

# City of Manteca Contract Routing Form

Number: R2025-28

Date Stamp: Received  
2/12/25

<b>REQUESTED BY:</b>		<b>Date Submitted:</b>
Department:	Police Department	
Staff Name and Ext:	Chief Stephen Schluer ext 8210	
<b>CONTRACT DETAILS:</b>		
Contractor/Consultant:	LPA, Inc	
Name of Project:	New Police Department Headquarters	
Type of Contract:	Professional Services	
Contract Term & End Date:	December 31, 2027	
Contract Amount:	\$ 4,548,610.00	
CIP Number:	24071	
Account Number:	540.00.00.900-6000.98	
Brief Explanation of Project:	LPA will provide architectural and engineering services for the new Police Department headquarters.	

\*If amendment indicate original contract number: \_\_\_\_\_

\*\*For Change Orders, please use the Change Order Routing Form found on the Citywide Contract Management Intranet page.

## Identify Attachments (indicate yes or no):

Insurance Documents	<input checked="" type="radio"/> Y	<input type="radio"/> N
Bonds	<input type="radio"/> Y	<input checked="" type="radio"/> N
Exhibits or Attachments	<input checked="" type="radio"/> Y	<input type="radio"/> N
New Vendor? If yes, W-9 must be attached.	<input type="radio"/> Y	<input checked="" type="radio"/> N
Consultant Form 700 Required?	<input type="radio"/> Y	<input checked="" type="radio"/> N

## Identify Authority to Sign & Council date if applicable (check box):

- (1) City Purchasing Policy ☐
- (2) City Council approved on 02/04/2025 ☒
- (3) Scheduled for Council approval on \_\_\_\_\_ ☐

R2025-10 - auth.  
City Manager to  
Sign.

NOTE: Above information to be completed in full by project manager/department

Processing:	Initials	Date
1. Contract signed by Contractor/Consultant/Developer/Etc.	N/A	2/11/25
2. Department Head approval	<i>[Signature]</i>	2/11/25
3. Contract City Attorney's Office	<i>[Signature]</i>	2/13/25
4. Contract to Risk Manager	<i>[Signature]</i>	2/18/25
5. Contract to Finance	<i>[Signature]</i>	2/18/25
6. Contract to City Manager (if applicable)	<i>[Signature]</i>	2/18/25
7. Contract to City Clerk	<i>[Signature]</i>	2/18/25

## AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made and entered into this 18<sup>th</sup> day of February 2025, by and between the **CITY OF MANTECA**, a public body, corporate and politic ("City") and **LPA Inc**, a California 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 Architectural and Engineering services described in the attached Attachment 1 that is incorporated by this reference, and pursuant to the Proposal submitted by Consultant dated December 6, 2024, 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 Architectural and Engineering 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 potential procurement 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 December 31, 2027. Failure to submit Instruments of Service (as defined below) due to the fault of Consultant the Schedule of Activities may result in the City withholding progress payments. Repeated failure to complete Instruments of Service due to the fault of Consultant 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 FOUR MILLION FIVE HUNDRED FORTY EIGHT THOUSAND SIX HUNDRED AND TEN DOLLARS (\$4,548,610.00). 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.

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 for any services performed on an hourly rate basis, 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 undisputed amounts no later than 30 days after City's receipt of Consultant invoice. 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 ("Instruments of Service"), 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, 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. For the services performed on an hourly basis 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, but not including ledgers, books of account, invoices, vouchers, and cancelled checks for services based on a fixed fee basis, 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. 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 Julian Watt. 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 (the "Indemnified Parties"), 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 to the fullest extent permitted by law; excluding, however, any claim arising out of the active negligence or willful misconduct of the City, its officers, agents, employees, or volunteers. The obligation to indemnify and the cost of defense are limited to the extent that the claims against the Indemnified Parties arise from, pertain to, or relate to the negligence, recklessness or willful misconduct of Consultant. To the extent applicable, pursuant to Civil Code 2782.8, in no event shall the cost to defend charged to Consultant exceed Consultant's proportionate percentage of fault and Consultant shall not have the duty to provide

an upfront defense. The provisions of this paragraph shall survive termination or suspension of this Agreement.

#### 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, 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.

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: Manteca Police Chief

If to Consultant:              LPA, Inc.  
   5301 California Avenue, Suite 101  
   Irvine, CA 92617  
   Attention Jon Mills, Chief Operating Officer

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 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.

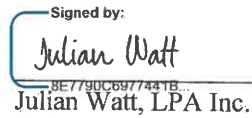
This Space Purposely Left Blank

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:**

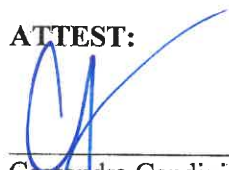
  
Toni Lundgren, City Manager

**CONSULTANT:**

Signed by:  
  
Julian Watt, LPA Inc.

DS  
JH

**ATTEST:**

  
Cassandra Candini-Tilton,  
Director of Legislative Services

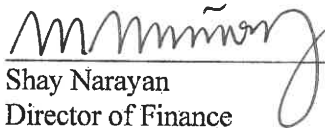
By:

DocuSigned by:  
  
(Signature)

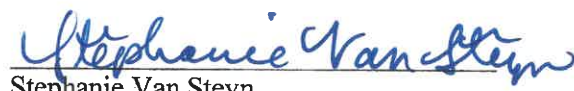
DS  
MSH

Jon Mills, Chief Operating Officer

**COUNTERSIGNED:**

for   
Shay Narayan  
Director of Finance


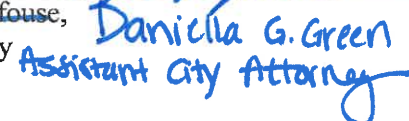
**COUNTERSIGNED:**

  
Stephanie Van Steyn,  
Director of Human Resources

Address:

LPA, Inc  
5301 California Avenue, Suite 101  
Irvine, CA 92617

**APPROVED AS TO FORM:**

  
L. David Nefouse,  
City Attorney  
  
Daniella G. Green  
Assistant City Attorney



**ATTACHMENT 1**  
**REQUEST FOR PROPOSAL**



## **REQUEST FOR PROPOSALS**

### **Architecture and Engineering Services for New Manteca Police Department Headquarters**

Issued: Nov 8, 2024

Proposals Due: Dec 6, 2024  
**at 5:00 p.m.**

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## **1. INTRODUCTION & BACKGROUND**

The City of Manteca (City), situated in San Joaquin County in Northern California's Central Valley, is known as the Crossroads of California. It is strategically located 76 miles east of San Francisco, 60 miles south of Sacramento, and 90 miles west of Yosemite National Park. As of 2024, the city's population is estimated at 90,917, reflecting a growth of over 10% since 2017. Covering 21.4 square miles, Manteca continues to experience rapid housing development. The Manteca Police Department (MPD) operates 24/7 and is currently staffed by 80 sworn officers and 38 non-sworn personnel.

This Request for Proposal (RFP) invites qualified design firms to provide architecture and engineering services for the development of a new Manteca Police Department headquarters. The new facility, estimated between 45,000-50,000 square feet, will be located within the Family Entertainment Center (see Attachment C for site location). The construction cost is estimated at \$56 million. Existing operations will transition to the new facility once construction is complete.

## **2. PROJECT SCOPE**

### **Project Scope:**

The City is soliciting proposals from qualified architectural and engineering firms to provide comprehensive design services for the development of a new Police Department Headquarters, delivered through a design-bid-build approach (see Attachment A for detailed scope). The selected design team will be responsible for producing permit-ready construction documents, ensuring that all designs meet applicable codes and regulations. In addition to document preparation, the design team will also provide construction administration services, coordinating closely with the City's designated Construction Manager and the general contractor awarded the project. The selected team is expected to use the 2024 Needs Assessment Report developed by LDA Partners (Attachment F) as a foundational guide for their work. However, the City encourages innovative solutions and improvements that enhance the operational workflow, safety, and overall functionality of the proposed program and concepts. Any proposed adjustments or enhancements must align with the Police Department's operational requirements and maintain the highest standards of security and efficiency. The successful firm will play a critical role in translating the City's vision into a well-executed, high-performance headquarters that supports the evolving needs of law enforcement.

### 3. ESTIMATED CONSULTANT SELECTION TIMELINE

The Consultant shall provide an estimated project schedule as part of their proposal based on the following target dates:

RFP Released .....	November 8, 2024
Questions Due .....	November 18, 2024
Response to Questions .....	November 21, 2024
Proposals Due .....	December 06, 2024
Proposal Review Process.....	December 2024
Interviews (if applicable) .....	January 2025
Selection of Consultant.....	January 2025
Notice to Proceed .....	February 2025

### 4. SUBMITTAL REQUIREMENTS

Responding teams shall submit proposals via email with the subject line “A&E Services for New Police Department” to Karen Hernandez, Executive Assistant to the Chief of Police at [khernandez@manteca.gov](mailto:khernandez@manteca.gov)

Proposals shall have a 30-page limit (not including front and back cover, table of contents, tabs, resumes, and fee). Content requirements for a proposal are as follows. Each section should be labeled for ease of reference:

#### A. Cover Letter

The cover letter should state the name of the Consultant and include an executive summary of the proposal along with a statement this proposal is valid for 180 days.

#### B. Table of Contents

#### C. Contact Information

1. **Organizational Information** – Provide specific information regarding the organization including but not limited to the organization’s full name, address, and identity of parent company if the organization is a subsidiary.
2. **Contact information**
  - i. Name, title, email address, and direct phone number of the main point of contact person(s) authorized to negotiate and execute the contract resulting from this RFP.

## D. Qualifications and Experience

1. **Consultant Experience and Qualifications** – Provide detailed information about the prospective consultant's relevant experience in the services outlined in this RFP. Include the following:
  - a. Total number of years in operation, general scope of services offered, and current principal area of expertise;
  - b. Number of years the firm has been providing design services;
  - c. Resumes and qualifications of key team members assigned to this project, including key subconsultants if applicable;
  - d. An organizational chart showing the management structure of the project team; and
  - e. Experience working with local government entities.
2. **Similar Project Experience** – Provide a list of at least three comparable projects completed by the prime consultant in the last 10 years. For each project, include a description, original project budget (and final budget if different), project duration, and the services provided. Specify the project size, budget, client name, and contact information. Additionally, highlight the roles of the proposed project manager and key team members involved in each project.
3. **Identification of Subconsultants** – List all subconsultants proposed for the scope of work, specifying the services each subconsultant will provide and the percentage of the overall scope they will complete. Include brief examples of relevant police department experience from each subconsultant. Additionally, indicate any past or current projects where the prime consultant and subconsultants have collaborated.
4. **Business References** – Provide at least three references for the prime consultant, including the entity name, address, contact person's name and phone number, along with a brief description of the services provided.
5. **Litigation and Financial Stability** – Disclose any judgments, pending or anticipated litigation, or potential financial setbacks that could materially impact the viability or stability of the proposing organization, or confirm that no such conditions exist.

## E. Project Understanding and Approach

The proposal should include the Consultant's understanding of the project as well as their approach and commitment to delivering design services that meets or exceeds the requirements outlined in Attachment A – Scope of Services. The scope of services may be modified during contract negotiations with the selected consultant and is intended to outline and describe the range of tasks anticipated for the project. The proposal should include diagrams, graphic representations, and narrative descriptions as necessary to enable the review committee to understand and evaluate the respondent's understanding of, and approach to, the requested design services.



**F. Schedule of Services**

Provide a detailed schedule outlining the major milestones in the process as well as each phase of design in alignment (or better) than the following:

Phase	Month
Conceptual Design	February 2025
Schematic Design	March 2025 – May 2025
Design Development	June 2025 – September 2025
Construction Documents	October 2025 – March 2026
Plan Check / Permitting	March 2026 – April 2026
Bidding	April 2026 – June 2026
Construction	July 2026 – December 2027

**G. Fee**

The proposal shall clearly state all of the costs associated with the project, broken down by design phase as identified in Attachment B. Provide costs based on a time and materials not to exceed-basis, include information listing the hourly rates by name and title for each key personnel. Provide sufficient information for City staff to determine the total contract price for all components that make up the total budget. The project costs should include all expenses that will be charged to the City. The cost for developing the proposal is the sole responsibility of the submitting prospective consultant, and shall not be chargeable to the City.

**H. Additional Information**

Include any other information you believe to be pertinent, but that is not required. Do not exceed the page limit listed above.

**I. Contract Revisions**

By submitting a proposal in response to this RFP, prospective consultants certify that they take no exceptions to the terms and requirements of this RFP, including the terms of Attachments D and E. Any proposed waiver or change to Attachments D & E must be clearly identified within this section. Failure to clearly identify exceptions in the submitted proposal will be construed as acceptance of all terms and conditions contained therein.

## 5. CONSULTANT SELECTION/EVALUATION PROCESS

The City's primary objective is to select a qualified firm to perform necessary services for the City at a fair and reasonable fee. The selection process shall be fair, open, and competitive. The selection of a consultant preferred for this project shall be based upon demonstrated competence, professional qualifications, experience, and capabilities to perform the required services. To that end, the City has established the following criteria and point scoring system for the selection process:

CRITERIA	POSSIBLE POINTS
A. Firm's Qualifications.....	30
B. Team Qualifications and Experience .....	25
C. Proposed Scope and Schedule .....	25
D. References .....	10
E. Fee Proposal .....	10
<hr/>	
TOTAL POSSIBLE POINTS .....	100

## 6. SELECTION AND AWARD OF CONTRACT

The selection process is summarized below:

**PRE-SELECTION** - Proposals will be reviewed by a Selection Committee that will select a short list of the three (3) "most qualified" finalists.

**SELECTION** - The Selection Committee may invite the 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.

**NEGOTIATIONS** - 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.

## 7. GENERAL CONDITIONS

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 RFP 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 RFP. 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 this RFP. 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.
- F. Notification:** All teams responding to this RFP 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.

## 8. QUESTIONS AND INQUIRIES

Your requests for information, questions, and clarifications should be submitted by email to Karen Hernandez at [khernandez@manteca.gov](mailto:khernandez@manteca.gov).

**New Manteca Police Department HQ**

Issued: Nov 8, 2024

**ATTACHMENT A**  
**SCOPE OF SERVICES**

## **SCOPE OF SERVICES**

The Consultant shall provide comprehensive design-bid-build services to successfully deliver the New Manteca Police Department Project ("Project"). This includes complete architectural and engineering documentation necessary for construction, such as detailed drawings, specifications, and supporting materials. Additionally, the Consultant will provide construction administration support through project completion. The design will account for operational needs, integration of existing and new utilities, site conditions, aesthetic considerations, and potential construction impacts. The Consultant will also be responsible for preparing, submitting, and securing all necessary permits and regulatory approvals.

The scope of services anticipated for this Project may include, but are not limited to:

### **A. Design Management and Coordination**

Provide all the services to manage the Project through completion. The work shall include, but not be limited to the following tasks:

1. Provision of all design management and quality control services throughout the duration of the Project, including coordination with the City's Construction Manager and outside agencies/utility departments. The consultant shall deliver a high-quality product within budget and on schedule.
2. Coordinate, attend, and prepare design meeting minutes for the Project kick-off meeting and bi-weekly meetings with City staff and related consultants.
3. Coordinate meetings with the City to discuss the Project, present design options, review alternatives, etc.
4. Coordinate, and attend other meetings as necessary to facilitate the completion of the scope of work.
5. Provide monthly design progress schedule updates in conjunction with submittals of invoices.
6. Make up to three (3) presentations to the City Council and/or the public, as required, and at regularly scheduled design meetings, as directed by the City.

#### **Deliverables:**

- Project Schedule and Updates
- Monthly invoices shall include a Progress Summary Report indicating the tasks completed for the month and the tasks anticipated to be completed in the next billing cycle.
- Meeting agendas and minutes for all design and coordination meetings
- PowerPoint presentations and other exhibits for meetings

## **B. Design & Engineering Services**

In performance of the required design services, the City is requesting proposals from teams with experience in consensus driven Conceptual Design, Schematic Design, Design Development, preparation of Construction Documents and Specifications, Construction Administration, and Commissioning.

1. The consultant shall provide a topographic and civil survey of the site in support of any needed path of travel scope which may be required as a result of the renovation.
2. The consultant shall utilize the 2024 Needs Assessment Report conducted by LDA Partners as the foundation for programming information and refine or enhance it as needed, incorporating their recommendations in collaboration with and subject to the City's approval.
3. The consultant shall produce drawings and include contents therein based on AIA standards for Conceptual Design, Schematic Design, Design Development, and Construction Documents.
4. The work shall be performed in accordance with all of the latest applicable codes, standards, and regulations.
5. At a minimum, the A & E shall provide the following Scope of Work:  
Development of Complete Specifications (including Division 01, and project specific modifications to the City General Provisions and Special Provisions)
  - a. Architectural Design
  - b. Civil Engineering and Landscape Design as applicable
  - c. Structural Engineering
  - d. Mechanical Engineering
  - e. Plumbing Engineering
  - f. Electrical Engineering
  - g. Low Voltage (Structured Cabling Systems)
  - h. Audio Visual Design
  - i. Lighting Design
  - j. Signage & Graphics Design
  - k. Codes and Accessibility Compliance
  - l. Waterproofing as applicable
  - m. Security Systems (basis of design for design build delivery) as applicable
  - n. Fire Alarm Systems (basis of design for design build delivery) as applicable
  - o. Building Management Systems (BMS) (basis of design for design build delivery) as applicable
  - p. Utility coordination and inclusion in documents as applicable
  - q. Interior Design
  - r. Furniture, Fixtures and Equipment Design and Procurement Management
  - s. Coordination with City Facilities Management personnel and assigned Construction Manager
  - t. Construction Administration (assume 1 OAC meeting on-site per week for 18 months of construction)
  - u. Title 24/ CalGREEN Commissioning
6. The consultant shall produce conceptual, schematic, and design development packages with respective cost estimates at each stage, as well as a 50%, 80%, and 100% construction document submittal packages for review. An additional cost estimate shall be incorporated only at the 80% construction document stage.



