fire Department Headquarters & Station 1	✓	✓		✓	✓
22) Redondo Beach Fire Stations 1 & 2	✓	✓	✓		
23) Selma Fire Station No.3	✓	✓	✓		
24) Tustin Fire Station No.37	✓				
25) Visalia Fire Station No.51	✓	✓			
26) EBRPD Public Safety Administrative Building	✓	✓			
27) Inglewood Emergency Operations Center Renovation	✓				
28) Rancho Palos Verdes Civic Center & Emergency Ops Center	✓	✓	✓		
29) Riverside County Sheriff's Office, Ben Clark Training Center	✓	✓	✓		
30) San Bernardino County High Desert Government Center & Public Safety Operations Center	✓		✓		
31) San Bernardino County, Valley Communications Center	✓	✓	✓		✓
32) Tustin Water Admin Bldg., Yard & Emergency Ops Center	✓		✓		
33) Visalia Civic Center Public Safety Office Building	✓	✓			
34) Visalia Emergency Communications Center	✓				
35) Westminster Public Safety Training Center	✓				



03



08



09



31



11

VISALIA CIVIC CENTER / PUBLIC SAFETY BUILDING VISALIA, CA



PROJECT DESCRIPTION

Following Griffin Structures' completion of the Visalia Emergency Communications Center (VECC), we are now assisting the City in the construction of its Public Safety Office Building (50,000 SF), Evidence Processing/Storage Building (16,500 SF) and Council Chambers (10,500 SF). The Public Safety Office Building will contain Police Department (PD) Administration functions, as well as the City of Visalia (COV) Finance Department.

REFERENCE

City of Visalia; Mike Porter; Civil Engineer; (559) 713-4412; mike.porter@visalia.city

VALUE + SIZE

\$77,000,000 | 77,000 SF

RELEVANCY

\$50M or Greater; Public Safety; Evidence Storage; Detention Areas; Mission-Critical Systems

STATUS

In-Progress

SALINAS POLICE SERVICES HEADQUARTERS SALINAS, CA



PROJECT DESCRIPTION

Griffin served as the developer for this 70,800 GSF police headquarters delivered via Public-Private Partnership (P3). The project encompasses three new buildings on a 6.3-acre site, the two-story 42,300 SF HQ building includes detention spaces, community room, and plaza. Two support buildings totaling 28,500 SF provide police support services, evidence intake and storage, crime lab spaces, and indoor firing range.

REFERENCE

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

VALUE + SIZE

\$55,000,000 | 71,000 SF

RELEVANCY

\$50M or Greater; Public Safety; Evidence Storage; Detention Areas; Mission-Critical Systems

STATUS

Completed 2020

WESTMINSTER POLICE DEPT. HQ & TRAINING CENTER WESTMINSTER, CA



PROJECT DESCRIPTION

Griffin served as Program and Construction Manager for the 38,000 SF Westminster Police Department Headquarters. 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 and more. Griffin was later again retained to deliver the City's Public Safety Training Center.

REFERENCE

City of Westminster; Marwan Youssef, P.E.; City Manager (Ret.); (714) 719-0516; marwan.yousseff@csulb.edu

VALUE + SIZE

\$58,000,000 | 112,000 SF

RELEVANCY

\$50M or Greater; Public Safety; Evidence Storage; Detention Areas; Mission-Critical Systems

STATUS

Completed 2018

REDONDO BEACH FIRE STATIONS 1 & 2, POLICE STATION & POLICE ANNEX RENOVATION REDONDO BEACH, CA



PROJECT DESCRIPTION

Griffin has been selected by the City to support implementation of its new Fire Station 1 and 2, as well as the expansion and renovation of the Police Department and associated Annex facilities. Griffin provided early strategic planning services to establish a master plan roadmap for the program, along with delivery method analysis and recommendations. Based on this work, the City elected to proceed with two projects—one encompassing the fire station facilities and a second for the Police Department improvements.

REFERENCE

City of Redondo Beach; Luke Smude; Assistant to the City Manager; (310) 318-0695 x2795; luke.smude@redondo.org

VALUE + SIZE

\$93,000,000 | 72,000 SF

RELEVANCY

\$50M or Greater; Public Safety; Evidence Storage; Detention Areas; Mission-Critical Systems

STATUS

Completed 2020

RIALTO POLICE DEPARTMENT **RIALTO, CA**



PROJECT DESCRIPTION

Griffin Structures is serving as the Developer for the replacement of the City of Rialto's existing police station originally constructed in 1973. This project will include the Design-Build-Finance-Operate-Maintain of a new 56,500 SF, two-story police station and concrete parking structure. The location of temporary facilities for police department operations during construction will also be included.

REFERENCE

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

VALUE + SIZE

\$83,000,000 | 56,000 SF

RELEVANCY

\$50M or Greater; Public Safety; Evidence Storage; Detention Areas; Mission-Critical Systems

STATUS

Completed February 2026

EASTVALE CIVIC CENTER & POLICE STATION **EASTVALE, CA**



PROJECT DESCRIPTION

The City of Eastvale intends to create their first bespoke civic presence with a new city hall, library, and police station designed to be as open and transparent as the local government they represent. This project began with a Griffin-led programmatic space needs assessment, where we were later selected to provide OR, Program and Construction Management services for the City.

REFERENCE

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

VALUE + SIZE

\$200,000,000 | >100,000 SF

RELEVANCY

\$50M or Greater; Public Safety; Evidence Storage; Detention Areas; Mission-Critical Systems

STATUS

In-Progress

SAN BERNARDINO COUNTY, VALLEY COMMUNICATIONS CENTER SAN BERNARDINO, CA



PROJECT DESCRIPTION

This new mission-critical facility will remain operational 365/24/7, under extreme conditions as the primary Emergency Operation Center (EOC) in the San Bernardino Valley. Delivered via the Design-Build procurement method, this comprehensive 80,000 SF building on the 6.85 acre site will be occupied by the Sheriff-Coroner, Office of Emergency Services, Fire, Emergency Medical, and Radio Management agencies.