## **New Manteca Police Department HQ**

Issued: Nov 8, 2024

7. The consultant shall prepare final bid documents incorporating all comments from previous reviews. Final plans shall be plotted electronically to PDF in full size and shall be signed by the architect and engineer of record, licensed in the State of California.
8. The plans shall be produced using the most current version of AutoCAD and/or Revit.
9. Specifications shall be written in Greenbook format. The City will provide templates for general provisions. The consultant will be responsible for producing all special provisions with bid items descriptions and technical specifications in the appropriate format.
10. The schedule of items shall address the full scope of work, and shall indicate accurate quantities in support of the Architect's Estimate.
11. The consultant shall submit plans to the City and revisions as needed for permitting.
12. Plans shall be completed and ready for building permit, to be pulled by the construction contractor.

### **Deliverables:**

- a. PS&E submittals in electronic format for the following:
  - i. Conceptual Design package and cost estimate
  - ii. Schematic Design package and cost estimate
    1. This should additionally include items such as engineering, drainage, and/or soils.
  - iii. Design Development design package and cost estimate
  - iv. Construction Document design package (with specifications) at 50%, 80% and 100%. The 80% CD package shall include a cost estimate.
- b. 3D renderings should accompany the above design packages to visually illustrate design concepts, site plans and interiors.
- c. A letter report summarizing review comments and the resolution of the review comments
- d. Final bid documents in electronic and PDF format
- e. Final Permit Set of Construction Drawings

## **C. Contractor Bidding**

Upon conclusion of the Construction Documentation Phase, the Project Architect shall provide reproducible construction documents. The Project Architect and/or its subconsultants shall provide services including, but not limited to, the following:

1. Issue Construction Documents and Specifications to the City
2. Attend an internal bid process planning meeting with the City and stakeholders
3. Attend pre-bid conference and job walk with potential bidders
4. Review and respond to all Bid RFI's and Substitution Requests
5. Produce and provide all necessary Addenda including but not limited to narratives, RFI responses, changes, details, new sheets, and specifications. The Information provided shall be clouded and delta stamped
6. Assist in reviewing prime contractor bids for correctness and completeness
7. Participate in the pre-construction meeting(s)
8. Assist City and Construction Manager in the evaluation of contractor bids

## **D. Furniture Design and Procurement Services**

In the furniture design and management phase of the Project, the Project A&E shall provide the following services necessary to design, negotiate and secure competitive pricing and services required for the Project.

The City desires all furniture selections be made from CMAS, US Communities, or other GSA approved pre-negotiated furniture listing, to the extent possible.

### **1. Needs Assessment**

- a. Meet with key representatives of the Project to define goals for obtaining furniture for the Project, including image, function budget and schedule
- b. Prepare an initial overall Project furniture budget and schedule for review and approval by the City
- c. Review the work processes for all staff to assist the Architect in designing typical workstation layouts that meet the functional needs of the City
- d. Perform an inventory of all existing FF&E and make recommendations for re-use in the renovated space

### **2. Design and Documentation Preparation**

- a. Present private office and workstation images and ancillary furniture of the products for City review
- b. Develop descriptive criteria for the furniture design intent
- c. Develop furniture setting plans for the entire Project
- d. Assist in determining the criteria for Furniture Dealer selection, including initial and ongoing services, availability of products, installation capabilities, percentage off from list prices, etc.
- e. Finalize final configuration and specifications of products
- f. Select final finishes including fabrics, woods and paints to coordinate with approved color scheme. Dealer is to provide a color board for review and approval by the City
- g. Review dealer generated detailed furniture installation plans and sheet specifications for design intent. Coordinate power/data entry locations. Product numbers are to be verified with the dealer
- h. Undertake a comparison analysis of furniture final costs with established budget
- i. The Dealer will be responsible for providing detailed specifications

### **3. Procurement Process**

- a. Develop a comprehensive FF&E budget for all materials proposed.
- b. Oversee the price negotiation, manufacture, and delivery schedule for all FF&E.
- c. Prepare and provide adequate information for the issuance of Purchase Orders.
- d. Review dealer provided Project schedule in coordination with the Master Project Schedule and the General Contractor's construction schedule
- e. Coordinate with the City and Contractor and FF&E distributor for final delivery and installation dates.
- f. Coordinate any power and/or low voltage requirements between Contractor and FF&E installations.

Upon completion of installation, the Project Architect shall attend a job walk to confirm completeness of installed FF&E items with the dealer. Dealer shall develop a corrective work list of missing items or corrective measures required.

## **E. Construction Administration**

1. Attend weekly OAC meetings, as directed by the City to respond to questions concerning the plans, specifications and estimates.
2. Review and provide input on the construction schedule, as needed.
3. A&E shall be available for on-site visits, as necessary, in response to questions arising from the progress of the work.
4. The consultant shall review all material submittals and shop drawings as required by the Special Provisions and Technical Specifications.
5. Respond to Request for Information (RFIs) from the contractor and prepare modifications or revisions as required. This will include utilizing a document management software that will be provided by the Project management team.
6. The City shall not be billed for, nor shall it pay for responding to Request for Information (RFIs) or any revisions to the plans and specifications that are required due to errors or omissions in the original contract documents.
7. The consultant shall assist the City in the preparation of contract change orders, including time impact and independent cost analysis, as necessary.
8. The consultant shall participate in the final walk through of the constructed Project and assist in the preparation of "punch list" items in need of work.
9. The consultant shall prepare record drawings following construction from mark ups by the contractor and the resident engineer. Submittal of record drawings shall be full-sized PDFs.

### **Deliverables:**

- Responses to RFIs, material submittals, and shop drawings from the contractor
- Plan revisions, as required
- Responses to the review of proposed contract change orders
- Plan revisions, as required, and as-builts

**New Manteca Police Department HQ**  
Issued: Nov 8, 2024

**ATTACHMENT B**  
**FEE PROPOSAL**

**New Manteca Police Department HQ**

Issued: Nov 8, 2024

**New Manteca Police Department HQ**

Issued: Nov 8, 2024

**ATTACHMENT C**  
**SITE OVERVIEW**



**New Manteca Police Department HQ**

Issued: Nov 8, 2024

**Site located at:**  
**2346 W Yosemite Ave, Manteca, CA 95337**  
(within the Family Entertainment Zone directly east of  
Manteca Waste Water Treatment Facility)



**ATTACHMENT D**  
**(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 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,

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:

- (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.

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.

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 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 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

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)

Gary Singh, Mayor

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

**ATTEST:**

By: \_\_\_\_\_

**New Manteca Police Department HQ**

Issued: Nov 8, 2024

\_\_\_\_\_  
(Signature)

Cassandra Tilton, City Clerk

**COUNTERSIGNED:**

\_\_\_\_\_  
(Signature)

Jared Hansen, Acting Finance Director

**COUNTERSIGNED:**

\_\_\_\_\_  
(Signature)

Dawn Cortesi, Interim Director of HR/Risk Management

**APPROVED AS TO FORM:**

\_\_\_\_\_  
(Signature)

David Nefouse, City Attorney

(Signature)

\_\_\_\_\_  
(Type name and title)

By: \_\_\_\_\_

(Signature)

\_\_\_\_\_  
(Type name and title)

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

## **ATTACHMENT E** **INSURANCE REQUIREMENTS**

### **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 against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

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 F**  
**2024 NEEDS ASSESSMENT REPORT**  
**DEVELOPED BY LDA PARTNERS**

**ATTACHMENT 2**  
**CONSULTANT'S PROPOSAL**

# CITY OF MANTECA

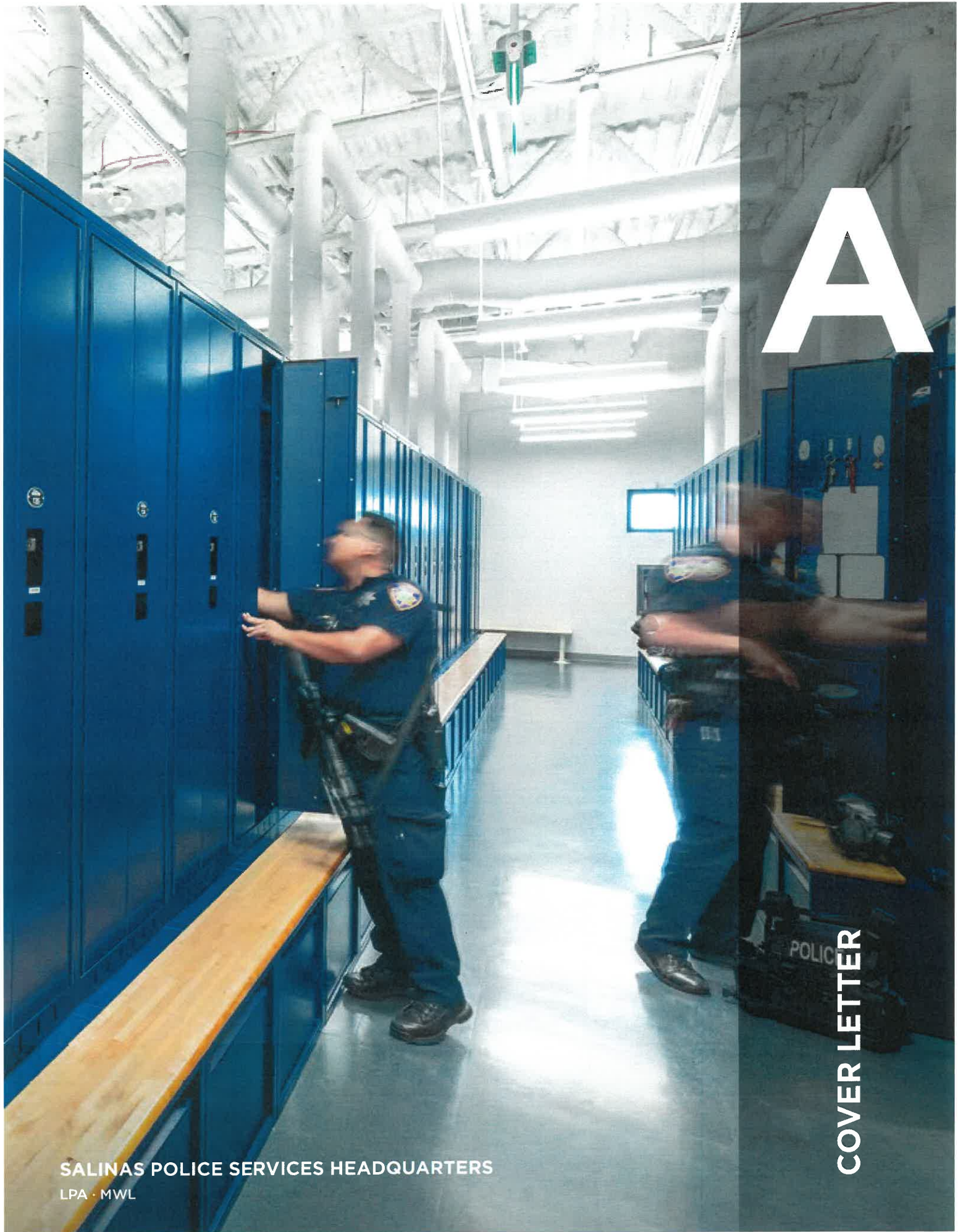
REQUEST FOR PROPOSAL  
ARCHITECTURE & ENGINEERING SERVICES  
**NEW MANTECA POLICE DEPARTMENT  
HEADQUARTERS**

DECEMBER 6, 2024

LPA







A

COVER LETTER

SALINAS POLICE SERVICES HEADQUARTERS  
LPA · MWL

December 6, 2024

## CITY OF MANTECA

1001 W. Center Street  
Manteca, CA 95337

### RE: REQUEST FOR PROPOSALS: ARCHITECTURE AND ENGINEERING SERVICES FOR NEW MANTECA POLICE DEPARTMENT HEADQUARTERS

Dear Members of Selection Committee:

We are excited to submit our proposal for Architecture and Engineering Services for Manteca's New Police Department Headquarters. We will leverage our breadth of integrated services, dedicated civic subject matter specialists, highly relevant experience, and design excellence to deliver a timely, cost-effective solution aligned to your project's very specific needs.

Over the past 15 years LPA has strategically partnered with the nationally recognized public safety architecture and programming firm of McClaren, Wilson and Lawrie, Inc (MWL), allowing us to bring to your project, a national perspective on public safety design while LPA provides you local knowledge and experience from the design and construction of over 50 public safety facilities in California over the last 20 years. Together LPA and MWL have successfully designed and delivered police department projects of similar size and scope for a variety of public agencies across California, including the cities of Salinas, Visalia, Campbell, Rialto, and Oceanside. We believe our team has a rich history delivering great outcomes for our clients and our cohesive collaboration on many public safety facilities.

At LPA we strive always to create innovative spaces that work better, do more with less and improve the experience for employees. We accomplish this by first listening; understanding the goals and concerns of the key stakeholders. Then through the proven methodology of a fully integrated approach, emphasizing collaboration, communication, and working together as one team, we can create the desired results. Furthermore, as one of the only design firms in the country with a dedicated research team, we will draw on cutting-edge data, analysis, and technology to provide the Manteca's New Police Department Headquarters with imaginative, cost-effective solutions tailored specifically to this project's needs.

Additional reasons for "Why LPA" include:

**Fully Dedicated Civic Practice.** Our Civic and Cultural Practice has a team of 35, 100% dedicated individuals with proven design expertise and industry knowledge. Your team is made up of strategic thinkers and problem-solvers with extensive experience in the unique opportunities and challenges of planning and designing for cities. We have successfully completed more than 275 public sector facilities, including more than 50 public safety projects.

**A Better Process, with Better Results.** As an integrated design firm, we offer a multidisciplinary team of architects, engineers, interior designers, landscape architects and master planners working together in-house from project start to finish. This seamless, collaborative process generates better ideas, value, and outcomes for your project. Our projects far exceed the industry standards for energy performance and sustainability.

**A Closer Client Relationship.** When you choose our team, you get a dedicated and responsive design partner you can count on. We will work closely with you throughout every stage of your projects—listening closely to your needs, sharing ideas, keeping you on budget and on schedule, and promptly shepherding you through any challenges.

You have our personal commitment to provide the best and right team members to deliver throughout the duration of this contract. We are confident that we can serve the needs of the City of Manteca Police Department, helping you develop an amazing facility that provides innovative highly functional spaces, while meeting the long-term needs of your community.

Sincerely,



**Julian Watt** AIA, NCARB  
Principal in Charge, Sacramento Studio Director  
JWatt@LPADesignStudios.com | 916.287.2339



**Jeremy Hart** AIA, NCARB, LEED AP BD+C  
Principal, Director of Civic + Cultural  
JHart@LPADesignStudios.com | 949.701.4046

*This proposal shall remain valid for 180 days.*

A / COVER LETTER

City of Manteca | New Manteca Police Department HQ 1





# B

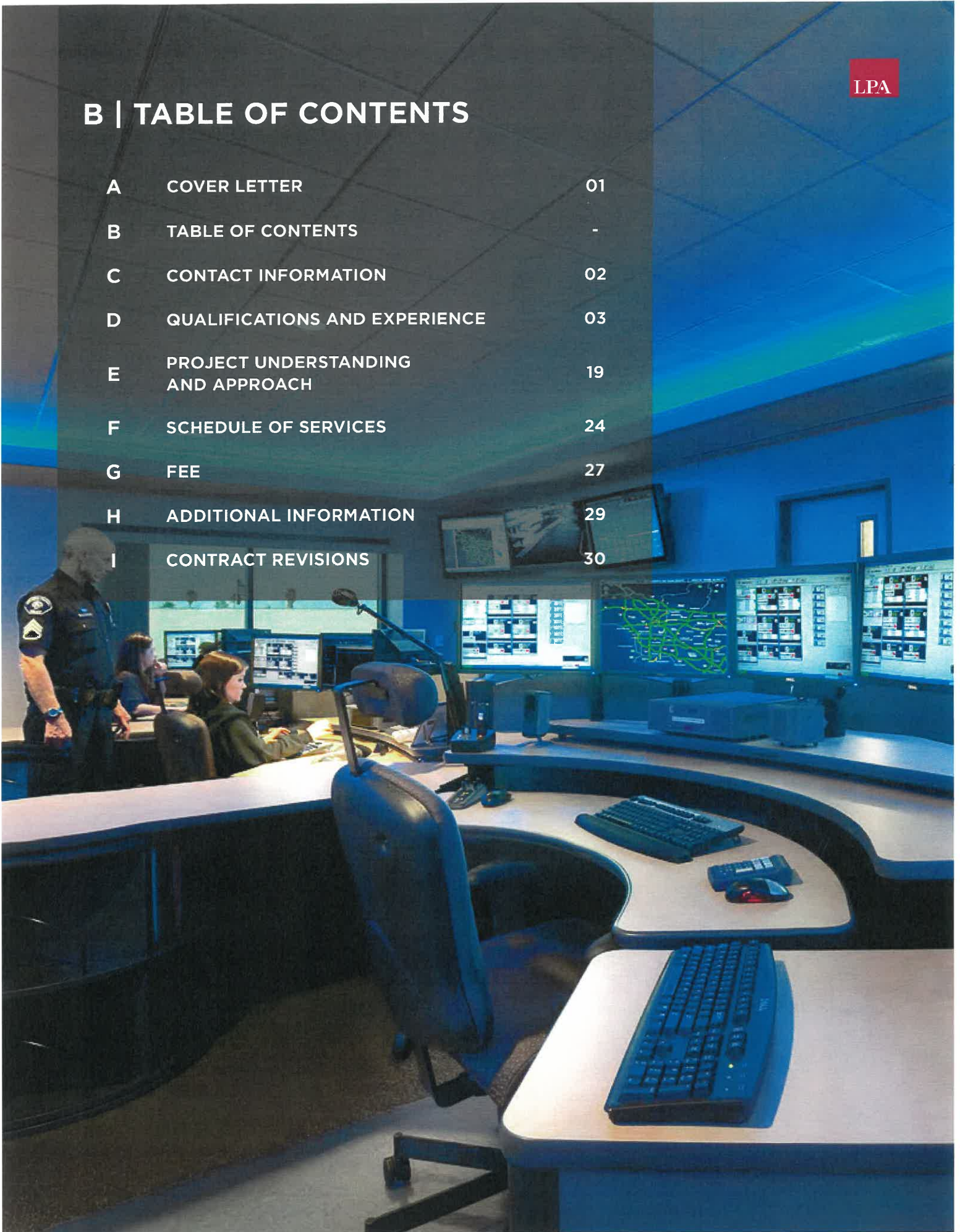
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**BUENA PARK POLICE DEPARTMENT**  
LPA DESIGN STUDIOS

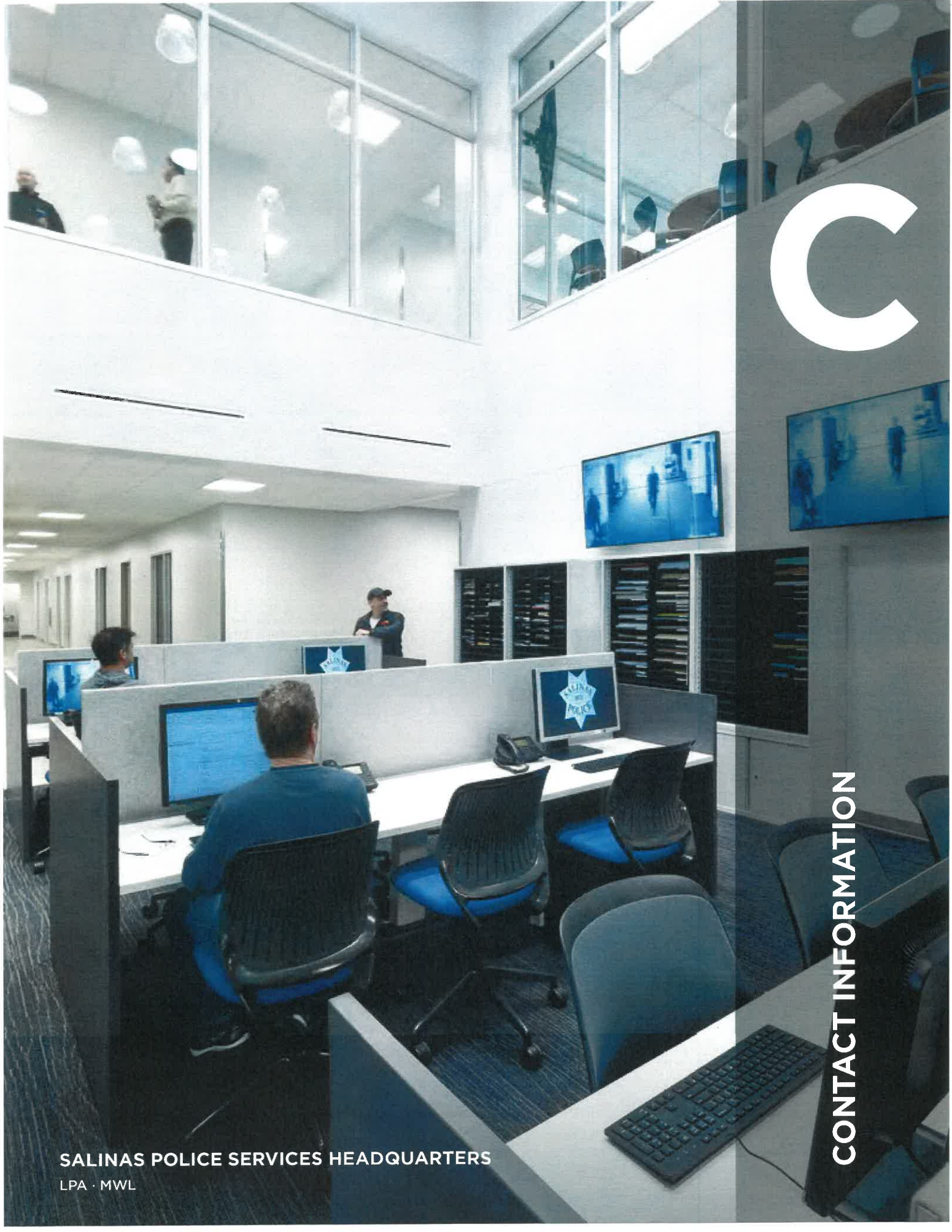


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C

CONTACT INFORMATION

**SALINAS POLICE SERVICES HEADQUARTERS**  
LPA · MWL



Salinas Police Services Headquarters | Salinas, California

*"The final product that you see today was overwhelmingly the product that our community wanted to see."*

Matt Maldonado,  
Salinas Commander and  
Assistant Project Manager

## C | Contact Information

### 1. ORGANIZATIONAL INFORMATION

**Provide specific information regarding the organization including but not limited to the organization's full name, address, and identity of parent company if the organization is a subsidiary.**

LPA was founded in 1965. Today, the firm has expanded to 500 employees with four locations in California and two in Texas. As an integrated design firm, LPA breaks down the barriers between disciplines. We bring together in-house experts in architecture, engineering, interior design, landscape architecture and master planning to collaborate with clients from start to finish. As one of the country's only design firms with a dedicated research team, we draw on rigorous data and analysis to shape our projects and improve their economic, environmental and social value.

### CIVIC + CULTURAL EXPERTISE

LPA views each civic design project as a special opportunity to create places and spaces that bring people together and strengthen community ties. We coordinate closely with government staff, stakeholders and the community to build consensus and deliver unique solutions. Our goal is to create enduring civic landmarks that reflect the values and vision of both the city and the community. Our expertise includes planning, programming, preliminary and final design, engineering, feasibility

studies, and specialized facilities and infrastructure services. And as leaders in sustainable design, we have the ability to lighten your project's energy and carbon footprint, while creating a more cost-effective and healthier environment.

**Full Name:** LPA, Inc.

**Address:** 431 I Street, #107  
Sacramento, California 95814

*LPA, Inc. is a corporation and not a subsidiary.*

### 2. CONTACT INFORMATION

**i. Name, title, email address, and direct phone number of the main point of contact person(s) authorized to negotiate and execute the contract resulting from this RFP.**

The main point of contact who is authorized to negotiate and execute the contract resulting from this RFP on behalf of LPA is as follows:

**Julian Watt, AIA, NCARB**  
Principal, Sacramento Studio Director  
**E:** [jwatt@lpadesignstudios.com](mailto:jwatt@lpadesignstudios.com)  
**P:** 916.287.2339

### LPA FIRM FACTS

**59**  
YEARS IN BUSINESS

**357**  
AIA AWARDS  
SINCE 1971

**50+**  
PUBLIC SAFETY  
FACILITIES

**\$1.5B**  
IN CIVIC  
CONSTRUCTION





# D

QUALIFICATIONS AND EXPERIENCE

MINNEAPOLIS PUBLIC SAFETY BUILDING  
MWL

## D | Qualifications and Experience

### 1. CONSULTANT EXPERIENCE AND QUALIFICATIONS

Provide detailed information about the prospective consultant's relevant experience in the services outlined in this RFP. Include the following:

**a. Total number of years in operation, general scope of services offered, and current principal area of expertise;**

LPA, Inc. has been in business since 1965. As an integrated design firm, LPA breaks down the barriers between disciplines. We bring together in-house experts in architecture, engineering, interior design, landscape architecture and master planning to collaborate with clients from start to finish.

**b. Number of years the firm has been providing design services;**

LPA, Inc. has been providing design services in California for 59 years.

**c. Resumes and qualifications of key team members assigned to this project, including key subconsultants if applicable;**

On the following pages, we have provided key personnel resumes which highlight each team member's unique and relevant experience and expertise they will bring to the Manteca Police Department Headquarters project.

**d. An organizational chart showing the management structure of the project team; and**

On the right, we have provided a team organization chart which highlights our key team members and their specific roles for the project.

**e. Experience working with local government entities.**

Our team has extensive experience, completing hundreds of projects across the country for City, County, State, and Federal agencies. Our collaborative process with the City of Manteca will result in a specific project tailored approach with Government Agencies to plan, review, approve, and construct your project.

(CONTINUED ON NEXT PAGE)



### CITY OF MANTECA PROJECT LEADERSHIP

**Julian Watt**

AIA, NCARB  
Principal in Charge,  
Sacramento Studio Director

**Jeremy Hart**

AIA, LEED AP BD+C, NCARB  
Principal,  
Director of Civic + Cultural

**Erin Blankenau**

ARCHITECT, NCARB  
Project Manager

### INTEGRATED DESIGN TEAM

**Casey Chapin**

AIA, LEED AP BD+C  
Project Designer

**Chris Lentz**

CID, LEED AP ID+C  
Interior Designer

**John Courtney**

PLA, ASLA, QSD/QSP, LEED AP  
Landscape Architect

**Katherine Shinkai**

PE, F.ASCE  
Civil Engineer

**Erik Ring**

PE, LEED FELLOW  
Mechanical Engineer

**Bryan Seamer**

SE, LEED GA  
Structural Engineer

### CONSULTANTS

**MWL**

Public Safety Architects

**LP Consulting Engineers**

Low Voltage, AudioVisual, Security

**HL Construction Management**

Cost Estimating

**We work closely with you throughout every stage of your project—listening to your needs, sharing ideas and guiding you every step of the way.**





Chino Hills Police Department | Chino Hills, California

We will work side by side with your police department operations team, your building official, and the fire department to design the building and craft your Operational Program Statement in compliance with the California Administrative Code and the Board of State Community Corrections.

Your program requires some form of a jail or custody holding, necessitating ultimate approval of the new Police Department in compliance with the California Administrative Code (CAC) Chapter 13. Specifically, within the CAC, the section 13-102, (c) defines the requirements and process to meet the minimum standards for local detention facilities.

The Board of State Community and Corrections (BSCC) oversees this process and grants approval of these facilities. The following is a brief overview of the requirements and processes required.

BSCC Plan Review & Approval Process [CAC 13-102, (c), 5] requires the following steps:

- Letter of Intent
- Pre-Design Meeting
- 1st Schematic Design (SD) Submittal
- Design Development (DD) Submittal
- Construction Document (CD) Submittal [>50%]
- Project Design Approval
- Changes After Design Approval
- Final Project Approval

Our team is experienced with these processes and we will facilitate the submittal process outlined above to achieve the approvals required by the State of California.



## Julian Watt AIA, NCARB

PRINCIPAL IN CHARGE | SACRAMENTO STUDIO DIRECTOR

### EDUCATION

Bachelor of Architecture  
Victoria University, New Zealand

### CAREER SUMMARY

2001: Started in industry  
2018: Started at LPA

### LICENSE #

40596, CA  
3149, NZRAB  
078327G, ARB

### AFFILIATIONS

American Institute of Architects  
Design Build Institute of America

Julian Watt has over 25 years of architectural experience working on various project types from education, civic, corporate and transportation. He brings a unique perspective to projects, with the majority of his experience coming from New Zealand and United Kingdom.

With a comprehensive set of skills in complex project delivery, Julian's strengths are strategic planning, collaboration and communication. As part of leading the project team, Julian is responsible for the coordination of the project and help guide clients and stakeholders through the process from inception to completion.

Julian has a passion for collaborating closely with the integrated design team to discover solutions that work in harmony across all disciplines while solving multiple challenges. He works comfortably leading group workshops as well as coordinating with contractors to solve detailed challenges on site. Julian develops designs that are inherently flexible, accommodating for future needs and efficiency to maintain and service.

### RELEVANT EXPERIENCE

#### City of San Pablo

New Police Station

#### City of Rancho Cordova

Mills Crossing Civic Center

#### 660 J. Street, Sacramento

Office Development Reinvestment

#### 700 J. Street, Sacramento

Office Development Reinvestment

#### Redding Rancheria Tribe

Tribal Health & Wellness Village

#### Boys and Girls Club

Lake Tahoe Club Renovation

#### American River College

Natomas Center

#### Heathrow Airport, London, UK

New Terminal 2 Satellite Pier\*

#### Christchurch, New Zealand

Town Hall Renovation\*

\*Work prior to LPA

### D / QUALIFICATIONS AND EXPERIENCE

City of Manteca | New Manteca Police Department HQ



## Jeremy Hart AIA, NCARB, LEED AP BD+C

**PRINCIPAL | DIRECTOR OF CIVIC + CULTURAL**

### EDUCATION

Bachelor of Architecture  
Cal Poly, Pomona

### CAREER SUMMARY

1998: Started in industry  
1998: Started at LPA

### LICENSE #

29148, CA  
31364, TX

### AFFILIATIONS

AIA, Orange County  
U.S. Green Building Council

As Director of Civic + Cultural at LPA, Jeremy Hart designs with discovery and impact in mind. With more than 26 years of experience, he believes that the direction of design should reflect the will of the community.

As an architect and a history buff, Jeremy is driven by the desire to create and influence our environment in a meaningful way. He asserts that architects' ability to create meaningful impressions on people can influence a community, interactions and the surrounding environment. Jeremy approaches each project like a puzzle that needs to be solved, uncovering each factor that may contribute to a project. Jeremy strives to learn how the project site and environment will inform the functional requirements of the building program and the values of the community.

Inspired by the unique components that architecture presents, Jeremy enjoys the variety in daily tasks and project needs. His responsibilities are to guide the discovery process; set a clear vision for the project and the project team; blend together all aspects of the pragmatic and poetic portions of a site, a building layout, engineering systems and the overall aesthetic direction of the project.

### RELEVANT EXPERIENCE

#### City of Rialto

Police Department

#### City of Salinas

Police Services Headquarters

#### City of Buena Park

Police Department

#### City of Beaumont

Police Department

#### City of Chino Hills

Chino Hills Sheriff's Facility  
Chino Hills Fire Department  
Government Center and City Hall  
Chino Hills Library

#### City of Hesperia

Police Department

#### County of Orange

Civic Center

#### City of Visalia

Emergency Communications Center

#### City of Campbell

Police Department

### D / QUALIFICATIONS AND EXPERIENCE

City of Manteca | New Manteca Police Department HQ

NOT IN PAGE COUNT





**Erin Blankenau** ARCHITECT, NCARB  
PROJECT MANAGER

**EDUCATION**  
Master of Architecture  
University of Calgary, Alberta

**CAREER SUMMARY**  
2011: Started in industry  
2022: Started at LPA

**LICENSE #**  
C38974, CA

**AFFILIATIONS**  
National Council of Architectural  
Registration Boards

As a Project Manager, Erin is responsible for overseeing the architectural aspects of the development of design and production of the construction documents and specifications. She coordinates with all in-house design staff such as designers, structural and civil engineers, landscape architects and technical staff, as well as our consultants. Erin uses her experience from working on other major civic projects, to bring all aspects of the project together in an efficient and constructable set of documents that will deliver lasting results in a beautiful form.

**RELEVANT EXPERIENCE**

- City of Rialto**  
Police Department
- City of Rancho Cordova**  
Mills Crossing Civic Center
- City of Moorpark**  
Library
- City of Laguna Niguel**  
Library
- Moreno Valley College**  
Student Center\*
- Mt. San Antonio College**  
Student Center\*
- Long Beach City College**  
Building E - Student Center\*
- California Baptist University**  
Commercial Music & Theatre\*

*\*Work prior to LPA*

**D / QUALIFICATIONS AND EXPERIENCE**  
City of Manteca | New Manteca Police Department HQ



**Casey Chapin** AIA, LEED AP BD+C  
PROJECT DESIGNER

<b>EDUCATION</b> Bachelor of Architecture UC Berkeley	<b>CAREER SUMMARY</b> 2001: Started in industry 2007: Started at LPA	<b>LICENSE #</b> C35839, CA	<b>AFFILIATIONS</b> AIA Long Beach U.S. Green Building Council
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Casey has more than 20 years of experience creating quality civic and community environments as an architect and designer. His involvement begins at the earliest stages of a project and continues through construction and completion.

On the Manteca Police Department Headquarters, Casey will act as the lead project designer, communicating the design concepts to the client and orchestrating the conceptual design process. From initial master plan studies through construction documentation, he will use BIM application tools, 3D modeling software and illustrated renderings to help originate design concepts and evolve ideas. Casey will collaborate with the City to understand their specific needs and implement their vision in architectural form.

Casey will bring thoughtfulness, attention to detail and a clarity of vision to the design process. He is passionate about creating dynamic 21st century healthcare environments that promote wellness, community and sustainability.

**RELEVANT EXPERIENCE**

- City of Victorville**  
New Police Station
- City of West Hollywood**  
Aquatics and Recreation Center
- Edwards Lifesciences**  
Campus Expansion
- Hoag Irvine**  
Campus Expansion
- University of California, Irvine**  
Health Sciences Campus Master Plan  
Biomedical Research Building
- West Valley College**  
Facilities Building
- Orange Coast College**  
Lewis Center Renovation  
Science Building
- Palomar College**  
Multi-Disciplinary Building



## John Courtney PLA, ASLA, QSP/QSD, LEED AP

### MANAGING DIRECTOR, LANDSCAPE ARCHITECT

#### EDUCATION

Bachelor of Landscape Architecture  
Louisiana State University

#### CAREER SUMMARY

1990: Started in industry  
2018: Started at LPA

#### LICENSE #

4476, CA  
511, NV

#### AFFILIATIONS

California Park & Rec. Society  
U.S. Green Building Council

As a landscape architect with more than 25 years of experience in large-scale civic and landscape projects, John supports all phases of the design process from planning through construction administration. John believes successful project delivery requires critical data collection and information gathering. His thoughtfulness and attention to detail are not only fundamental to his efficacy with user groups, design charrettes, and client meetings but his detail for design and timely project delivery.