REFERENCE

San Bernardino County; Rene Glynn; Supervising Project Manager, Project & Facilities Mgmt. Dept.; (909) 771-1223; rene.glynn@pfm.sbcounty.gov

VALUE + SIZE

\$135,000,000 | 75,100 SF

RELEVANCY

\$50M or Greater; Public Safety; Mission-Critical Systems

STATUS

Completed January 2026

VICTORVILLE POLICE DEPARTMENT VICTORVILLE, CA



PROJECT DESCRIPTION

The City of Victorville is enhancing its civic center while developing a new police station for the San Bernardino County Sheriffs. The new police department will occupy a vacant city property and increase its size to 49,000 SF. This expansion will house various departments and facilities, including a community meeting room, Records, Traffic, Patrol, Evidence Storage, Fitness & Training, Locker Rooms, Detectives, K9 Units, and Police Administration, and ample parking.

REFERENCE

City of Victorville; Tony Comargo; Deputy City Manager; (760) 955-5114; tcamargo@victorvilleca.gov

VALUE + SIZE

\$100,000,000 | 49,000 SF

RELEVANCY

\$50M or Greater; Public Safety; Evidence Storage; Detention Areas; Mission-Critical Systems

STATUS

In-Progress

Additional References

PROJECT NAME	DESCRIPTION	REFERENCE
01) Buena Park Police Department Headquarters	Griffin Structures served as the PMCM to oversee this 66,000 SF police facility. As an “essential facility”, the project includes a police dispatch center, Type I jail, crime laboratory, evidence and property storage, management facilities, firing range, community room, briefing facilities, training room, and Emergency Operations Center.	James B. Vanderpool; Current City Manager, Anaheim; Former City Manager, Buena Park; (714) 562-3550; jvanderpool@anaheim.net
02) Campbell Police Operations Building Renovation	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.	City of Campbell; Todd Capurso; Public Works Director; (408) 866-2150; toddc@campbellca.gov
03) Carlsbad Police & Fire Headquarters	Griffin provided construction management and inspection services to the 55,000 SF City of Carlsbad Police & Fire Headquarters which includes a new main entrance creating a more inviting public entry; new, centrally located staff lounge; remodeled dispatch center; forensic laboratory; furnishings; improved compliance with the city’s Transportation Demand Management plan to reduce traffic; and a new solar photovoltaic system.	City of Carlsbad; Steven Stewart; Facilities Program Manager; (760) 317-3508; steven.stewart@carlsbadca.gov
04) Hesperia Police Department Headquarters	This new police facility originated from an extensive needs assessment Griffin performed. Ultimately, the resulting building is an element in the overall City Civic Center campus, and includes patrol areas, briefing, evidence storage, investigations services, office management and records, and other police facility components. A grid-tied solar electric system was also included to reduce 71% energy consumption for the building.	City of Hesperia; Michael Podegrac, PE; City Manager (Ret.); (949) 421-8447; mikepodegrac@caaprofessionals.com
05) Norwalk Police Operations Consolidation Project	This project included the construction of a new single-story 23,000 SF building to Essential Services standards. Project included demolishing existing buildings, paving for roads and parking, and site utilities. Project also includes off-site improvements including new signalized intersection, sidewalks, landscaping, irrigation, monument sign, and police kiosk.	Department of State Hospitals; Natalie Garcia; Assistant Hospital Administrator; (562) 916-6025; natalie.garcia@dsh.ca.gov
06) Fresno County Sheriff Substation	This new facility includes a 22,700 SF steel-framed, single-story sheriff substation and a 35,520 SF steel-framed, single-story vehicle and evidence storage building on a 6.5-acre site. The sheriff’s substation is comprised of offices, locker rooms, training rooms, a physical training room, interview rooms, workstation space, conference rooms, restrooms, and a public waiting area. The vehicle and storage building has 6 motorized overhead roll-up doors.	County of Fresno; Larue Gossen; Project Engineer; (559) 832-1318; lk5goossen@gmail.com
07) Buena Park Fire Station No.61	Griffin served as the PMCM for this fire station which houses administrative offices for the battalion and OCFA Division 7 headquarters. It 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.	James B. Vanderpool; Current City Manager, Anaheim; Former City Manager, Buena Park; (714) 562-3550; jvanderpool@anaheim.net
08) Cathedral City Fire Station No.411	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 rapid deployment bay exit doors, firefighter dormitories, captain’s quarters, great room, dining, and living spaces, work/study area; equipment maintenance and storage areas, public lobby and freestanding 45’ tall communications tower.	Jan Davison; Former Redevelopment Director, Cathedral City; (831) 588-5832; janetrdavison@gmail.com
09) Manhattan Beach Fire Station No.2	This two-story fire station includes an apparatus bay, six crew dormitories, dining and exercise room, modern locker space, laundry rooms, medical storage, as well as associated office space and workshops. A trash enclosure and backup power generator will also be constructed. This project was developed as a result of early Needs Assessment / Pre-Development services conducted by Griffin Structures.	Jeff Fijalka; Former Principal Civil Engineer, City of Manhattan Beach; (602) 327-1974; jefferyfijalka@gmail.com
10) Newport Beach Fire Station 1	Griffin is serving as the Construction Manager for this proposed development which will combine both the library and fire station into a modern, 10,000+ SF structure. A new playground, upgraded parking, and street median improvements will be included to enhance emergency response times.	City of Newport Beach; David Webb; Public Works Director; (949) 689-1324; dawebb@newportbeachca.gov
11) Orange City Fire Department Headquarters & Station 1	Griffin Structures served as the Program and Construction Manager to oversee the development of the City’s 29,000 SF Fire Headquarters and Fire Station No.1, which services the Old Towne Section of Orange. The new headquarters includes a 15,500 SF bay for the fire trucks and engines and a two-story, 13,500 SF administrative building. It replaces the city’s old Station No. 1, which was located a few blocks away on South Grand Street.	City of Orange; Frank Sun; Deputy Director/City Engineer; (714) 744-5544; fsun@cityoforange.org
12) Selma Fire Station No.3	Griffin is providing Program and Construction Management to the City of Selma with oversight of the Master Architect to design and construct the new Selma Fire Station No.3. The design will be based upon an updated needs assessment, building program and site analysis. Once completed, this Design-Build project will encompass an approximate 10,000 SF, single-story fire station inclusive of administrative offices, support spaces, secure staff parking and public/visitor parking.	City of Selma; Jordan Webster; Fire Chief; (559) 891-2211; jordanw@cityofselma.com
13) Tustin Fire Station No.37	Griffin Structures served as Program and Construction Manager for this project which serves as a replacement facility for the existing station replaced due to the age and location. The new station is a two-bay, 8,500 SF station with modern design upgrades meeting the latest OCFA and City of Tustin standards. The station is located in the Tustin Legacy District and will serve the vastly growing area. The station is also LEED Certified and was delivered on-time and on-budget.	City of Tustin; Jason Churchill; Deputy Public Works Director; (714) 573-3355; jchurchill@tustinca.org
14) EBRPD Public Safety Administrative Building	Griffin is serving as the Construction Manager and Inspector for the renovation of the EBRPD’s 109,000 SF administration building, transforming it into a state-of-the-art public safety hub with emergency communications/dispatch, lobby/reception area, board room, community meeting room, and evidence storage facility.	East Bay Regional Park District; Toby Perry; Project Manager; (510) 544-2317; tperry@ebparks.org
15) San Bernardino County High Desert Govt Ctr & Public Safety Operations Center	As the largest county in the U.S., with three significant seismological faults, this facility offers continued, uninterrupted service during a disaster. This redundant Public Safety facility includes a new microwave system featuring a 175-foot tower, dispatch system, voice and data infrastructure, training and administrative areas, kitchen, restroom and locker areas with showers.	San Bernardino County; Rene Glynn; Supervising Project Manager, Project & Facilities Mgmt. Dept.; (909) 771-1223; rene.glynn@pfm.sbcounty.gov
16) Tustin Water Admin Bldg., Yard & Emergency Ops Center	This project consisted of the demolition of an existing fire station and facilities maintenance office trailers and the construction of a 17,284 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.	City of Tustin; Jason Churchill; Deputy Public Works Director; (714) 573-3355; jchurchill@tustinca.org
17) Visalia Emergency Communications Center	Griffin Structures provided Construction Management Services during the design and construction of this project featuring a 3,500 SF dispatch room, an emergency operations center and the fire department’s administration offices. Griffin Structures collaborated with design consultants to transition existing operations, including a zero service interruption implementation timeline.	City of Visalia; Mike Porter; Civil Engineer; (559) 713-4412; mike.porter@visalia.city