John provides direction of the landscape design elements while coordinating architecture and civil engineering conditions on most projects. He will work closely with project team members and stakeholders to ensure successful project delivery through proper staffing, budgeting, client advocacy and a collaborative process from design conception through completion.

John is passionate about the balance between design creativity and producing spaces with a sense of purpose.

#### RELEVANT EXPERIENCE

##### City of Manteca

Sports Complex Feasibility Study

##### City of Clovis

Public Safety Complex\*

##### City of Gilroy

Police & Fire Headquarters\*

##### County of Napa

Napa County Sheriff's Headquarters\*

##### City of Concord

Concord Tournament Sports Complex

##### City of Tracy

Recreation Center and El Pescadero Park

##### City of Santa Clara

Reed & Grant St. Youth Sports Park and  
Community Building

##### Town of Payson

Recreation and Aquatics Center

##### Redding Rancheria

Tribal Health & Wellness Village

*\*Work prior to LPA*

#### D / QUALIFICATIONS AND EXPERIENCE

City of Manteca | New Manteca Police Department HQ





## Chris Lentz CID, LEED AP ID+C

### MANAGING DIRECTOR, INTERIORS

#### EDUCATION

BFA, Interior Design  
Brigham Young University

#### CAREER SUMMARY

1987: Started in industry  
1987: Started at LPA

#### LICENSE #

6254, CID

#### AFFILIATIONS

U.S. Green Building Council

With more than 30 years at LPA, Chris Lentz influences the interior design solutions of many civic and corporate projects. Her leadership style proves successful in both small team structures and is an integral part of a large team institutional design project.

Chris has a focus as a corporate strategic planner. She considers it a priority to think beyond the initial project build and consider how an environment will adapt to future influences. By nature, this thought process supports a more sustainable environment.

Chris is responsible for the programming, strategic planning, furniture management specifications, construction documentation and construction administration. She is involved during all project phases to ensure requirements, design, project budget and schedule are successfully delivered. Chris leads, plans, organizes and controls the activities of the project team to best accomplish the successful completion of the project.

#### RELEVANT EXPERIENCE

##### City of Salinas

Police Services Headquarters

##### City of Campbell

Police Department

##### City of San Pablo

Police Department

##### City of Visalia

Emergency Communications Center  
Public Safety Building and  
Council Chambers

##### City of Brentwood

Civic Center

##### City of Chino Hills

Government Center and City Hall

##### County of San Bernardino

High Desert Government Center

##### City of Hesperia

City Hall and Police Department

#### D / QUALIFICATIONS AND EXPERIENCE

City of Manteca | New Manteca Police Department HQ

NOT IN PAGE COUNT



**Erik Ring** PE, LEED FELLOW  
**DIRECTOR OF ENGINEERING, MEP ENGINEER**

**EDUCATION**

MS, Architecture, UC Berkeley  
BS, Engineering, Harvey Mudd College

**CAREER SUMMARY**

1996: Started in industry  
2007: Started at LPA

**LICENSE #**

31731, CA

**AFFILIATIONS**

U.S. Green Building Council  
ASHRAE

As Director of Engineering, Erik Ring provides overall leadership for the LPA's multi-disciplinary engineering efforts including structural, sites, and systems design focused teams. The engineering teams at LPA work to enhance our approach of an informed design process using integrated teams. Erik provides technical and design leadership for integrating appropriate, cost-effective and high-performance engineering solutions for LPA projects. His focus is on integrating sustainable design strategies within LPA projects through understanding every projects' goals, opportunities, and constraints.

Erik's professional experience includes engineering, research, commissioning and building energy analysis for over 50 LEED and green building projects. Erik specializes in designing high-performance HVAC systems and energy-efficient buildings. He applies passive strategies, load reduction, proven technologies and sound engineering to optimize energy performance and indoor environmental quality, while minimizing capital, energy, and maintenance costs for LPA clients.

**RELEVANT EXPERIENCE**

**City of Salinas**

Police Services Headquarters

**City of Rialto**

Police Department

**City of San Pablo**

Police Department

**City of Visalia**

Emergency Communications Center  
Public Safety Building and  
Council Chambers

**City of Campbell**

Police Department

**County of San Bernardino**

Valley Communications Center  
Forensic Science Lab  
High Desert Public Safety Ops. Center

**D / QUALIFICATIONS AND EXPERIENCE**

City of Manteca | New Manteca Police Department HQ

NOT IN PAGE COUNT





## Kathereen Shinkai PE, F.ASCE

### DIRECTOR OF CIVIL ENGINEERING

#### EDUCATION

BS, Civil Engineering  
UC Irvine

#### CAREER SUMMARY

1998: Started in industry  
2009: Started at LPA

#### LICENSE #

68369, CA

#### AFFILIATIONS

U.S. Green Building Council  
American Society of Civil Engineers,  
Fellow

As a civil engineer, Kathereen Shinkai has extensive experience with local agencies, and has strong working relationships developed with agency staff which enables more timely and efficient plan review and permit processing.

Kathereen has managed and designed a range of projects that include a variety of community recreation and sports facilities including recreation centers, civic centers, libraries, parks, stadiums, and aquatic facilities. Her technical expertise includes the design and coordination of water, sewer, storm drain, horizontal control, rough and precise grading and street improvements plans. Kathereen is also adept in obtaining environmental compliance and has prepared many EIR, SWPPP and WQMP reports.

Kathereen helps meet objectives, resolve site challenges, respond to field conditions, and complete the design and construction in a manner that is efficient, ethical and profitable. She is responsible for managing the project from start to finish, making sure that the project is on schedule and within the budget allocated.

#### RELEVANT EXPERIENCE

##### City of Salinas

Police Services Headquarters

##### City of Rialto

Police Department

##### City of Visalia

Emergency Communications Center  
Public Safety Building and  
Council Chambers

##### City of San Pablo

Police Department

##### County of San Bernardino

Valley Communications Center

##### City of Campbell

Campbell Police Department

##### Cerritos College

Campus Police Building

#### D / QUALIFICATIONS AND EXPERIENCE

City of Manteca | New Manteca Police Department HQ

NOT IN PAGE COUNT



**Bryan Seamer** SE, PE, LEED GREEN ASSOCIATE  
**DIRECTOR OF STRUCTURAL ENGINEERING**

**EDUCATION**

Master of Structural Engineering  
CSU, Long Beach

**CAREER SUMMARY**

1999: Started in industry  
2013: Started at LPA

**LICENSE #**

S4899, CA  
63135, CA P.E.

**AFFILIATIONS**

U.S. Green Building Council

As the Director of Structural Engineering, Bryan Seamer is passionate about creating safe, high-performing, cost-effective structural systems that are long-lasting, durable and resilient. With more than 20 years' experience in new construction, seismic assessment and rehabilitation of existing buildings, Bryan uses emerging technologies and innovative design strategies to create safer built environments and preserve historic structures.

An engaged leader and expert in his field, he is adept at communicating complex technical issues in a way that is accessible and actionable by colleagues, clients and the public. Bryan typically contributes to all phases of a project from concept through occupancy. Beyond structural design, he is responsible for managing the team, ensuring that schedules are maintained and that proposed designs are cost-effective and constructible.

Bryan cites Christ Cathedral Tower of Hope in Garden Grove, California as one of his favorite projects. The first of several LPA projects to receive national recognition for structural design, it is a great example of how seismic engineers, architects and interior designers working shoulder-to-shoulder can economically preserve a building's historical character and increase its seismic resilience without reducing functional interior space.

**RELEVANT EXPERIENCE**

**City of Salinas**

Police Services Headquarters

**City of Rialto**

Police Department

**City of Visalia**

Emergency Communications Center  
Public Safety Building and  
Council Chambers

**City of San Pablo**

Police Department

**County of San Bernardino**

Valley Communications Center  
Forensic Science Lab  
High Desert Public Safety Ops. Center

**City of Campbell**

Campbell Police Department

**D / QUALIFICATIONS AND EXPERIENCE**

City of Manteca | New Manteca Police Department HQ



## James McClaren AIA, OAA, NCARB

SENIOR PRINCIPAL | MWL

### EDUCATION

Bachelor of Architecture  
University of Idaho

### CAREER SUMMARY

1979: Started in industry  
1995: Co-Founded MWL

### LICENSE #

27764, AZ  
C19476, CA

Jim McClaren envisioned creating a specialized planning and design firm devoted exclusively to architecture for law enforcement, first responders and the forensic sciences. The resulting firm, McClaren Wilson & Lawrie, Inc. (MWL), became the realization of that dream. In the decades since Mr. McClaren has consulted on mission critical first-responder facilities throughout the world.

Mr. McClaren's portfolio includes the planning of police and fire headquarters, police/fire stations, 911/emergency communications centers, real time crime centers, and all facets of public safety training. His direct experience includes some of the largest and most highly respected police headquarters in North America. His development of facility standards for skills development, tactical firearms ranges, driver safety and specialized simulations has resulted in him being sought out to lead both full-service design efforts as well as a subject matter expert peer reviews by other agencies. On each of the three major milestones NYPD sought Mr. McClaren to perform peer and value-engineering workshops on their new multi-billion-dollar police training center.

Mr. McClaren is the only architect selected to organize and serve as a planning committee chair for the Joint Session on Facility Standards sponsored by the National Institute of Standards and Technology (NIST), the American Society of Crime Lab Director's (ASCLD), and the Office of Law Enforcement Standards (OLES).

For nearly three decades, Jim served as the only licensed architect on the adjunct faculty of the International Association of Chiefs of Police, Center for Advanced Police Studies. He is the only licensed architect to receive their Distinguished Faculty Award for the course he designed and conducted entitled "Planning, Design and Construction of Police Facilities".

### RELEVANT EXPERIENCE

- City of Salinas**  
Police Services Headquarters
- City of Rialto**  
Police Department
- City of Campbell**  
Police Operations Building
- City of Cerritos**  
Police Station
- City of Glendale**  
Police Headquarters
- City of Hawthorne**  
Police Headquarters
- City of Visalia**  
Public Safety Facility
- City of Santa Maria**  
Public Safety Facility
- City of Santa Monica**  
Police & Fire Headquarters
- City of Dallas**  
Police Headquarters
- City of Salt Lake City**  
Police Headquarters
- City of El Paso**  
East Command Police Station

### D / QUALIFICATIONS AND EXPERIENCE

City of Manteca | New Manteca Police Department HQ

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## Erik Hanna AIA, NCARB

PROJECT MANAGER | MWL

### EDUCATION

Master of Architecture  
University of South Florida

### CAREER SUMMARY

1997: Started in industry  
2019: Started at MWL

Erik is a resourceful project manager with over two decades of expertise in organizing business operations, financial oversight, and resource management to achieve smooth flow and project operations. He monitors projects by adhering to production schedule and budget, identifying problems, and providing targeted solutions. Erik also possesses architectural experience and discipline in medical, educational, governmental, retail, and custom residential design. As a lifetime member of the University of South Florida alumni association, member of AIA, NCARB and the NCFDD, his dedication to continual growth in the field of architecture and maintaining high standards of architectural services is top priority.

### RELEVANT EXPERIENCE

#### City of Scottsdale

Police & Fire Training Center

#### University of Florida

Police Headquarters & DEM Offices  
and Emergency Operations Center

#### City of Salt Lake City

Police Facilities Master Plan

#### City of Parrish

Fire Station and Training Center

#### City of Estero

Fire Station and Training Center

#### City of Sarasota

Fire Station and Training Center

#### City of Cape Coral

Law Enforcement Training Center

#### Alamance Community College

Public Safety Training Center

### D / QUALIFICATIONS AND EXPERIENCE

City of Manteca | New Manteca Police Department HQ





## Pete Seiter

ASSOCIATE | MWL

### EDUCATION

Bachelor of Architecture  
Ball State University

### CAREER SUMMARY

2012: Started in industry  
2024: Started at MWL

Pete is a creative and motivated architect-in-training with a passion for aesthetically pleasing, human-focused, and low-impact design. He has a wide range of experience including law enforcement facilities, civic buildings, justice centers, retail sites, commercial builds, residential projects, and high-profile artistic installations.

Originally from Indiana, Pete studied architecture at Ball State University where he received a strong education which has propelled him forward through his 12-year architectural career. After graduating in 2012, he moved around, working in Cincinnati, San Diego, and finally ending up in Arizona where he has been since 2015. Throughout his career Pete made a concerted effort to gain practical hands-on experience in construction to complement his education in design. He has collaborated with artists and builders on assorted projects in California and Arizona, through which he has gained direct experience of the translation of a designed idea into a physical structure, and the complications that can arise throughout that process. This experience has informed Pete's design process, giving him a unique perspective when thinking about how a design will translate from paper to three-dimensional space.

### RELEVANT EXPERIENCE

**City of Oakland**  
BART Police Department HQ

**City of Newark**  
Civic Center

**Madison County, North Carolina**  
Public Service Complex

**City of Lakewood**  
Police Facilities Master Plan

**City of Golden**  
Police Department & City Hall

**City of Lone Tree**  
Justice Center & Public Works  
Facilities

**City of Eerie**  
Police Department Expansion

**Chaffey County**  
Sheriff's Office

**City of Pittsburg**  
Regional Crime Center

**City of Lake Forest**  
Police Station

**City of Northport**  
Public Safety Training Complex

### D / QUALIFICATIONS AND EXPERIENCE

City of Manteca | New Manteca Police Department HQ

NOT IN PAGE COUNT

## Josiah Zamora CTS

TECHNOLOGY PROJECT MANAGER | LP CONSULTING ENGINEERS



### EDUCATION

AA, Audio Engineering  
American River College

### CAREER SUMMARY

2009: Started in industry  
2022: Started at LP Consulting Engineers

### LICENSE #

CTS, License No. 405076

### RELEVANT EXPERIENCE

**City of Elk Grove**  
Police Department  
**Napa County**  
New Jail Facility  
**Mono County**  
Jail Facility  
**Butte County**  
Jail Facility  
**Yolo County**  
Jail Facility  
**Tuolumne County**  
Resiliency Centers  
**Cal Fire**  
Peer Review

With over 15 years of prolific experience in technology design and installation, Josiah Zamora is a seasoned professional known for his expertise in delivering comprehensive solutions. Mr. Zamora excels in orchestrating design, documentation, budget validation, inspection, specification editing, construction administration, and cost estimation for a diverse array of technology systems across the civic, educational, commercial, and public safety sectors. His commitment to aligning projects with client requirements and construction budgets sets him apart.

## Larry Oliver CPD, FASPE, LEED AP

SENIOR COMMISSIONING AUTHORITY | LP CONSULTING ENGINEERS



### CAREER SUMMARY

1988: Started in industry  
2016: Started at LP Consulting Engineers

### AFFILIATIONS

Building Commissioning Association (BCA)  
American Society of Plumbing Engineers (ASPE) Past National President  
American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE)

### RELEVANT EXPERIENCE

**Placer County**  
Coroner's Facility  
**City of Sacramento**  
North Natomas Aquatics and Community Center  
**California Lotter Commissioning**  
CA Lottery Inland Empire Offices  
CA Lottery Milpitas District Offices  
CA Lottery Costa Mesa District Offices  
CA Lottery Chatsworth District Offices  
**Los Rios Community College District**  
American River College  
Consumnes River College  
Folsom Lake College  
Sacramento City College

Larry Oliver is responsible for coordinating project requirements with clients and ensuring that projects run on schedule. He has accumulated over 36 years of mechanical engineering design and commissioning experience as well as the implementation of various types of mechanical systems. He has performed HVAC and plumbing design and commissioning for commercial, institutional, and educational facilities throughout California, Nevada, Oregon, and Washington. Mr. Oliver has been the Commissioning Authority on various projects ranging from 5,000 – 1.85 million sq. ft. throughout the West Coast and Hawaii.

### D / QUALIFICATIONS AND EXPERIENCE

City of Manteca | New Manteca Police Department HQ

## Ryan Craven CPE, CMIT

### COST ESTIMATOR | HLCM - COST ESTIMATING CONSULTANT



#### EDUCATION

BS, Construction Engineering  
National University, Costa Mesa

#### CAREER SUMMARY

2006: Started in industry  
2016: Started at HLCM

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

#### RELEVANT EXPERIENCE

**City of Rialto**  
Police Department

**County of San Bernardino**  
High Desert Government Center  
Valley Communications Center  
Public Safety Operations Center

**City of San Juan Capistrano**  
Paseo Adelanto Mixed-Use &  
City Hall

**City of Eastvale**  
Civic Center

**City of Stockton**  
City Hall

**City of La Cañada Flintridge**  
City Hall

## Jay Helekar LEED AP BD +C

### COST ESTIMATOR | HLCM - COST ESTIMATING CONSULTANT



#### EDUCATION

CSU Long Beach

#### CAREER SUMMARY

1996: Started in industry  
2008: Started at HLCM

Jay brings 28 years of expertise in preconstruction cost estimating consulting specializing in Public Works projects throughout California. His deep understanding of planning and designing publicly funded aquatic facilities ensures effective collaboration with City administrators, architects, and engineers to meet scope and budget goals. Jay's portfolio includes competition pools, leisure/lap pools, waterslides, and splash pads, showcasing his proficiency in MEP systems, LEED sustainable design, and extensive experience in large aquatic construction projects.

#### RELEVANT EXPERIENCE

**City of Rialto**  
Police Department

**County of San Bernardino**  
Valley Communications Center

**City of Tracy**  
Public Facilities & Aquatic Center

**City of Mountain View**  
Rengstorff Park Aquatic Center

**City of San Juan Capistrano**  
Paseo Adelanto Mixed-Use &  
City Hall

#### D / QUALIFICATIONS AND EXPERIENCE

City of Manteca | New Manteca Police Department HQ

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## 2. SIMILAR PROJECT EXPERIENCE

Provide a list of at least three comparable projects completed by the prime consultant in the last 10 years. For each project, include a description, original project budget (and final budget if different), project duration, and the services provided. Specify the project size, budget, client name, and contact information. Additionally, highlight the roles of the proposed project manager and key team members involved in each project.

As further expanded upon herein, this submittal demonstrates the team's proven track record of successfully working with local governments on the programming and design of over 275 headquarters and public sector facilities. Each member of the team shares a passion for designing projects that serve as sources of community identity and renewal, and operational excellence. Collectively, the team has decades of experience and millions of dollars of successful design, permitting, and construction for government clients throughout California.



The collection of projects on the following pages highlight our team's relevant experience in the creation and design of public safety projects throughout California.

		POLICE & FIRST RESPONDER STAFF	EVIDENCE STORAGE	MULTI-DEPARTMENT PUBLIC SAFETY CENTER	JAIL/HOLDING FACILITY	SUSTAINABLE FEATURES	EMERGENCY COMMUNICATION CENTER	ESSENTIAL FACILITY	PROJECT PROFILE PAGE #
PROJECT	LOCATION								
1 Salinas Police Services Headquarters	Salinas, California	●	●	●	●	●	●	●	6
2 Rialto Police Department	Rialto, California	●		●	●	●	●	●	8
3 Visalia Emergency Operations Center	Visalia, California	●		●		●	●	●	10
4 Visalia Public Safety Building	Visalia, California	●	●	●	●	●		●	12
5 San Pablo Police Department	San Pablo, California	●	●		●	●	●	●	13
6 Campbell Police Operations Building	Campbell, California	●	●	●	●	●	●	●	14
7 Valley Communication Center	San Bernardino, California	●		●		●	●	●	15
8 Buena Park Police Department	Buena Park, California	●	●	●	●	●	●	●	16





## Salinas Police Services Headquarters

SALINAS, CALIFORNIA

### RECOGNITION

2020 Engineering  
News Record Regional  
Best Project Winner

AWPA Monterey Bay  
Project of the Year

The new Salinas Police Services Headquarters was needed as a replacement of the City's 65-year-old existing Police Headquarters. The 69,230-square-foot Police Headquarters will be the first piece implemented in the Alisal Vibrancy Plan—a plan that seeks to create a robust framework for sustained economic opportunities that lead to a vibrant cultural district for the community.

The design of the Police Headquarters was a two-pronged approach. The building incorporates all the functional requirements needed to operate a modern public safety facility. The aesthetics and site planning of the project were driven by extensive community outreach. After conducting workshops and interviews with community and stakeholders, the design of the project is driven by and reflective of the values of the people of Salinas.

The project includes more than 250 parking stalls for visitors, officers and staff. The program is split into two buildings, the headquarters and the support buildings. The headquarters houses the public lobby, a community room open to the public, the office of the Chief, the investigations, patrol, traffic, records and technology departments, a fitness area with locker rooms, and a short-term holding facility. The support building contains the evidence storage, the crime lab, K-9 units, and a ten-lane tactical firing range.

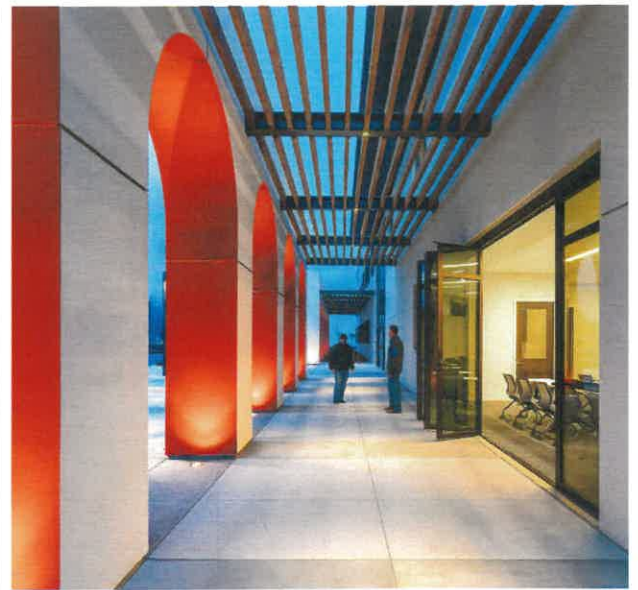
***This project was in collaboration with MWL.***

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***The design focuses on each department's specific needs and procedures. Related departments are internally connected, and the layout is designed to facilitate efficiency and improve cohesion.***

### D / QUALIFICATIONS AND EXPERIENCE

6 City of Manteca | New Manteca Police Department HQ



## PROJECT DATA

### CLIENT

City of Salinas

### PROJECT TEAM

LPA (Architect)

MWL (Public Safety Architect)

### ORIGINAL PROJECT BUDGET

\$36,000,000

### FINAL BUDGET

\$36,474,000

### PROJECT DURATION

April 2017 - April 2020

### SERVICES

Architecture, Engineering, Interiors,  
Landscape Architecture, Programming

### SIZE

69,230 square feet

### CONTACT INFORMATION

Stan Cooper, Commander (retired)

E: [stancooperconsultingllc@gmail.com](mailto:stancooperconsultingllc@gmail.com)

P: 831.758.7350

### KEY PERSONNEL

Jeremy Hart, Design Director

James McClaren, Programming

Chris Lentz, Interiors

Erik Ring, MEP Engineer

Katherine Shinkai, Civil Engineer

Bryan Seamer, Structural Engineer





## Rialto Police Department

RIALTO, CALIFORNIA

LPA and MWL are currently working together with the City of Rialto on the replacement of the City's existing police station originally constructed in 1973. Reconstruction of a new Police Station is overdue and there is an urgent need to consolidate all the various office spaces into a larger facility.

This project includes:

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

***"The project team has exceeded our expectations. They have worked closely with us as true partners to bring our new PD forward on schedule and on budget."***

—Mark Kling, Chief of Police, City of Rialto

**PROJECT DATA****CLIENT**

City of Rialto

**PROJECT TEAM**

LPA (Architect)

MWL (Public Safety Architect)

**ORIGINAL PROJECT BUDGET**

\$79,000,000

**FINAL BUDGET**

TBD - Project Under Construction

**PROJECT DURATION**

Nov. 2022 - July 2026 (est. completion)

**SERVICES**

Architecture, Engineering, Interiors,  
Landscape Architecture, Programming

**SIZE**

70,000 square feet

**CONTACT INFORMATION**

Mark Kling, Chief of Police, City of Rialto

**E:** [mkling@rialtopd.com](mailto:mkling@rialtopd.com)

**P:** 909.820.2550

**KEY PERSONNEL**

Jeremy Hart, Principal in Charge

Erin Blankenau, Project Manager

James McClaren, Programming

Chris Lentz, Interiors

Erik Ring, MEP Engineer

Katherine Shinkai, Civil Engineer

Bryan Seamer, Structural Engineer







## Visalia Emergency Communications Center

VISALIA, CALIFORNIA

### RECOGNITION

2018 Public Works  
Project of the Year  
Award, American Public  
Works Association  
- Central California  
Chapter

Situated on an unbuilt parcel of land at the east end of downtown Visalia, north of the railroad tracks running in East Oak Street and immediately adjacent to Jennings Ditch, the Visalia Emergency Communications Center (VECC) was designed as an essential services facility serving the Visalia Police Department Communications Center and the administrative offices for the Visalia Fire Department.

The VECC houses Visalia's Emergency Operations Center, a Traffic Management Center, a 911 Dispatch Center, Fire Administration Offices, and all of the support spaces associated with these primary program elements.

*This project was in collaboration with MWL.*

### PROJECT HIGHLIGHTS

- Emergency Operations Center
- 911 Dispatch Center
- Fire Administration Offices
- Administrative Spaces



## PROJECT DATA

### CLIENT

City of Visalia

### PROJECT TEAM

LPA (Architect)

MWL (Public Safety Architect)

### ORIGINAL PROJECT BUDGET

\$12,000,000

### FINAL BUDGET

\$11,316,000

### PROJECT DURATION

April 2013 - August 2017

### SERVICES

Architecture, Engineering, Interiors,  
Landscape Architecture, Programming

### SIZE

18,700 square feet

### CONTACT INFORMATION

Mike Porter, Project Manager

**E:** mike.porter@visalia.city

**P:** 559.713.4300

### KEY PERSONNEL

Jeremy Hart, Principal in Charge

James McClaren, Programming

Chris Lentz, Interiors

Erik Ring, MEP Engineer





## Public Safety Building and Council Chambers

VISALIA, CALIFORNIA

LPA is currently working with the City of Visalia to design its new public safety building which will serve as a headquarters building for police and fire. It will also house a new 10,350 square foot council chambers that can seat up to 200 people. The new building will be located near the Visalia Emergency Communications Center, also designed by LPA. The new 48,000 square foot two-story public safety headquarters will include an evidence room, crime lab and training area.

***This project is in collaboration with MWL.***

### PROJECT DATA

#### CLIENT

City of Visalia

#### SERVICES

Architecture, Engineering,  
Interior Design,  
Landscape Architecture

#### SIZE

48,000 SF - Public Safety Building  
10,350 SF - Council Chambers

#### KEY PERSONNEL

Jeremy Hart, Architect  
James McClaren, Programming  
Chris Lentz, Interior Designer

#### ESTIMATED COMPLETION

November 2026

### D / QUALIFICATIONS AND EXPERIENCE



## San Pablo Police Department

SAN PABLO, CALIFORNIA

LPA worked with the City of San Pablo to develop a concept design study for its new police facility. The new development will be located within the existing city hall complex and includes a police facility building, interior gun range, police yard, and secured parking. The new facility supports a variety of uses including police operation and training elements. Services included architecture, interior design, engineering and landscape architecture.

### PROJECT HIGHLIGHTS

- New Emergency Operations Center
- 20-Lane Firing Range
- Training Rooms

### PROJECT DATA

#### CLIENT

City of San Pablo

#### SERVICES

Architecture, Engineering,  
Interior Design,  
Landscape Architecture

#### SIZE

22,000 square feet

#### KEY PERSONNEL

Julian Watt, Architect

#### ESTIMATED COMPLETION

February 2027





## Campbell Police Operations Building

CAMPBELL, CALIFORNIA

The new Campbell Police Operations Building is comprised of 31,570 square feet which includes a new 24,500 square feet essential services building and the renovation of 7,000 square feet on the first floor of the adjacent City Hall that is currently occupied by the Police Department. The new building will house the Records Department, Emergency Operations Center, Training Rooms and Lockers, Patrol, Traffic, Holding Facilities, Dispatch, Investigations, and Administration. The existing Police Department space will house the Evidence Intake and Storage as well as areas for SWAT, Bicycle Patrol, and Storage areas.

The design for the Police Department will reconfigure the Public Plaza at the front door of City Hall to be more pedestrian friendly while also addressing accessibility issues. The project will incorporate photo-voltaic panels on the roof that will result in an all-electric design with no natural gas plumbed to the new building.

### PROJECT HIGHLIGHTS

- Emergency Operations Center
- Evidence Storage
- Holding Facilities
- Training Rooms + Administrative Offices

*This project is in collaboration with MWL.*

### PROJECT DATA

#### CLIENT

City of Campbell

#### SERVICES

Architecture, Engineering,  
Interior Design,  
Landscape Architecture

#### SIZE

31,570 square feet

#### KEY PERSONNEL

Jeremy Hart, Principal in Charge  
James McClaren, Programming  
Chris Lentz, Interiors  
Erik Ring, MEP Engineer  
Kathereen Shinkai, Civil Engineer  
Bryan Seamer, Structural Engineer

#### ESTIMATED COMPLETION

September 2025 - Phase 1  
February 2026 - Phase 2



## Valley Communication Center

SAN BERNARDINO, CALIFORNIA

The Valley Communication Center will be located in the City and County of San Bernardino and will be a new mission-critical facility that must be operational 365/24/7, under extreme conditions as the primary Emergency Operation Center (EOC) in the San Bernardino Valley.

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

***This project is in collaboration with MWL and HLCM.***

### PROJECT DATA

#### CLIENT

County of San Bernardino

#### SERVICES

Architecture, Interior Design,  
Landscape Architecture,  
Programming

#### SIZE

80,000 square feet

#### KEY PERSONNEL

Jeremy Hart, Principal in Charge  
James McClaren, Programming  
Erik Ring, MEP Engineer  
Kathereen Shinkai, Civil Engineer  
Bryan Seamer, Structural Engineer  
Ryan Craven, Cost Estimating

#### ESTIMATED COMPLETION

March 2026

### D / QUALIFICATIONS AND EXPERIENCE

City of Manteca | New Manteca Police Department HQ 15





## Buena Park Police Department

BUENA PARK, CALIFORNIA

Part of Buena Park's Civic Center master plan, the police headquarters equips officers with a technologically-advanced facility and adds a new public plaza that connects the headquarters with the existing city hall.

The original police facility was antiquated and undersized. More than 50 percent of the largely windowless building was located underground. Outdated building systems underperformed and were inefficient. The City wanted the new building to feel open and welcoming for local residents.

The new 66,000-square-foot police headquarters features a dispatch center, Type-I detention facility, crime laboratory, evidence and property storage, firing range, community room, briefing room and a training room that converts to an emergency operations center. At the heart of these program elements is a two-story atrium that fills the building core with natural light for occupants, a sharp contrast to the original interior. For the building exterior, tilt-up concrete panels create a cost-effective, secure perimeter.

The integrated civic plaza strengthens the physical link between the police department and city hall. Landscape, hardscape and lighting features allow the plaza to transform into a dynamic outdoor event space. New pedestrian paths solve previous safety concerns. A memorial fountain in the plaza honors Buena Park's fallen police officers and offers a quiet place for reflection.

### PROJECT DATA

#### CLIENT

City of Buena Park

#### SERVICES

Architecture, Engineering,  
Interior Design,  
Landscape Architecture

#### SIZE

66,000 square feet

#### KEY PERSONNEL

Jeremy Hart, Project Designer  
Chris Lentz, Interior Designer

### D / QUALIFICATIONS AND EXPERIENCE

### 3. IDENTIFICATION OF SUBCONSULTANTS

List all subconsultants proposed for the scope of work, specifying the services each subconsultant will provide and the percentage of the overall scope they will complete. Include brief examples of relevant police department experience from each subconsultant. Additionally, indicate any past or current projects where the prime consultant and subconsultants have collaborated.

As an integrated design firm, the majority of services will be performed in-house and with internal teams. We will work with the City of Manteca to expand the team with additional members and consultants depending on specific project needs as they arise. Each subcontractor has been carefully selected based on their proven track record of success on relevant projects and numerous successful partnerships with LPA. Our current anticipated subcontractors, their functions, and brief firm profiles are listed below.

#### MWL: Public Safety Architects



**MWL** is a recognized leader in the planning and design of sustainable architecture for public safety and forensic sciences since 1995. This exclusive focus has resulted in nearly 250 diverse projects and unparalleled experience in these highly technical facilities throughout the United States and Canada. MWL provides a wide range of comprehensive services including pre-design planning, programming, design, construction administration and owner's technical consultant.

**PERCENTAGE OF OVERALL SCOPE:** 8%

#### RELEVANT PROJECTS:

- Salinas Police Services Headquarters\*
- Rialto Police Department\*
- Visalia Emergency Communications Center and Public Safety Operations Building\*
- City of Campbell Police Department\*

*\*Projects with LPA*

#### LP Consulting Engineers:

Low Voltage, AudioVisual, and Security



**LP Consulting Engineers** is a full service design and engineering firm. Our professional team is dedicated to bringing our creative and integrated engineering approach to buildings in all stages of their life.

From master planning to continuing improvement, we work to optimize building operation and efficiency. LP Consulting Engineers, Inc. (LPCE) is headquartered in Roseville, CA with experience delivering innovative yet cost-effective solutions for City, County, State, and Federal Agencies.

**PERCENTAGE OF OVERALL SCOPE:** 3.7%

#### RELEVANT PROJECTS:

- City of Fresno Police Department Regional Public Training Facility
- Cotati Police Station\*
- Brentwood Civic Center\*

*\*Projects with LPA*

#### HLCM: Cost Estimating



**HLCM** provides cost estimating services for planning and development of parks and recreation facilities, infrastructure, and sustainability. They provide cost management on scope and budget development, feasibility studies, and milestone estimating for a wide range of projects.

**PERCENTAGE OF OVERALL SCOPE:** 2.7%

#### RELEVANT PROJECTS:

- Rialto Police Department\*
- Valley Communication Center\*

*\*Projects with LPA*

### 4. BUSINESS REFERENCES

Provide at least three references for the prime consultant, including the entity name, address, contact person's name and phone number, along with a brief description of the services provided.

#### GRIFFIN STRUCTURES

1 Technology Drive, Suite 1829  
Irvine, California 92618

#### CONTACT

Roger Torriero, Chief Executive Officer

**P:** 949.497.9000 x210

**E:** rtorriero@griffinholdings.net

#### DESCRIPTION OF WORK PERFORMED

LPA has a 20+ year history partnering with Griffin Structures on a wide variety of civic and community related projects throughout California including but not limited to the County of Orange Civic Center, High Desert Government Center, and the Rancho Santa Margarita Civic Center.

### CITY OF SALINAS

312 East Alisal Street  
Salinas, California 93901

#### CONTACT

Stan Cooper, Commander (retired)  
E: stancooperconsultingllc@gmail.com  
P: 831.758.7350

#### DESCRIPTION OF WORK PERFORMED

The LPA + MWL team and its partners delivered this 69,230 square foot Police Headquarters project as part of a Public Private Partnership - working in close collaboration with the City and surrounding communities. The building incorporates all of the functional requirements necessary for a modern public safety facility. Services included architecture, programming, engineering, landscape architecture, interior design and construction administration.