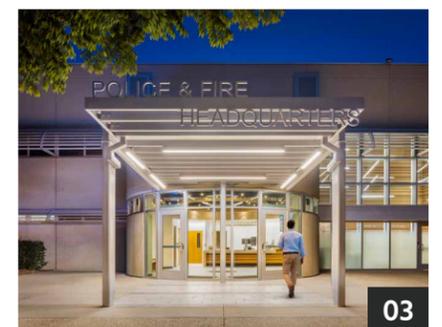
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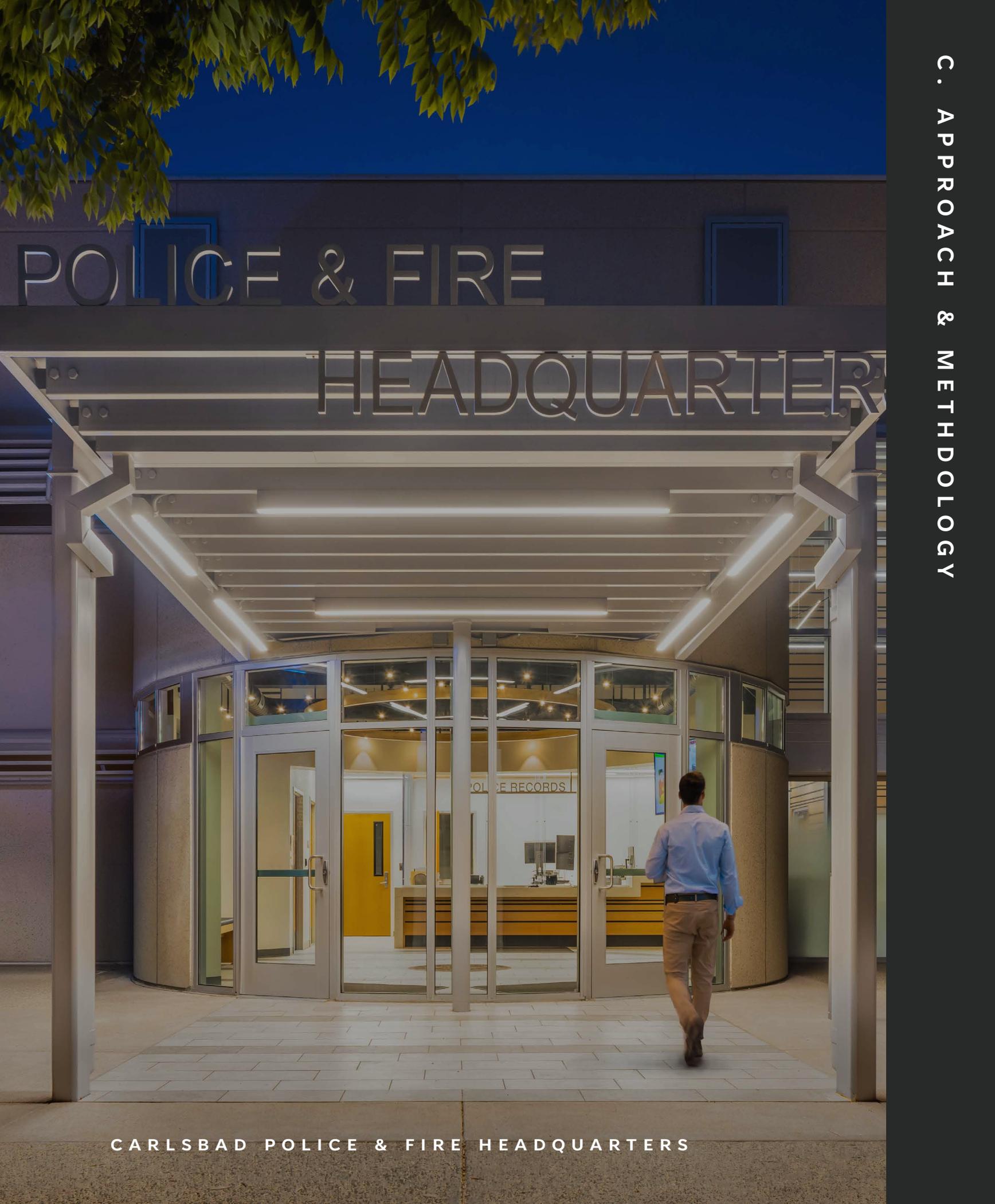
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03



11



POLICE & FIRE

HEADQUARTERS

POLICE RECORDS



Project Understanding

The City of Manteca is undertaking a critical investment in public safety through the development of a new Police Department Headquarters that will replace its aging and functionally constrained facility. As a full-service Police Department operating 24 hours a day, seven days a week, the City requires a purpose-built headquarters that supports modern policing, secure operations, and long-term adaptability while remaining transparent and accessible to the community it serves.