### CITY OF CAMPBELL

70 N. 1st Street  
Campbell, California 95008

#### CONTACT

Chief Gary Berg  
E: gberg@campbellca.gov  
P: 408.866.2172

Todd Carpuso, Director of Public Works  
E: publicworks@cityofcampbell.com  
P: 408.376.0958

#### DESCRIPTION OF WORK PERFORMED

LPA + MWL are currently working with the City of Campbell to design its new police operations building. Services include architecture, space needs assessments, programming, planning, engineering, and construction administration.

### CITY OF SAN PABLO

1000 Gateway Avenue  
San Pablo, California 94806

#### CONTACT

Chief Brian Bubar  
E: brianb@sanpabloca.gov  
P: 510.215.3262

#### DESCRIPTION OF WORK PERFORMED

LPA worked with the City of San Pablo to develop a concept design study for its new police facility. The new development will be located within the existing city hall complex and includes a police facility building, interior gun range, police yard, and secured parking. The new facility will support

a variety of uses including police operation and training elements. Services included architecture, interior design, engineering and landscape architecture.

### CITY OF RIALTO

128 N. Willow Avenue  
Rialto, California 92376

#### CONTACT

Mark Kling, Chief of Police  
E: mkling@rialtopd.com  
P: 909.820.2550

#### DESCRIPTION OF WORK PERFORMED

LPA + MWL worked with the City of Rialto to design and program its new Police Department building, which is slated to finish construction in July 2026.

### CITY OF VISALIA

420 N. Burke Street  
Visalia, California 93291

#### CONTACT

Chief Jason Salazar  
E: jasons@ci.visalia.ca.us  
P: 559.713.4102

Mike Porter, Project Manager  
E: mike.porter@visalia.city  
P: 559.713.4300

#### DESCRIPTION OF WORK PERFORMED

LPA + MWL worked closely with the City of Visalia to design its Emergency Operations Center. The VECC also houses a Traffic Management Center, a 911 Dispatch Center, Fire Administration Offices, and all of the support spaces associated with these primary program elements. LPA + MWL is currently working with the City on its new Public Safety Building which will serve as headquarters for police and fire.

## 5. LITIGATION AND FINANCIAL STABILITY

**Disclose any judgments, pending or anticipated litigation, or potential financial setbacks that could materially impact the viability or stability of the proposing organization, or confirm that no such conditions exist.**

LPA, Inc. has no judgments, pending or anticipated litigation, or potential financial setbacks that could materially impact the viability or stability of the proposing organization.





# FE

## PROJECT UNDERSTANDING AND APPROACH

BEAVERTON PUBLIC SAFETY CENTER

MWL

## E | Project Understanding and Approach

The proposal should include the Consultant's understanding of the project as well as their approach and commitment to delivering design services that meets or exceeds the requirements outlined in Attachment A – Scope of Services. The scope of services may be modified during contract negotiations with the selected consultant and is intended to outline and describe the range of tasks anticipated for the project. The proposal should include diagrams, graphic representations, and narrative descriptions as necessary to enable the review committee to understand and evaluate the respondent's understanding of, and approach to, the requested design services.

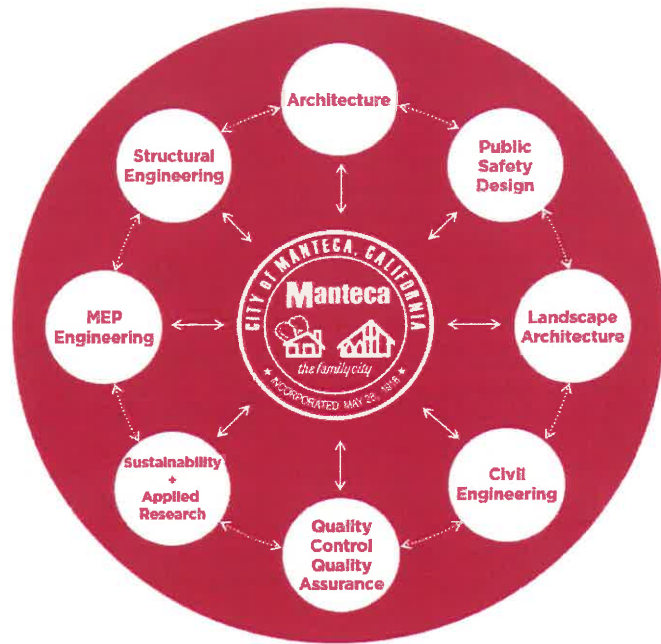
An interactive process is the key to LPA's approach to public safety design. Our team works in partnership with Law Enforcement and City staff to craft a work plan and approach to the project that is engaging and respectful of the community. Working with the project stakeholders, we have a Project Kick-Off meeting where we like to 'Plan the Plan.' In this meeting we set the goals and priorities that govern our decision-making process. We will confirm and refine the project schedule and set milestone benchmarks that the design team and City representatives will be held accountable for.

### A. DESIGN MANAGEMENT AND COORDINATION

Throughout the course of the project LPA's team shall provide all the necessary design management and coordination to ensure a successful project where all your project needs are not simply provided but anticipated.

Throughout the course of the design phases, LPA will participate in and lead bi-weekly design meetings, with City Staff, and supply the meeting minutes documenting the process and decisions made. The importance of communication cannot be overstated. Our management goal is to keep you informed throughout every stage of the process. This will allow you to keep your elected officials, stakeholders, and user groups informed with the most current and accurate information available. Our reporting process will include the following:

- **Monthly Project Reports** summarizing the prior month's activities with a schedule look ahead to the next month's scheduled activities.



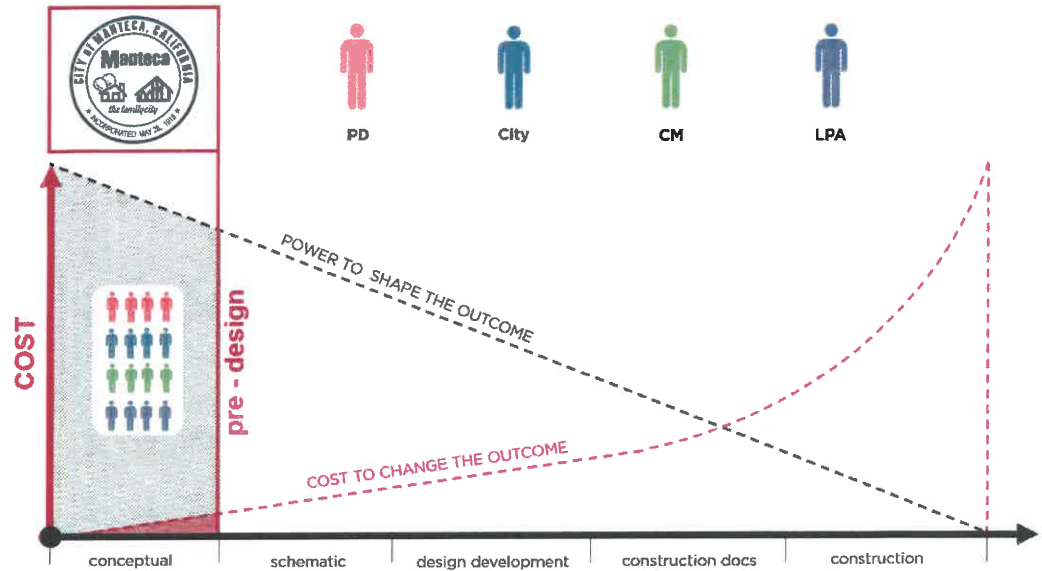
**Our integrated process links all design and engineering services together, putting you, the client, in the center.**

- **Executive Summary Reports** each month allowing you to keep elected officials in the loop with a one-page memorandum on the status of the project.
- **Milestone Page Turns** at the conclusion of each design phase. In these Page Turn reviews, we will walk you through the Design Documents, the Basis of Design/Project Specifications, the Project Schedule, and the Project Budget to ensure that everyone from the County understands what is included and, in some cases, not included in the project.
- **Project Presentations** as needed will be given to City Staff, City Commissions, and the City Council.

### QUALITY ASSURANCE & CONTROL

The LPA approach to maintaining quality control is a natural product of our company value for excellence in everything we do. Our quality assurance program sets forth rigorous standards for developing, coordinating, reviewing, revising, approving, and publishing critical project documents. LPA project teams provide a continuous verification process to ensure that your design requirements are addressed and met at each phase of the project.





**Our ability to influence the outcome of the project is greatest at the beginning of the design process. As we move into future phases of design, the cost to make changes increases. For this reason we strive to bring all stakeholders together at project conception.**

At LPA, multiple design disciplines participate in the early planning phases as part of our integrated design process. This helps us make informed decisions and to avoid potential complications and coordination challenges one might typically find at later stages of the work. Our unique process adds value to you, our client, by having well-coordinated documentation throughout the process. Our Quality Process includes:

#### **DOCUMENT CONTROL & COORDINATION REVIEWS**

During all documentation phases, the Project Director conducts regular technical and constructability reviews in conjunction with other design team members. The goal is to establish high standards of quality and ensure that deliverables are uniform and reflect the appropriate level of technical development. We also seek input from the construction, facilities and maintenance and operation staff to identify and resolve coordination issues and ensure that the client is satisfied with all aspects of the design.

#### **QA/QC MILESTONE REVIEWS**

At the completion of the Design Development Phase, an LPA licensed architect, not familiar with the project, conducts a plan check and discipline coordination check set. The architect then sits down with all team members to address coordination issues and ensure everyone is on the same page. When we reach the Construction Document phase, we then conduct a similar QA/QC review, if appropriate, with an independent outside consultant.

#### **BIM QUALITY CONTROL**

In addition to our QA/QC reviews, LPA's assigned BIM facilitator runs clash detection regularly. At key milestones during the Construction Document Phase, the BIM facilitator also organizes a BIM Big Room Review. This review places all disciplines working on the project together in a room where they can view the BIM model progress and discuss coordination and improvements.

#### **B. DESIGN AND ENGINEERING SERVICES**

After familiarizing ourselves with the 2024 Needs Assessment Report, we will begin the conceptual design process, and following our kick-off and goal setting meeting, our team will begin developing conceptual design studies that create a functional use of the project site, an operationally efficient layout of the program, and an aesthetically pleasing conceptual design that builds upon the Needs Assessment and the prior studies for the police department. These conceptual design studies will be the foundation for the project development as we move forward with the design process. We will examine the best organization of the site and building layout to ensure the City is able to explore all potential possibilities for development. Consideration will be given to access, circulation and available on-site and off-site utilities. Using 3D massing and visualization tools, we will provide the City with realistic design studies that meet the programmatic and aesthetic needs of the Police Department and Corporate Yard needs. Working in partnership with City staff, we will engage in an iterative process that builds upon stakeholder feedback.

Concurrent with the conceptual design studies we will obtain topographic and civil survey to the site to accurately plot the site boundaries and document all encumbrances on the site. Our designers will begin meetings with the permitting authorities to develop an outline of permitting activities and to share our zoning analysis. With the completion of the planning studies, the conceptual design, and the site survey, we will then prepare our section Conceptual Level Cost Estimate.

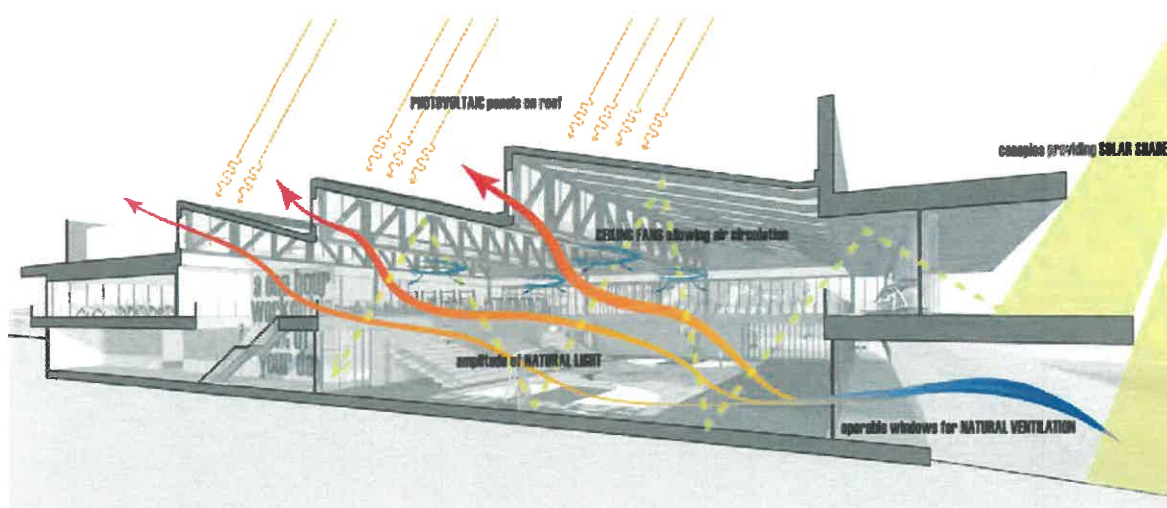
After City approval of the Conceptual Design and Cost Estimate, we will incorporate all the comments and feedback provided by the City and the Police Department into the design. When that is complete, our team will then move in the architectural services phase of the project. We will update the project schedule for the design and documentation phases of the project, and a tentative outline schedule for construction. This will be the roadmap as the project moves forward. We will also advise the City if any aspects of the project should be modified or if any direction given has an impact on the project budget.

The conceptual design will be the basis as we proceed with Schematic Design. Our team of integrated designers and engineers will work on the development of detailed plans and specifications for the construction of the new Police Department. In the Schematic Design will depict the general scope, scale, and relationship of the project components. A preliminary code

analysis will be prepared to ensure the project approach meets all the requirements of the Building Code. Structural and mechanical systems will be considered, and various options of systems will be weighed against the program and budget constraints. The site plan will also develop into a more detailed concept plan with consideration given to outdoor program spaces, water quality, utility locations, landscape, and planting choices.

Upon completion of the Schematic Design Phase, we will develop a statement of Probable Construction Cost. The costs will be based on unit and major component cost factors, and on high-level design information and assumptions. Our team has very current experience with the delivery of several facilities with similar services and will reflect local construction conditions and the local bid market.

The cost model will include “total project costs” to the degree possible. We will include allowances for pre-development costs, building construction costs, demolition costs, architectural and engineering costs, program and construction management, other fees and permits, consulting costs, insurance costs, entitlement costs (if applicable), FF&E allowance, landscaping, relocation, and staging allowances (if applicable), reasonable contingencies, and other appropriate components of total project costs, based on input from the City. Costs will be based on site condition information as available.



During the design phases, we will work to help you visualize the integration of design, engineering and sustainability.

After updating the cost estimate of the proposed design and after receiving City approval of the Schematic Design, we will move into the Design Development Phase of the project. The Design Development Phase of the project shall consist of preparing drawings and other documents to fix and describe the size and character of the entire project, including architectural, structural, mechanical, and electrical systems, materials and such other elements as may be appropriate. Consideration shall be given to availability of materials, equipment and labor, construction sequencing and scheduling, maintenance requirements and energy conservation. Once again, a cost estimate, from the Design Development drawings, shall be prepared for review and approval.

In the Construction Documents Phase, LPA shall prepare, from the approved Design Development documents approved by the City, the Construction Documents. These documents shall consist of Drawings, Specifications and other documents setting forth in detail the requirements for permitting the Project and bidding and contracting for the construction of the Project. A detailed cost estimate based upon the 80% Construction Documents will be prepared for review and approval. Construction Document design packages shall be provided to the City at the 50%, 80%, and 100% milestones, along with project specifications, for City review, comment, and approval.

### C. CONTRACTOR BIDDING

In the Bidding Phase, LPA, following the City of Manteca's approval of the Construction Documents and of the most recent Statement of Probable Construction Cost, shall provide those services designated necessary for LPA to assist the City of Manteca in obtaining bids or negotiated proposals and in awarding and preparing contracts for construction. These services shall include:

- Issuance of Bid Documents
- Bid Process Planning Meetings
- A Pre-Bid Conference and Job Walk
- Review of and response to Bid RFIs and Substitution Requests
- Preparation of Bid Addenda
- Review of Prime Contractor Bids for Completeness and Correctness
- Participation in Pre-Construction Meetings
- Assistance in Evaluation of Contractor Bids

### D. FURNITURE DESIGN AND PROCUREMENT SERVICES

Furniture design and procurement services provided by LPA are not merely limited to furniture, but they are inclusive of the Furniture, Fixtures, and Equipment (FF&E) necessary to make a police department operational. From the desks and chairs your staff will sit in every day to the highly customized and specialized dispatch consoles your communications staff will sit at,



Salinas Police Services Headquarters | Salinas, California





Buena Park Police Department | Buena Park, California

**LPA takes an integrated and informed approach to design—one that leverages the collective insights of our multidisciplinary team to spark innovation and maximize value. It's a better process, with better results.**

and police department requires a higher level of expertise and experience to ensure that your building is functional and flexible enough to evolve over time.

In the Schematic Design phase, our team will prepare the needs assessment, meeting with key stakeholders and staff members to inventory your existing FF&E needs, develop the goals for your future furniture needs, and to establish the FF&E budget and schedule.

In the Design Development phase of the project, LPA will develop the descriptive criteria and the design intent for the project, and we will use this to develop the initial FF&E plans for the entire project.

The bulk of the FF&E effort does not occur until construction has begun. During the Construction Contract Administration phase, LPA will develop the criteria for vendor selection and finalize the furniture configurations and specifications. This will include selecting the final finishes, fabrics, and colors to be coordinated with the selected vendor. Our team will review furniture dealer generated plans and specifications for design intent and provide analysis of the final costs in comparison to the established budget.