Funding through the Measure Q sales tax bond reflects the City's commitment to delivering a facility that meets today's operational demands while anticipating future growth, technology, and emergency response needs. The new Police Department Headquarters will be constructed on a ± 6 -acre site and will encompass approximately 45,000 square feet of specialized space designed to support a broad range of law-enforcement and emergency management functions.

The program integrates core components essential to contemporary public safety operations, including a hardened Emergency Operations Center (EOC) doubling as a Multipurpose Community Room, Real-Time Information Center, and a state-of-the-art Dispatch Center supporting uninterrupted operations. In addition, the facility will house critical functions such as Patrol, Investigations, Records, Suspect Processing, Evidence Storage, Training, Administration, and Support Services, each with unique security, operational, and regulatory requirements. These spaces must function seamlessly together while maintaining strict separation between public, secure, and restricted zones.

Site planning and building design must carefully balance security and accessibility. Secure fleet and staff parking, controlled access points, and protected circulation paths are required to support law-enforcement operations, while clearly defined public access areas, such as the lobby and service counters, reinforce transparency and community engagement. The success of this project depends on precise coordination of secure environments, detention and evidence functions, mission-critical systems, and life-safety infrastructure, all while maintaining compliance with local, state, and federal regulations.

The City is now advancing into the Construction Documents phase and is seeking an experienced Construction Project Manager to serve as the City's representative through bidding, construction, and closeout. The Construction Project Manager must bring direct, hands-on experience with public safety facilities, an understanding of the risks inherent in secure environments, and the ability to proactively manage cost, schedule, quality, and compliance. The project is positioned to move forward efficiently, provided it is supported by disciplined construction management, vigilant inspection, and transparent communication.

Approach & Methodology

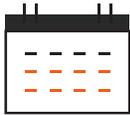
Griffin approaches projects with the perspective of an Owner, and the insight of an Architect and Contractor. Like an Owner, we approach each project as if it is our own money, schedule, and facility that is being developed. We also understand the technical aspects and trade knowledge essential to providing quality service from concept to keys.

Together with these components, Griffin provides Program Management and Construction Management (PMCM) based on our unique blend of experience as both a public agency PMCM and at-risk fee developers - uniquely enhancing our ability to provide unparalleled services to our clients and have included a summary of our available services below.



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 budgets and change order negotiation.



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), and Field Observation Reports will be employed for Quality Control and Assurance.



SAN BERNARDINO COUNTY, VALLEY
COMMUNICATIONS CENTER



Scope of Services

As Construction Project Manager and Owner's Representative, Griffin Structures approaches this project with the mindset of an owner and the rigor of a developer. We recognize that public safety facilities demand a higher level of scrutiny than conventional civic projects due to their secure environments, mission-critical systems, and operational continuity requirements. Our role is to safeguard the City's interests by providing proactive management, detailed field oversight, and disciplined documentation across all phases of the project.

We treat each assignment as though it were our own facility, budget, and schedule at stake. Our team's experience delivering law-enforcement and public-sector facilities allows us to anticipate contractor challenges, identify risks early, and guide informed decision-making before issues escalate into cost overruns, delays, or disputes. This approach directly supports the City's objectives of delivering the project on time, within budget, and in full compliance with operational and security requirements.

Consistent with the RFP, Griffin's services span contractor prequalification and bidding support, day-to-day on-site construction management and inspection, schedule and cost control, quality assurance, regulatory compliance, and closeout.

PHASE 1: CONTRACTOR PREQUALIFICATION & BIDDING

Griffin will support the City through a transparent and disciplined procurement process designed to identify contractors with demonstrated experience in complex public safety facilities.

Task 1.1 – Contractor Prequalification

We will assist the City in developing and administering a formal contractor prequalification process using the Department of Industrial Relations (DIR) questionnaire as a foundation. In coordination with City staff and the Design Team, we will establish evaluation criteria that reflect the complexity and security requirements of the project, including:

- Financial capacity and revenue thresholds
- Bonding capacity and claims history
- Safety record and Experience Modification Rate (EMR)
- Demonstrated experience appropriately sized law-enforcement, public safety, or similarly secure facilities

Griffin will review and analyze all prequalification submittals and prepare written recommendations regarding contractor eligibility, while recognizing that final determinations remain with the City.

Task 1.2 – Request for Bids (RFB)

Upon completion of the Construction Documents and the Prequalification Process noted above, Griffin will manage and support the competitive bidding process in strict compliance with City procurement policies. Acting as the City’s primary point of contact, we will:

- Manage bidder request for information (RFI), substitution requests, and addenda
- Coordinate regularly with City staff and the Design Team to maintain schedule
- Ensure all communications are documented and distributed consistently

Following bid opening, Griffin will prepare a comprehensive bid analysis evaluating responsiveness, responsibility, and any irregularities. We will provide a written recommendation for award and assist the City with staff reports and City Council agenda materials as required.

Phase 1 Deliverables

- Review and comment on City-provided prequalification and bid documents
- Responses to RFIs and addenda management
- Evaluation of proposals and bids
- Attendance at prequalification and bid review meetings
- Documentation of all meetings, evaluations, and communications



PHASE 2: CONSTRUCTION PHASE

Phase 2 represents the most intensive portion of the project, as the contractor mobilizes and construction begins in earnest. Griffin’s role will be to provide vigilant oversight of all field activity, ensuring compliance with the Construction Documents, enforcing the City’s standards, and proactively managing quality, schedule, and budget. Acting as the City’s on-site representative, we will bring structure and clarity to the construction process while maintaining open and transparent communication among all stakeholders.

Task 2.1 – On-Site Construction Observation & Inspection

Griffin will provide day-to-day, on-the-job observation of all construction work, consistent with the RFP requirements. Our responsibilities include:

- Verifying compliance with approved plans, specifications, codes, and security requirements
- Preparing daily inspection reports documenting observed activities
- Maintaining photo documentation of progress and site conditions
- Reviewing contractor record drawing markups and confirming accuracy
- Coordinating specialty inspections, materials testing, and building department inspections

Our goal is to identify and resolve issues early, particularly those related to secure environments, detention areas, evidence storage, and mission-critical systems. We will issue a Field Observation Report weekly, functioning as a rolling punchlist that identifies issues, assigns responsibility, tracks resolutions, and documents progress. This proactive log reduces the risk of surprises at substantial completion.



Task 2.2 – Meetings & Communication

Clear, consistent, and proactive communication is essential to successful project delivery. Griffin will lead weekly Owner–Architect–Contractor (OAC) meetings with the Contractor, City, and Design Team to:

- Review schedule status, critical path activities, and upcoming work.
- Address RFIs, submittals, and unresolved issues impacting cost, schedule, or quality.
- Document decisions, action items, and assigned responsibilities through clear, timely meeting minutes.
- Keep City staff fully informed of key project developments while minimizing the burden of day-to-day construction management.

As needed, Griffin will also facilitate supplemental coordination meetings with inspectors, testing agencies, and specific trades to resolve technical issues and maintain momentum in the field.

In addition, Griffin recommends and will facilitate regular City–Griffin coordination meetings outside of the OAC forum to discuss sensitive issues, elevate concerns, and align on strategies in advance of broader project discussions, allowing the City to engage in OAC meetings from a position of clarity and confidence.

Task 2.3 – Schedule Management

Maintaining schedule integrity is critical to protecting the City’s investment. Griffin will actively manage the project schedule by:

- Reviewing and approving the Contractor’s baseline critical path method (CPM) schedule to confirm logic, sequencing, and identification of the critical path.
- Monitoring monthly schedule updates to validate percent complete, identify emerging delays, and forecast schedule risk.
- Enforcing timely processing of RFIs, submittals, and deferred approvals to prevent workflow bottlenecks.
- Requiring and evaluating recovery plans when delays occur, including resequencing, supplemental staffing, or overtime, as appropriate.

Drawing on our field-based experience, Griffin identifies schedule risk early, often before delays become visible in the CPM schedule, and implements proactive corrective measures to keep the project aligned with the City’s overall objectives.

Task 2.4 – Budget & Financial Controls

Griffin will safeguard the City’s financial interests through disciplined, transparent cost control and payment administration. Our approach ensures that the City pays only for work properly performed and materials appropriately stored, while maintaining clear visibility into budget performance throughout construction. Specifically, Griffin will:

- Establish and maintain a detailed, defensible Schedule of Values, broken down by trade, cost code, and specification section to allow accurate tracking of labor, materials, and installed work.
- Perform line-by-line verification of each pay application against observed field progress, approved submittals, inspection records, and verified stored materials.

- Review lien releases and confirm timely payment to subcontractors and suppliers to reduce the risk of payment disputes, claims, or work stoppages.
- Monitor subcontractor performance and payment patterns to identify early warning signs of financial distress that could impact schedule, quality, or completion.
- Track approved changes, contingencies, and remaining contract balances to maintain continuous budget reconciliation.
- Prepare monthly earned value and cash-flow analyses comparing budgeted values to actual progress in the field, providing the City with clear, actionable insight into cost performance and potential exposure.

Through this rigorous approach, Griffin provides the City with predictable financial control, minimizes the risk of overpayment or claims, and ensures informed decision-making at every stage of construction.

Task 2.5 – Change Order Management

Construction inevitably involves unforeseen conditions and City-directed changes. Griffin's responsibility is to manage all changes with rigor, transparency, and strict adherence to the Contract Documents to protect the City's financial and schedule interests. Our change management approach includes:

- **Change Identification & Entitlement Review:**
Rigorously evaluate each proposed change to distinguish legitimate scope changes from work already required under the Contract Documents, means-and-methods issues, or coordination responsibilities of the Contractor.
- **Alternatives & Cost Avoidance:**
Actively pursue no-cost or low-cost alternatives, such as resequencing, design clarifications, or constructability solutions, to mitigate cost and schedule impacts before approving added scope.

- **Pricing & Schedule Analysis:**
Perform detailed, independent reviews of all proposed change order pricing, including labor rates, productivity assumptions, material invoices, subcontractor quotations, equipment costs, overhead and profit markups, and claimed schedule impacts.
- **Execution & Cost Controls:**
When scope or pricing cannot be fully defined, recommend time-and-materials authorization with not-to-exceed limits, unit pricing, or competitive procurement to maintain cost certainty and protect the City's position.
- **Documentation & Transparency:**
Maintain a comprehensive change order log tracking status, cost, schedule impact, and approvals to ensure full visibility and defensibility of all changes.

Through this disciplined process, Griffin minimizes unnecessary cost growth, maintains schedule momentum, and ensures that any approved changes are fair, justified, and in the City's best interest.



RIALTO POLICE DEPARTMENT

Task 2.6 – Quality Assurance, Compliance, & Risk Management

Quality is not achieved through final inspection alone. Rather, it's built into the project through consistent oversight, clear expectations, and early intervention. Griffin enforces quality assurance and claims mitigation through the following practices:

- **Continuous Field Oversight:**
Maintain ongoing observation of installation methods, sequencing, and finished work to verify compliance with the Contract Documents, applicable codes, and public safety facility standards.
- **Proactive Deficiency Management:**
Identify and correct deficiencies early through a continuously updated rolling punchlist, reducing the accumulation of late-stage issues and minimizing impacts to schedule and cost.
- **Comprehensive Documentation:**
Document field conditions, directives, and decisions through daily reports, photographs, marked-up drawings, and meeting records to establish a clear, accurate, and defensible project record.
- **Issue Resolution & Collaboration:**
Facilitate timely coordination among the City, Contractor, and Design Team to resolve constructability, quality, and scope issues before they escalate into disputes or claims.

When claims or disputes arise, Griffin's detailed documentation, field knowledge, and command of the Contract Documents position the City to respond from a position of strength, supporting efficient resolution while protecting the City's financial and contractual interests.