#### **E. CONSTRUCTION ADMINISTRATION**

Once an approved contractor has been selected and awarded the construction contract by the City, the Construction Contract Administration Phase shall begin. In this phase, LPA shall provide those services designated necessary for the administration of the construction contract as set forth in the General Conditions of the Contract for Construction. Unless otherwise provided in the Scope of Services, LPA duties and responsibilities during construction shall be as set forth in the Agreement between the City of Manteca and LPA for Designated Services. These services shall include, but not be limited to:

- Attendance at weekly OCA meetings
- Review of the construction schedule
- Review of material submittals and shop drawings
- Providing responses to requests for information
- Preparation of modifications and revisions to the contract documents
- Assistance in the preparation of change orders
- A final walk-through of the constructed project
- Preparation of record drawings



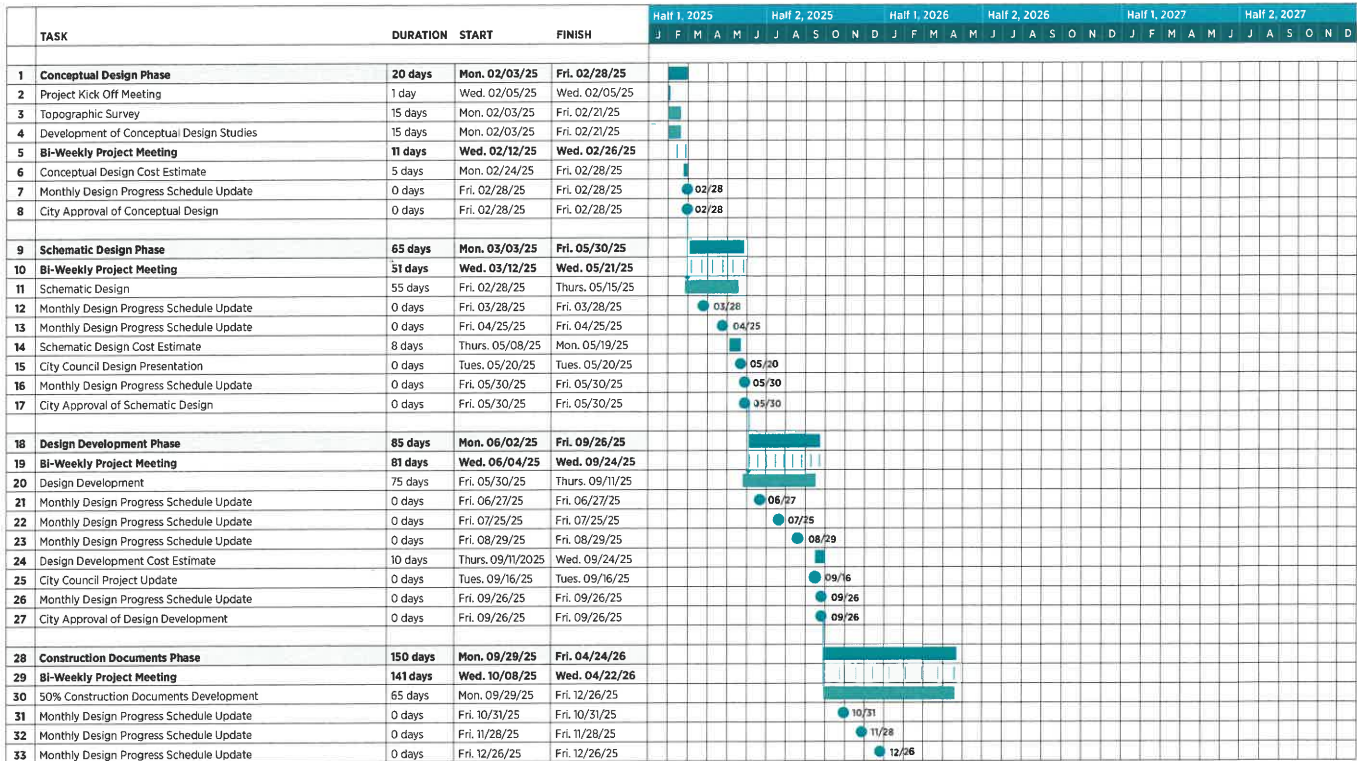
F

SCHEDULE OF SERVICES

COUNTY OF ORANGE CIVIC CENTER  
LPA DESIGN STUDIOS



F | Schedule of Services







LPA

**SACRAMENTO**

SAN JOSE

IRVINE

SAN DIEGO

DALLAS

SAN ANTONIO

916.287.2400

[LPADesignStudios.com](http://LPADesignStudios.com)





G

FEE

SALT LAKE CITY POLICE HEADQUARTERS  
MWL

# ATTACHMENT B: FEE PROPOSAL TEMPLATE

LPA, Inc.

City of Manteca New Police Department

ARCHITECTURE AND ENGINEERING FEE PROPOSAL

13-Jan-25

ARCHITECTURE AND ENGINEERING SERVICES								
Discipline	Conceptual Design	Schematic Design	Design Development	Construction Documents	Regulatory Permitting	Bid Support	Construction Administration	Total
Architecture	\$ 65,600.00	\$ 308,850.00	\$ 378,540.00	\$ 510,325.00	\$ 85,500.00	\$ 57,000.00	\$ 742,050.00	\$ 2,147,865.00
Interior Design	\$ 1,850.00	\$ 42,550.00	\$ 86,950.00	\$ 132,275.00	\$ 27,750.00	\$ 38,850.00	\$ 90,650.00	\$ 420,875.00
FF&E Design and Procurement	\$ -	\$ 3,700.00	\$ 7,400.00	\$ 11,100.00	\$ -	\$ -	\$ 37,000.00	\$ 59,200.00
Signage / Graphics	Included	Included	Included	Included	Included	Included	Included	\$ -
Codes and Accessibility Compliance	Included	Included	Included	Included	Included	Included	Included	\$ -
Waterproofing	Included	Included	Included	Included	Included	Included	Included	\$ -
Structural	\$ -	\$ 12,600.00	\$ 55,800.00	\$ 100,800.00	\$ 36,000.00	\$ 2,700.00	\$ 72,900.00	\$ 280,800.00
Mechanical	\$ -	\$ 15,600.00	\$ 43,875.00	\$ 68,250.00	\$ 23,400.00	\$ 1,950.00	\$ 43,875.00	\$ 196,950.00
Plumbing	\$ -	\$ 10,200.00	\$ 30,600.00	\$ 51,000.00	\$ 10,200.00	\$ 1,700.00	\$ 30,600.00	\$ 134,300.00
Electrical	\$ -	\$ 13,600.00	\$ 40,800.00	\$ 83,300.00	\$ 20,400.00	\$ 1,700.00	\$ 57,800.00	\$ 217,600.00
Lighting Design	\$ -	\$ 6,600.00	\$ 13,200.00	\$ 23,100.00	\$ -	\$ -	\$ 16,500.00	\$ 59,400.00
Low Voltage (SCS)	\$ -	\$ 14,435.00	\$ 20,050.00	\$ 24,065.00	\$ 4,000.00	\$ -	\$ 16,050.00	\$ 78,600.00
Audio Visual	Included	Included	Included	Included	Included	Included	Included	\$ -
Security Systems (BOD)	Included	Included	Included	Included	Included	Included	Included	\$ -
Fire Alarm (BOD)	Included	Included	Included	Included	Included	Included	Included	\$ -
Building Management System (BOD)	Included	Included	Included	Included	Included	Included	Included	\$ -
Landscape Architecture	\$ 8,775.00	\$ 58,500.00	\$ 77,025.00	\$ 94,575.00	\$ 18,525.00	\$ 5,460.00	\$ 62,400.00	\$ 325,260.00
Civil	\$ 8,550.00	\$ 35,150.00	\$ 51,300.00	\$ 77,900.00	\$ 18,050.00	\$ 4,180.00	\$ 57,000.00	\$ 252,130.00
Survey	\$ 39,315.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,315.00
Commissioning	\$ -	\$ -	\$ 6,415.00	\$ 21,400.00	\$ -	\$ -	\$ 53,475.00	\$ 81,290.00
Cost Estimating	\$ 18,975.00	\$ 37,950.00	\$ 37,950.00	\$ 21,150.00	\$ -	\$ -	\$ -	\$ 116,025.00
SUBTOTALS	\$ 143,065.00	\$ 559,735.00	\$ 849,905.00	\$ 1,219,240.00	\$ 243,825.00	\$ 113,540.00	\$ 1,280,300.00	\$ 4,409,610.00
REIMBURSABLE EXPENSES								
	\$ 4,500.00	\$ 18,000.00	\$ 25,500.00	\$ 40,500.00	\$ 4,000.00	\$ 2,500.00	\$ 44,000.00	\$ 139,000.00
								\$ -
								\$ -
SUBTOTAL								\$ 139,000.00
TOTAL PROPOSED FIRM FIXED PRICE								
								\$ 4,548,610.00

\*NOTE: LPA's proposal is based upon an assumed construction price between \$50,000,000 and \$56,000,000, a total project schedule of 36 months, and an approximately 45,000 - 50,000 Sq.Ft. Police Department Headquarters. Any material change to the scope, schedule, or project budget may necessitate additional services.



# HESPERIA POLICE DEPARTMENT

# H

ADDITIONAL INFORMATION

**HESPERIA POLICE FACILITY**  
LPA DESIGN STUDIOS



Salinas Police Services Headquarters | Salinas, California | Designed by LPA + MWL

## H | Additional Information

The following videos highlight LPA's depth of experience designing modern, sustainable, and community-centered public safety facilities.

Simply click on the images to access the videos.



### PROJECT SPOTLIGHT: Salinas Police Services HQ

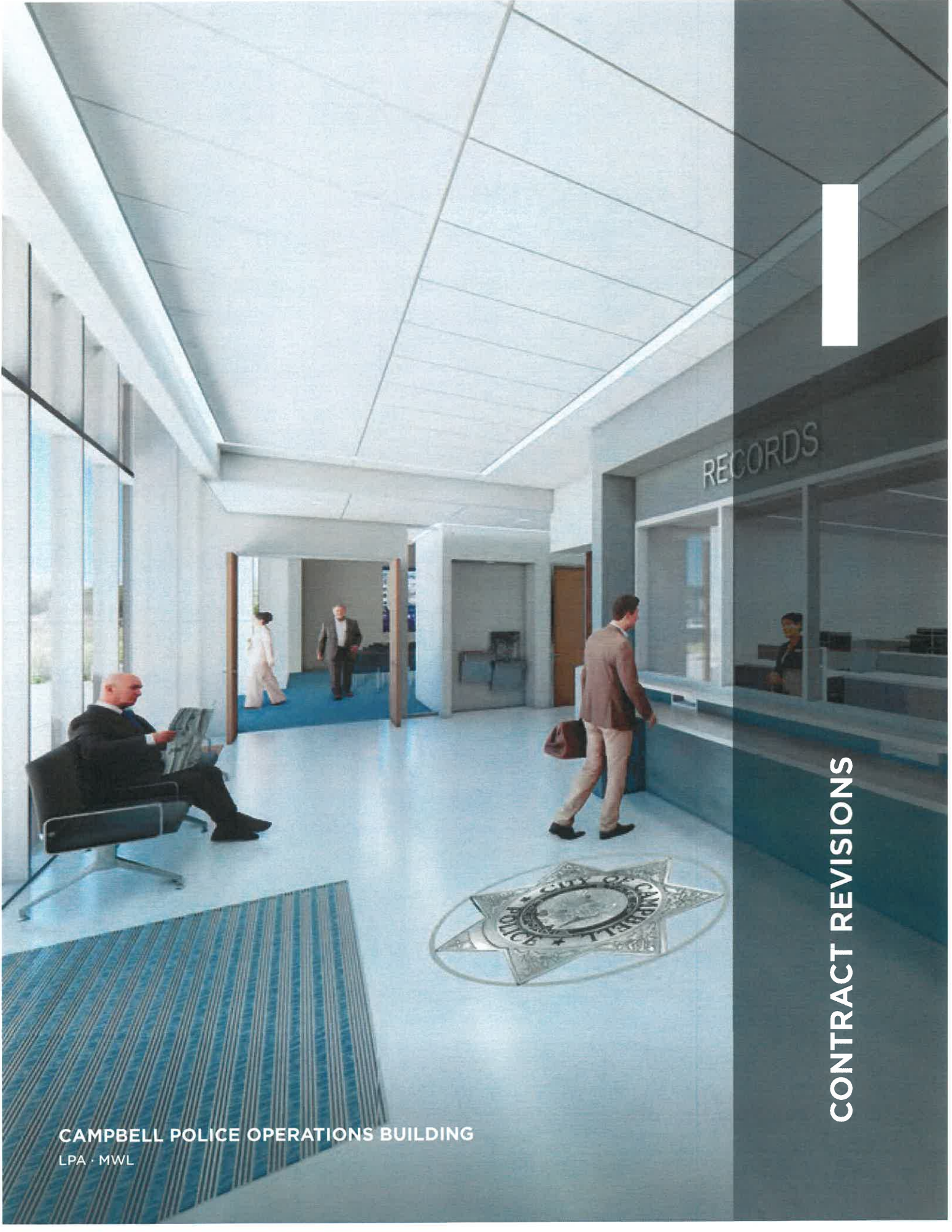
The new Salinas Public Safety Center replaced the City's 65-year-old existing facility with a modern police headquarters that addresses the community's operational requirements and long-term goals.



### FORWARD THINKING: Connecting the People and the Community

How can public safety facilities improve and strengthen relationships with the communities they serve? LPA designers and public safety experts explore the balance between a facility with secure infrastructure that connects with the community in new ways.





CONTRACT REVISIONS

CAMPBELL POLICE OPERATIONS BUILDING  
LPA · MWL

## I | Contract Revisions

LPA, Inc. has reviewed the City's Agreement for Professional Services provided in Attachment D and E in the RFP, and would like to propose the following revisions to the Agreement:

### ATTACHMENT D

- Article 2 (Work Through City Staff) – Delete all but the first sentence of the article.
- Article 3 (Time of Performance) – Replace “work products in accordance with” in both places that it appears in this article with, “Instruments of Service due to the fault of Consultant”.
- Article 5 (Method of Payment) – First paragraph: Insert “for any services performed on an hourly rate basis” between “whom” and “, and a brief description”. Second paragraph: Revise the first sentence to read, “City shall pay Consultant undisputed amounts no later than 30 days after City’s receipt of Consultant invoice”.
- Article 9 (Consultant’s Books and Records) – In the first sentence of paragraph A, add the following at the start of the sentence, “For services performed on an hourly rate basis”. In the first sentence of paragraph C, insert, “(but not including ledgers, books of account, invoices, vouchers, and cancelled checks for services based on a fixed fee basis)” between “records or documents” and “evidencing or relating”.
- Article 15 (Indemnification and Hold Harmless) – Add the following to the end of the article, “The obligation to indemnity and the cost of defense are limited to the extent that the claims against them arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of Consultant. Pursuant to Civil Code Section 2782.8, in no event shall the cost to defend charged to Consultant exceed Consultant’s proportionate percentage of fault and Consultant shall not have the duty to provide an upfront defense. The provisions of this paragraph shall survive termination or suspension of this Agreement”.

### ATTACHMENT E

- Under the third bullet of Commercial General Liability section, insert “additional” between “as” and “insured” and then delete “on 2001 or earlier issued endorsement forms”

**ATTACHMENT 3**  
**SCOPE OF SERVICES**

## **SCOPE OF SERVICES**

The Consultant shall provide comprehensive design-bid-build services to successfully deliver the New Manteca Police Department Project ("Project"). This includes complete architectural and engineering documentation necessary for construction, such as detailed drawings, specifications, and supporting materials. Additionally, the Consultant will provide construction administration support through project completion. The design will account for operational needs, integration of existing and new utilities, site conditions, aesthetic considerations, and potential construction impacts. The Consultant will also be responsible for preparing, submitting, and securing all necessary permits and regulatory approvals.

The scope of services anticipated for this Project may include, but are not limited to:

### **A. Design Management and Coordination**

Provide all the services to manage the Project through completion. The work shall include, but not be limited to the following tasks:

1. Provision of all design management and quality control services throughout the duration of the Project, including coordination with the City's Construction Manager and outside agencies/utility departments. The consultant shall deliver a high-quality product within budget and on schedule.
2. Coordinate, attend, and prepare design meeting minutes for the Project kick-off meeting and bi-weekly meetings with City staff and related consultants.
3. Coordinate meetings with the City to discuss the Project, present design options, review alternatives, etc.
4. Coordinate, and attend other meetings as necessary to facilitate the completion of the scope of work.
5. Provide monthly design progress schedule updates in conjunction with submittals of invoices.
6. Make up to three (3) presentations to the City Council and/or the public, as required, and at regularly scheduled design meetings, as directed by the City.

#### **Deliverables:**

- Project Schedule and Updates
- Monthly invoices shall include a Progress Summary Report indicating the tasks completed for the month and the tasks anticipated to be completed in the next billing cycle.
- Meeting agendas and minutes for all design and coordination meetings
- PowerPoint presentations and other exhibits for meetings



## **B. Design & Engineering Services**

In performance of the required design services, the City is requesting proposals from teams with experience in consensus driven Conceptual Design, Schematic Design, Design Development, preparation of Construction Documents and Specifications, Construction Administration, and Commissioning.