Task 2.7 – Document & Compliance Management

Griffin will establish and manage a centralized, auditable document management system, using Autodesk or a City-preferred platform, to serve as the single source of record for all project documentation. This system will ensure transparency, traceability, and accountability throughout the project lifecycle. Records will include, but are not limited to:

- Submittals, shop drawings, and formal approvals
- Requests for Information (RFIs) and coordinated responses
- Change order requests, executed changes, and related correspondence
- Daily field reports, inspection logs, and meeting minutes
- Construction drawings, revisions, and verified as-built documents
- Prevailing wage documentation, labor compliance records, and supporting certifications

All records will be maintained in an organized, searchable format with clearly defined workflows and version control to prevent gaps or inconsistencies. By establishing a single, transparent system of record, Griffin minimizes miscommunication, supports timely decision-making, and provides the City with a complete, defensible project archive suitable for audits, claims resolution, and long-term facility management.

Task 2.8 – Submittal & Shop Drawing Reviews

Griffin will manage and review all submittals, shop drawings, and material samples to confirm compliance with the Construction Documents, approved design intent, and applicable codes. Our review process will focus on constructability, coordination with adjacent systems, and conformance with public safety and security requirements.

We will track submittal status and turnaround times, coordinate reviews with the Design Team and City as required, and proactively resolve conflicts before materials are fabricated or installed. By enforcing timely, disciplined submittal review and approval workflows, Griffin maintains construction momentum, reduces the risk of rework, and protects the City from avoidable cost and schedule impacts.



PHASE 3: PROJECT CLOSEOUT

The final phase of the project is focused on delivering a complete, fully documented facility that is ready for occupancy and long-term operation. Griffin will manage closeout activities to ensure all contractual, regulatory, and operational requirements are satisfied to the City's standards.

Task 3.1 – Punchlist Coordination

Building on our ongoing Field Observation Log, Griffin will minimize end-of-project disruptions by identifying and tracking deficiencies well in advance of substantial completion. We will coordinate formal punch walks with the City, Design Team, and Contractor; issue a consolidated punchlist; and monitor corrective actions through final resolution and acceptance.

Task 3.2 – Warranty & Post-Completion Oversight

Griffin will track warranty obligations and ensure timely contractor response to warranty items during the coverage period. We will document warranty claims, monitor corrective work, and confirm issues are fully resolved, protecting the City's interests after occupancy.

Task 3.3 – Final Cost Reconciliation

Griffin will reconcile the final contract amount, including the original contract sum, approved change orders, allowances, and contingency usage. A complete and transparent financial summary will be provided to the City to support final payment and formal contract closeout.



VISALIA CIVIC CENTER / PUBLIC SAFETY BUILDING

Task 3.4 – Closeout Documentation & Compliance

Griffin will verify that all required closeout deliverables are accurate, complete, and compliant with the Contract Documents. This includes as-built drawings, operation and maintenance manuals, warranties, certifications, training documentation, and regulatory approvals. Submittal Exchange, or a City-preferred platform, will be used to assemble a comprehensive, organized digital closeout package.

Task 3.5 – Delivery of Final Project Records

All final project records will be compiled and delivered to the City in both electronic and hard-copy formats, organized in accordance with City requirements. The completed archive will provide the City with a reliable resource for facility operations, maintenance, future modifications, and record retention.

CONCLUSION

Griffin Structures takes pride in serving as the City's trusted partner, protecting its investment through proactive leadership, clear communication, and disciplined documentation. Our philosophy is simple: no surprises. By anticipating challenges, addressing issues early, and maintaining full transparency at every stage of the project, we create clarity, reduce risk, and support informed decision-making.

The result is a Police Department Headquarters delivered on schedule, within budget, and in full alignment with the City's operational, security, and community objectives, providing a durable, high-performing facility that will serve the City of Manteca for decades to come.



VISALIA CIVIC CENTER /
PUBLIC SAFETY BUILDING

Project Schedule

PROJECT PHASE	2026												2027										
	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
PRE-CONSTRUCTION																							
Contractor Prequal.Process																							
Bidding																							
Award / NTP																							
CONSTRUCTION																							
Construction																							

MONTHLY STAFFING HOURS

Principal-In-Charge	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8
Project Executive	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40
Pre-Development Manager	16	16	16	8	8																		
Sr. Construction Manager					104	172	172	172	172	172	172	172	172	172	172	172	172	172	172	172	172	172	172
QA Inspector					104	172	172	172	172	172	172	172	172	172	172	172	172	172	172	172	172	172	172
Cost Estimating															40								

PROJECT PHASE

2028
MAR

CONSTRUCTION

Construction
Closeout

MONTHLY STAFFING HOURS

Principal-In-Charge	4
Project Executive	20
Pre-Development Manager	
Sr. Construction Manager	104
QA Inspector	40
Cost Estimating	



EASTVALE CIVIC CENTER & POLICE STATION



Fee Proposal

As requested by the City, we have provided our Fee Proposal via separate file.



Licensure

In compliance with the final bullet under 'Minimum Qualifications' on page 7 of the RFP, we have included our relevant licensure below.

STATE OF CALIFORNIA
Office of the Secretary of State
STATEMENT OF INFORMATION CORPORATION
California Secretary of State
1500 11th Street
Sacramento, California 95814
(916) 657-5448

For Office Use Only
-FILED-
File No: BA20251439887
Date Filed: 7/9/2025

Entity Details
Corporation Name: GRIFFIN STRUCTURES, INC.
Entity No: 2008760
Formed In: CALIFORNIA

Street Address of Principal Office of Corporation
Principal Address: 1 TECHNOLOGY DRIVE SUITE I829
IRVINE, CA 92618

Mailing Address of Corporation
Mailing Address: 1 TECHNOLOGY DRIVE SUITE I829
IRVINE, CA 92618

Attention

Street Address of California Office of Corporation
Street Address of California Office: 1 TECHNOLOGY DRIVE SUITE I829
IRVINE, CA 92618

Officer Name	Officer Address	Position(s)
MARK HOGLUND	1 TECHNOLOGY DRIVE SUITE I829 IRVINE, CA 92618	Secretary, Chief Financial Officer
ROGER TORRIERO	1 TECHNOLOGY DRIVE SUITE I829 IRVINE, CA 92618	Chief Executive Officer

Officer Name	Officer Address	Position	Stated Position
Kelly Boyle	1 TECHNOLOGY DRIVE SUITE I829 IRVINE, CA 92618	Other	Executive Vice President
Korin Crawford	1 TECHNOLOGY DRIVE SUITE I829 IRVINE, CA 92618	Other	Executive Vice President
Dustin Alamo	1 TECHNOLOGY DRIVE SUITE I829 IRVINE, CA 92618	Other	Vice President - Strategic Services
Robert Godfrey	1 TECHNOLOGY DRIVE SUITE I829 IRVINE, CA 92618	Other	Vice President - Operations
Deryl Robinson	1 TECHNOLOGY DRIVE SUITE I829 IRVINE, CA 92618	Vice President	
Jonathan D Hughes	1 TECHNOLOGY DRIVE SUITE I829 IRVINE, CA 92618	Other	President