1. The consultant shall provide a topographic and civil survey of the site in support of any needed path of travel scope which may be required as a result of the renovation.
2. The consultant shall utilize the 2024 Needs Assessment Report conducted by LDA Partners as the foundation for programming information and refine or enhance it as needed, incorporating their recommendations in collaboration with and subject to the City's approval.
3. The consultant shall produce drawings and include contents therein based on AIA standards for Conceptual Design, Schematic Design, Design Development, and Construction Documents.
4. The work shall be performed in accordance with all of the latest applicable codes, standards, and regulations.
5. At a minimum, the A & E shall provide the following Scope of Work:  
Development of Complete Specifications (including Division 01, and project specific modifications to the City General Provisions and Special Provisions)
  - a. Architectural Design
  - b. Civil Engineering and Landscape Design as applicable
  - c. Structural Engineering
  - d. Mechanical Engineering
  - e. Plumbing Engineering
  - f. Electrical Engineering
  - g. Low Voltage (Structured Cabling Systems)
  - h. Audio Visual Design
  - i. Lighting Design
  - j. Signage & Graphics Design
  - k. Codes and Accessibility Compliance
  - l. Waterproofing as applicable
  - m. Security Systems (basis of design for design build delivery) as applicable
  - n. Fire Alarm Systems (basis of design for design build delivery) as applicable
  - o. Building Management Systems (BMS) (basis of design for design build delivery) as applicable
  - p. Utility coordination and inclusion in documents as applicable
  - q. Interior Design
  - r. Furniture, Fixtures and Equipment Design and Procurement Management
  - s. Coordination with City Facilities Management personnel and assigned Construction Manager
  - t. Construction Administration (assume 1 OAC meeting on-site per week for 18 months of construction)
  - u. Title 24/ CalGREEN Commissioning
6. The consultant shall produce conceptual, schematic, and design development packages with respective cost estimates at each stage, as well as a 50%, 80%, and 100% construction document submittal packages for review. An additional cost

- estimate shall be incorporated only at the 80% construction document stage.
7. The consultant shall prepare final bid documents incorporating all comments from previous reviews. Final plans shall be plotted electronically to PDF in full size and shall be signed by the architect and engineer of record, licensed in the State of California.
  8. The plans shall be produced using the most current version of AutoCAD and/or Revit.
  9. Specifications shall be written in Greenbook format. The City will provide templates for general provisions. The consultant will be responsible for producing all special provisions with bid items descriptions and technical specifications in the appropriate format.
  10. The schedule of items shall address the full scope of work, and shall indicate accurate quantities in support of the Architect's Estimate.
  11. The consultant shall submit plans to the City and revisions as needed for permitting.
  12. Plans shall be completed and ready for building permit, to be pulled by the construction contractor.

**Deliverables:**

- a. PS&E submittals in electronic format for the following:
  - i. Conceptual Design package and cost estimate
  - ii. Schematic Design package and cost estimate
    1. This should additionally include items such as engineering, drainage, and/or soils.
  - iii. Design Development design package and cost estimate
  - iv. Construction Document design package (with specifications) at 50%, 80% and 100%. The 80% CD package shall include a cost estimate.
- b. 3D renderings should accompany the above design packages to visually illustrate design concepts, site plans and interiors.
- c. A letter report summarizing review comments and the resolution of the review comments
- d. Final bid documents in electronic and PDF format
- e. Final Permit Set of Construction Drawings

### **C. Contractor Bidding**

Upon conclusion of the Construction Documentation Phase, the Project Architect shall provide reproducible construction documents. The Project Architect and/or its subconsultants shall provide services including, but not limited to, the following:

1. Issue Construction Documents and Specifications to the City
2. Attend an internal bid process planning meeting with the City and stakeholders
3. Attend pre-bid conference and job walk with potential bidders
4. Review and respond to all Bid RFI's and Substitution Requests
5. Produce and provide all necessary Addenda including but not limited to narratives, RFI responses, changes, details, new sheets, and specifications. The Information provided shall be clouded and delta stamped
6. Assist in reviewing prime contractor bids for correctness and completeness

7. Participate in the pre-construction meeting(s)
8. Assist City and Construction Manager in the evaluation of contractor bids

#### **D. Furniture Design and Procurement Services**

In the furniture design and management phase of the Project, the Project A&E shall provide the following services necessary to design, negotiate and secure competitive pricing and services required for the Project.

The City desires all furniture selections be made from CMAS, US Communities, or other GSA approved pre-negotiated furniture listing, to the extent possible.

1. Needs Assessment
  - a. Meet with key representatives of the Project to define goals for obtaining furniture for the Project, including image, function budget and schedule
  - b. Prepare an initial overall Project furniture budget and schedule for review and approval by the City
  - c. Review the work processes for all staff to assist the Architect in designing typical workstation layouts that meet the functional needs of the City
  - d. Perform an inventory of all existing FF&E and make recommendations for re-use in the renovated space
2. Design and Documentation Preparation
  - a. Present private office and workstation images and ancillary furniture of the products for City review
  - b. Develop descriptive criteria for the furniture design intent
  - c. Develop furniture setting plans for the entire Project
  - d. Assist in determining the criteria for Furniture Dealer selection, including initial and ongoing services, availability of products, installation capabilities, percentage off from list prices, etc.
  - e. Finalize final configuration and specifications of products
  - f. Select final finishes including fabrics, woods and paints to coordinate with approved color scheme. Dealer is to provide a color board for review and approval by the City
  - g. Review dealer generated detailed furniture installation plans and sheet specifications for design intent. Coordinate power/data entry locations. Product numbers are to be verified with the dealer
  - h. Undertake a comparison analysis of furniture final costs with established budget
  - i. The Dealer will be responsible for providing detailed specifications
3. Procurement Process
  - a. Develop a comprehensive FF&E budget for all materials proposed.
  - b. Oversee the price negotiation, manufacture, and delivery schedule for all FF&E.
  - c. Prepare and provide adequate information for the issuance of Purchase Orders.
  - d. Review dealer provided Project schedule in coordination with the Master Project Schedule and the General Contractor's construction schedule
  - e. Coordinate with the City and Contractor and FF&E distributor for final delivery

and installation dates.

- f. Coordinate any power and/or low voltage requirements between Contractor and FF&E installations.

Upon completion of installation, the Project Architect shall attend a job walk to confirm completeness of installed FF&E items with the dealer. Dealer shall develop a corrective work list of missing items or corrective measures required.

## **E. Construction Administration**

1. Attend weekly OAC meetings, as directed by the City to respond to questions concerning the plans, specifications and estimates.
2. Review and provide input on the construction schedule, as needed.
3. A&E shall be available for on-site visits, as necessary, in response to questions arising from the progress of the work.
4. The consultant shall review all material submittals and shop drawings as required by the Special Provisions and Technical Specifications.
5. Respond to Request for Information (RFIs) from the contractor and prepare modifications or revisions as required. This will include utilizing a document management software that will be provided by the Project management team.
6. The City shall not be billed for, nor shall it pay for responding to Request for Information (RFIs) or any revisions to the plans and specifications that are required due to errors or omissions in the original contract documents.
7. The consultant shall assist the City in the preparation of contract change orders, including time impact and independent cost analysis, as necessary.
8. The consultant shall participate in the final walk through of the constructed Project and assist in the preparation of "punch list" items in need of work.
9. The consultant shall prepare record drawings following construction from mark ups by the contractor and the resident engineer. Submittal of record drawings shall be full-sized PDFs.

### **Deliverables:**

- Responses to RFIs, material submittals, and shop drawings from the contractor
- Plan revisions, as required
- Responses to the review of proposed contract change orders
- Plan revisions, as required, and as-builts



**ATTACHMENT 4**

**CERTIFICATE OF LIABILITY INSURANCE**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/10/2025

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  
LPAINC0-02

INSURED  
LPA, Inc.  
5301 California Avenue, Suite 100  
Irvine CA 92617

CONTACT NAME: Robyn Catania

PHONE (A/C, No, Ext): 360-626-9535

FAX (A/C, No):

E-MAIL ADDRESS: DesignProCerts@AssuredPartners.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : XL Specialty Insurance Company

37885

INSURER B : LM Insurance Corporation

INSURER C : The First Liberty Insurance Corporation

33588

INSURER D : Liberty Insurance Corporation

42404

INSURER E :

INSURER F :

**COVERAGES**

CERTIFICATE NUMBER: 1299790999

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
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	TB5Z91477888034	4/30/2024	4/30/2025	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	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	AS6Z91477888024	4/30/2024	4/30/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	Y	Y	TH7Z91477888054	4/30/2024	4/30/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
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/A	WC5Z91477888014	4/30/2024	4/30/2025	<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 Claims Made			DPR5027775	4/30/2024	4/30/2025	\$3,000,000 per claim \$3,000,000 annl aggr.

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

The following policies are included in the underlying schedule of insurance for umbrella/excess liability: General Liability/Auto Liability/Employers Liability  
PLEASE NOTE: THE INSURED DOES NOT HAVE ANY COMPANY OWNED VEHICLES (REGISTERED TO THE COMPANY), THE NON-OWNED AND HIRED AUTOMOBILE COVERAGE IS THE MAXIMUM COVERAGE APPLICABLE.

Project Name: New Manteca Police Department Headquarters --

City of Manteca, its officers, officials, employees, agents and volunteers are named as Additional Insured on General Liability and Auto Liability, per policy forms, with respect to the Ongoing and Completed operations of the Named Insured as required by written contract. General Liability is Primary/Non-Contributory and severability of interests per policy form wording. Insurance coverage includes waiver of subrogation per attached.  
CANCELLATION: 30 day notice per policy forms attached

**CERTIFICATE HOLDER**

City of Manteca  
Attn: Karen Hernandez  
1001 W. Center Street  
Manteca CA 95337

**CANCELLATION 30 Day Notice of Cancellation**

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

*Rt Catania*

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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **DESIGNATED INSURED FOR COVERED AUTOS LIABILITY COVERAGE**

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM  
BUSINESS AUTO COVERAGE FORM  
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" for Covered Autos Liability Coverage under the Who Is An Insured provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage Form.

### **SCHEDULE**

<b>Name Of Person(s) Or Organization(s):</b>
Any person or organization where the named insured has agreed by written contract to include such person or organization as a designated insured.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Each person or organization shown in the Schedule is an "insured" for Covered Autos Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured provision contained in Paragraph **A.1.** of Section **II** – Covered Autos Liability Coverage in the Business Auto and Motor Carrier Coverage Forms and Paragraph **D.2.** of Section **I** – Covered Autos Coverages of the Auto Dealers Coverage Form.

Policy Number: AS6-Z91-477888-024  
Issued by: The First Liberty Insurance Corporation

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**DESIGNATED INSURED - NONCONTRIBUTING**

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE FORM  
GARAGE COVERAGE FORM  
MOTOR CARRIERS COVERGE FORM  
TRUCKERS COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by this endorsement.

This endorsement identifies person(s) or organization(s) who are "insureds" under the Who Is An Insured Provision of the Coverage Form. This endorsement does not alter coverage provided in the Coverage form.

**Schedule**

**Name of Person(s) or Organizations(s):**

Any person or organization whom you have agreed in writing to add as an additional insured, but only for the coverage and minimum limits of insurance required by the written agreement, and in no event to exceed either the scope of coverage or the limits of insurance provided by this policy.

**Regarding Designated Contract or Project: All**

Each person or organization shown in the Schedule of this endorsement is an "insured" for Liability Coverage, but only to the extent that person or organization qualifies as an "insured" under the Who Is An Insured Provision contained in Section II of the Coverage Form.

**The following is added to the Other Insurance Condition:**

If you have agreed in a written agreement that this policy will be primary and without right of contribution from any insurance in force for an Additional Insured for liability arising out of your operations, and the agreement was executed prior to the "bodily injury" or "property damage", then this insurance will be primary and we will not seek contribution from such insurance.



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US (WAIVER OF SUBROGATION)**

This endorsement modifies insurance provided under the following:

AUTO DEALERS COVERAGE FORM  
BUSINESS AUTO COVERAGE FORM  
MOTOR CARRIER COVERAGE FORM

With respect to coverage provided by this endorsement, the provisions of the Coverage Form apply unless modified by the endorsement.

### **SCHEDULE**

**Name(s) Of Person(s) Or Organization(s):**

Any person or organization for whom you perform work under a written contract if the contract requires you to obtain this agreement from us, but only if the contract is executed prior to the injury or damage occurring.

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

The **Transfer Of Rights Of Recovery Against Others To Us** condition does not apply to the person(s) or organization(s) shown in the Schedule, but only to the extent that subrogation is waived prior to the "accident" or the "loss" under a contract with that person or organization.

**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**

**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" or "personal and 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.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**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 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.

**C.** With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

### SCHEDULE

<b>Name Of Additional Insured Person(s) Or Organization(s)</b>	<b>Location(s) Of Covered Operations</b>
All persons or organizations with whom you have entered into a written contract or agreement, prior to an "occurrence" or offense, to provide additional insured status.	All locations as required by a written contract or agreement entered into prior to an 'occurrence' or offense.
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

**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  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

### **SCHEDULE**

<b>Name Of Additional Insured Person(s) Or Organization(s)</b>	<b>Location And Description Of Completed Operations</b>
Any person or organization for whom you have agreed in a written contract or agreement, prior to an 'occurrence', that such person or organization be added as an additional insured to your policy.	All locations as required by a written contract or agreement entered into prior to an 'occurrence'.
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" 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".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
  2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



Policy Number: TB5-Z91-477888-034

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**PRIMARY AND NONCONTRIBUTORY – OTHER INSURANCE CONDITION  
SCHEDULED PERSON(S) OR ORGANIZATION(S)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART  
LIQUOR LIABILITY COVERAGE PART

**Schedule**

**Name Of Person(s) Or Organization(s):**

The following is added to the **Other Insurance** Condition and supersedes any provision to the contrary:

**Primary And Noncontributory Insurance**

This insurance is primary to and will not seek contribution from any other insurance available to an additional insured under your policy provided that:

- (1) The additional insured is a Named Insured under such other insurance;
- (2) You have agreed in writing in a contract or agreement that this insurance would be primary and would not seek contribution from any other insurance available to the additional insured; and
- (3) The additional insured is shown in the Schedule of this endorsement.

## WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

### SCHEDULE

<b>Name Of Person Or Organization:</b> As required by written contract or agreement entered into prior to loss.
---

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

The following is added to Paragraph **8. Transfer Of Rights Of Recovery Against Others To Us** of **Section IV – Conditions**:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

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

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. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be 2% of the California workers' compensation premium otherwise due on such remuneration.

**Schedule**

[Additional premium is a percent of the California Manual Workers Compensation premium. Subject to a minimum premium charge of \$ 250]

Person or Organization

Where required by contract or written agreement  
prior to loss and allowed by law.

Job Description

Any

Issued by Co 5 - LM Insurance Corporation

For attachment to Policy No. WC5-Z91-477888-014 Effective Date 4/30/2024

Issued to LPA, Inc.

Policy Number AS6-Z91-477888-024  
Issued by THE FIRST LIBERTY INSURANCE CORPORATION

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**NOTICE OF CANCELLATION TO THIRD PARTIES**

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE PART  
MOTOR CARRIER COVERAGE PART  
GARAGE COVERAGE PART  
TRUCKERS COVERAGE PART  
EXCESS AUTOMOBILE LIABILITY INDEMNITY COVERAGE PART  
SELF-INSURED TRUCKER EXCESS LIABILITY COVERAGE PART  
COMMERCIAL GENERAL LIABILITY COVERAGE PART  
EXCESS COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART  
LIQUOR LIABILITY COVERAGE PART

Schedule		
Name of Other Person(s) / Organization(s):	Email Address or mailing address:	Number Days Notice:
Per Schedule On File With The Company	Per Schedule On File With The Company	30

- A. If we cancel this policy for any reason other than nonpayment of premium, we will notify the persons or organizations shown in the Schedule above. We will send notice to the email or mailing address listed above at least 10 days, or the number of days listed above, if any, before the cancellation becomes effective. In no event does the notice to the third party exceed the notice to the first named insured.
- B. This advance notification of a pending cancellation of coverage is intended as a courtesy only. Our failure to provide such advance notification will not extend the policy cancellation date nor negate cancellation of the policy.

All other terms and conditions of this policy remain unchanged.



Policy Number TB5-Z91-477888-034  
Issued by LM Insurance Corporation

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**NOTICE OF CANCELLATION TO THIRD PARTIES**

This endorsement modifies insurance provided under the following:

BUSINESS AUTO COVERAGE PART  
MOTOR CARRIER COVERAGE PART  
GARAGE COVERAGE PART  
TRUCKERS COVERAGE PART  
EXCESS AUTOMOBILE LIABILITY INDEMNITY COVERAGE PART  
SELF-INSURED TRUCKER EXCESS LIABILITY COVERAGE PART  
**COMMERCIAL GENERAL LIABILITY COVERAGE PART**  
EXCESS COMMERCIAL GENERAL LIABILITY COVERAGE PART  
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART  
LIQUOR LIABILITY COVERAGE PART

- A. If we cancel this policy for any reason other than nonpayment of premium, we will notify the persons or organizations shown in the Schedule of this endorsement. We will send notice to the email or mailing address listed above at least 10 days, or the number of days listed above, if any, before the cancellation becomes effective. In no event does the notice to the third party exceed the notice to the first named insured.
- B. This advance notification of a pending cancellation of coverage is intended as a courtesy only. Our failure to provide such advance notification will not extend the policy cancellation date nor negate cancellation of the policy.

All other terms and conditions of this policy remain unchanged.

**Schedule**

<b>Name of Other Person(s) / Organization(s):</b>	<b>Email Address or mailing address:</b>	<b>Number Days Notice:</b>
"Per Schedule On File With The Company"	"Per Schedule On File With The Company"	<b>30</b>

### NOTICE OF CANCELLATION TO THIRD PARTIES

- A.** If we cancel this policy for any reason other than nonpayment of premium, we will notify the persons or organizations shown in the Schedule below. We will send notice to the email or mailing address listed below at least 10 days, or the number of days listed below, if any, before cancellation becomes effective. In no event does the notice to the third party exceed the notice to the first named insured.
- B.** This advance notification of a pending cancellation of coverage is intended as a courtesy only. Our failure to provide such advance notification will not extend the policy cancellation date nor negate cancellation of the policy.

### SCHEDULE

<b>Name of Other Person(s) / Organization(s):</b>	<b>Email Address or mailing address:</b>	<b>Number Days Notice:</b>
Per Schedule On File With The Company	Per Schedule On File With The Company	30

All other terms and conditions of this policy remain unchanged.

Issued by LM Insurance Corporation

For attachment to Policy No. WC5-Z91-477888-014      Effective Date 4/30/2024      Premium \$ n/a

Issued to: LPA, Inc.