Director Name	Director Address
ROGER TORRIERO	1 TECHNOLOGY DRIVE SUITE I829 IRVINE, CA 92618
MARK HOGLUND	1 TECHNOLOGY DRIVE SUITE I829 IRVINE, CA 92618

Page 1 of 2

Business Information

GRIFFIN STRUCTURES INC
1 TECHNOLOGY DR STE I829
IRVINE, CA 92618
Business Phone Number:(949) 497-9000

Entity Corporation
Issue Date 04/09/2001
Expire Date 04/30/2027

License Status

This license is current and active.

All information below should be reviewed.

Classifications

- ▶ [B - GENERAL BUILDING](#)
- ▶ [A - GENERAL ENGINEERING](#)

Contractor's License

A&B Licenses. Number: 793600

California State Business License

Entity Number: 20067660

DIR State of California
EST. 1927 **Department of Industrial Relations** Knowledge Public Works

Home > Customer Account Lookup > 1000393191 - GRIFFIN STRUCTURES, INC.

Legal Entity Name
GRIFFIN STRUCTURES, INC.

Doing Business As (DBA)
GRIFFIN STRUCTURES, INC.

Registration End Date
2026-06-30

Department of Industrial Relations

Number: 1000393191



SALINAS POLICE SERVICES HEADQUARTERS



WESTMINSTER POLICE DEPARTMENT HEADQUARTERS



VICTORVILLE POLICE DEPARTMENT



RIALTO POLICE DEPARTMENT



CAMPBELL POLICE OPERATIONS BUILDING RENOVATION



CARLSBAD POLICE & FIRE HEADQUARTERS



BUENA PARK POLICE DEPT HEADQUARTERS



VISALIA CIVIC CENTER PUBLIC SAFETY OFFICE BUILDING

NORTHERN CA OFFICE
 1850 WARBURTON AVE
 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



Griffin Structures Fee Proposal

Manteca Police Department Headquarters

February 03, 2026

Griffin Structures’ Fee Proposal is based on all reasonable costs necessary to perform Construction Project 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:

Construction Management Services:	\$	2,249,900
Reimbursable Expenses (inclusive of specialty consultants):	\$	1,200,100
Total	\$	3,450,000

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 25-month schedule assuming 5 months for procurement management, 18 months for the construction phase plus 2 months for closeout. 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, Griffin Structures has assembled following team:

Robert Godfrey, 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 192 hours.

Joshua Kaiser, will serve as the Project Executive bringing over 20 years of specialized public safety experience to guide the team and ensure the project’s successful delivery. We have allocated a total of 964 hours of Josh’s time.

Dustin Alamo, will serve as the Preconstruction Manager and will support project in transitioning from the design to construction phase. We have allocated a total of 64 hours of Dustin’s time.

Andrew Simmons, will serve as the Sr. Construction Manager and day-to-day point of contact for all remaining phases of the project. As the primary point of contact for the project, Andrew will bring his robust construction management experience to ensure the project is managed in the City’s best interest, and ensure all quality assurance, cost containment, and schedule efficiencies are achieved. For this level of service, we have allocated 3,476 hours of Andrew’s time.

Jim Favour, Quality Assurance Inspector, will provide full-time inspection services during the construction phase, bringing extensive experience on complex civic and public safety projects. He will ensure that the quality assurance built into the design documents is fully realized in the field by monitoring workmanship and materials, verifying conformance to plans and specifications, and working closely with the construction team to identify and resolve issues proactively. His seasoned judgment and practical approach will help safeguard the City's investment, ensuring the facilities are delivered to the highest standards of quality and durability. To support this level of oversight, we have allocated 3,280 hours of Jim's time, providing consistent presence and continuity throughout construction.

Ryan Craven, Cost Estimator, will provide support to the construction team during the build phases by reviewing and analyzing change orders to confirm cost accuracy and protect the City's financial interests. For this effort, we have allocated 120 hours of Ryan's time.

Reimbursable Allowances - Within our reimbursable costs, we have included allowances (inclusive of our standard consultant markup) for dry utility coordination, special testing and inspection services for soils and materials, move management and labor compliance. These services will be sourced and managed on the City's behalf to ensure best value and streamlined coordination for the project. Additional reimbursable expenses have also been identified for document control systems, insurance, and miscellaneous project-related provisions.

QUALIFICATIONS & EXCLUSIONS

1. Hourly rates have been escalated by CPI through the anticipated project closeout in March 2028 and will remain in effect through December 31, 2028. Any schedule extension beyond that date will be subject to further CPI-based escalation.
2. Insurance costs are included as a reimbursable expense and will be billed monthly at the rate of \$10 per \$1,000.
3. 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.
4. 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.
5. 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.
6. Costs for construction staking, environmental and hazardous materials surveys, and all environmental and hazardous materials transportation and remediation costs are excluded.
7. 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.

8. 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.
9. 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.
10. No FF&E or OS&E procurement is included in this proposal.
11. Construction Site Security is excluded.
12. 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.
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. 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.
16. 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.

Item No.	PROJECT PHASE	PRINCIPAL-IN-CHARGE	PROJECT EXECUTIVE	PRECONSTRUCTION MANAGER	SR. CONSTRUCTION MANAGER	QA INSPECTOR	COST ESTIMATING
		Robert Godfrey \$310/hr	Josh Kaiser \$295/hr	Dustin Alamo \$295/hr	Andrew Simmons \$280/hr	Jim Favour \$250/hr	Ryan Craven \$250/hr
1	PRE-CONSTRUCTION	40	200	64	104	104	0
1.1	Contractor prequalification	Incl	Incl	Incl	Incl	-	-
1.2	Front-end & bid document preparation & review	Incl	Incl	Incl	Incl	-	-
1.3	Bid analysis	Incl	Incl	Incl	Incl	-	Incl
2	CONSTRUCTION	144	720	0	3096	3096	120
2.1	Work with the City's Project Manager to oversee the Project	Incl	Incl	Incl	Incl	Incl	-
2.2	Prepare daily inspection reports as part of Quality Assurance	Incl	Incl	Incl	Incl	Incl	-
2.3	Take construction progress photos (before, during & after)	Incl	Incl	Incl	Incl	Incl	-
2.4	Manage & coordinate special inspections	Incl	Incl	Incl	Incl	Incl	-
2.5	Perform quality assurance inspections of materials & installations	Incl	Incl	Incl	Incl	Incl	-
2.6	Prepare In-progress punch lists	Incl	Incl	Incl	Incl	Incl	-
2.7	Ensure OSHA requirements are being satisfied	Incl	Incl	Incl	Incl	Incl	-
2.8	Review & approve Contractor's phasing plan	Incl	Incl	Incl	Incl	Incl	-
2.9	Maintain project files	Incl	Incl	Incl	Incl	Incl	-
2.10	Monitor labor compliance (DIR to perform certified payroll audits)	Incl	Incl	Incl	Incl	Incl	-
2.11	Review baseline & monthly update schedules	Incl	Incl	Incl	Incl	Incl	-
2.12	Monitor field progress against schedule	Incl	Incl	Incl	Incl	Incl	-
2.13	Conduct weekly construction progress meeting	Incl	Incl	Incl	Incl	Incl	-
2.14	Attend Contractor safety meetings	Incl	Incl	Incl	Incl	Incl	-
2.15	Manage & coordinate with other agencies/AHJ	Incl	Incl	Incl	Incl	Incl	-
2.16	Submit recommendations on construction issues	Incl	Incl	Incl	Incl	Incl	-
2.17	Identify & track potential claims	Incl	Incl	Incl	Incl	Incl	-
2.18	Manage document control (RFIs & submittals)	Incl	Incl	Incl	Incl	Incl	-
2.19	Review/negotiate/recommend change orders for approval/rejection	Incl	Incl	Incl	Incl	Incl	Incl
3	PROJECT CLOSEOUT	8	44	0	276	80	0
3.1	Coordinate final walk through with all stakeholders	Incl	Incl	Incl	Incl	-	-
3.2	Coordinate & distribute punch walk comments	Incl	Incl	Incl	Incl	-	-
3.3	Address unresolved Contractor issues	Incl	Incl	Incl	Incl	-	-
3.4	Finalize record drawings & project documentation	Incl	Incl	Incl	Incl	-	-
3.5	Prepare all final reports for acceptance of Project	Incl	Incl	Incl	Incl	-	-
3.6	Recommend for final acceptance of Project	Incl	Incl	Incl	Incl	-	-
3.7	Transmit approved red lines	Incl	Incl	Incl	Incl	-	-
3.8	Finalize & deliver all construction files to the City	Incl	Incl	Incl	Incl	-	-
3.9	Coordinate project commissioning	Incl	Incl	Incl	Incl	-	-
	Total Hours	192	964	64	3476	3280	120
	Subtotals	\$60,800	\$290,860	\$18,880	\$1,002,880	\$845,680	\$30,800
	PROJECT / CONSTRUCTION MANAGEMENT TOTAL						\$2,249,900
4	REIMBURSABLE COSTS						\$1,200,100
4.1	Insurance						\$34,100
4.2	Autodesk construction cloud						\$30,000
4.3	Dry utilities coordination allowance						\$30,000
4.4	Special testing & inspection services allowance						\$711,000
4.5	Move management allowance						\$250,000
4.6	Labor compliance						\$135,000
4.7	Misc. allowances						\$10,000
	GRAND TOTAL						\$3,450,000

PROJECT PHASE	2026												2027											
	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC		
PRE-CONSTRUCTION																								
Contractor Prequal.Process																								
Bidding																								
Award / NTP																								
CONSTRUCTION																								
Construction																								
MONTHLY STAFFING HOURS																								
Principal-In-Charge	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8		
Project Executive	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40		
Pre-Development Manager	16	16	16	8	8																			
Sr. Construction Manager				104	104	172	172	172	172	172	172	172	172	172	172	172	172	172	172	172	172	172		
QA Inspector				104	104	172	172	172	172	172	172	172	172	172	172	172	172	172	172	172	172	172		
Cost Estimating							40								40						40			
Principal-In-Charge	\$ 2,480	\$ 2,480	\$ 2,480	\$ 2,480	\$ 2,480	\$ 2,480	\$ 2,480	\$ 2,480	\$ 2,480	\$ 2,480	\$ 2,480	\$ 2,480	\$ 2,480	\$ 2,480	\$ 2,480	\$ 2,480	\$ 2,480	\$ 2,480	\$ 2,480	\$ 2,480	\$ 2,480	\$ 2,480		
Project Executive	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800	\$ 11,800		
Pre-Development Manager	\$ 4,720	\$ 4,720	\$ 4,720	\$ 2,360	\$ 2,360	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Sr. Construction Manager	\$ -	\$ -	\$ -	\$ 29,120	\$ 29,120	\$ 48,160	\$ 48,160	\$ 48,160	\$ 48,160	\$ 48,160	\$ 48,160	\$ 48,160	\$ 48,160	\$ 48,160	\$ 48,160	\$ 48,160	\$ 48,160	\$ 48,160	\$ 48,160	\$ 48,160	\$ 48,160	\$ 48,160		
QA Inspector	\$ -	\$ -	\$ -	\$ 26,000	\$ 26,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000	\$ 43,000		
Cost Estimating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Total	\$ 19,000	\$ 19,000	\$ 19,000	\$ 16,640	\$ 71,760	\$ 105,440																		

PROJECT PHASE	2028	
	MAR	
CONSTRUCTION		
Construction		
Closeout		

MONTHLY STAFFING HOURS		
Principal-In-Charge	4	
Project Executive	20	
Pre-Development Manager		
Sr. Construction Manager	104	
QA Inspector	40	
Cost Estimating		
TOTALS		
Principal-In-Charge	\$ 1,320	\$ 60,800
Project Executive	\$ 6,300	\$ 290,860
Pre-Development Manager	\$ -	\$ 18,880
Sr. Construction Manager	\$ 31,200	\$ 1,002,880
QA Inspector	\$ 10,800	\$ 845,680
Cost Estimating	\$ -	\$ 30,800
Total	\$ 49,620	\$ 2,249,900



ATTACHMENT 3
SCHEDULE OF ACTIVITIES