

**CITY OF COSTA MESA
PROFESSIONAL SERVICES AGREEMENT
WITH
BLACK, O'DOWD AND ASSOCIATES, INC.**

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is made and entered into this 1st day of April, 2017 ("Effective Date"), by and between the CITY OF COSTA MESA, a municipal corporation ("City"), and BLACK, O'DOWD AND ASSOCIATES, INC., a California Corporation ("Consultant").

WITNESSETH:

A. WHEREAS, City proposes to utilize the services of Consultant as an independent contractor to provide Senior Center ADA Restroom Design services as more fully described herein; and

B. WHEREAS, Consultant represents that it has that degree of specialized expertise contemplated within California Government Code section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

C. WHEREAS, City and Consultant desire to contract for the specific services described in Exhibit "A" (the "Project") and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

D. WHEREAS, no official or employee of City has a financial interest, within the provisions of sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions contained herein, the parties hereby agree as follows:

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Services. Consultant shall provide the professional services described in the City's Request for Proposals ("RFP"), attached hereto as Exhibit "A," and Consultant's Response to City's RFP ("Consultant's Proposal"), attached hereto as Exhibit "B," both incorporated herein by this reference.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant's performance of this Agreement.

1.3. Performance to Satisfaction of City. Consultant agrees to perform all the work to the complete satisfaction of the City and within the hereinafter specified. Evaluations of the work will be done by the City Manager or his or her designee. If the quality of work is not satisfactory, City in its discretion has the right to:

- (a) Meet with Consultant to review the quality of the work and resolve the matters of concern;
- (b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or
- (c) Terminate the Agreement as hereinafter set forth.

1.4. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation insurance and safety in employment; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement. Consultant shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Consultant's performance under this Agreement.

1.5. Non-Discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military or veteran status, except as permitted pursuant to section 12940 of the Government Code.

1.6. Non-Exclusive Agreement. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.7. Delegation and Assignment. This is a personal service contract, and the duties set forth herein shall not be delegated or assigned to any person or entity without the prior written consent of City. Consultant may engage a subcontractor(s) as permitted by law and may employ other personnel to perform services contemplated by this Agreement at Consultant's sole cost and expense.

1.8. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

2.0. COMPENSATION AND BILLING

2.1. Compensation. Consultant shall be paid in accordance with the fee schedule set forth in Exhibit "C," attached hereto and made a part of this Agreement by this reference (the

"Fee Schedule"). Consultant's total compensation shall not exceed Twenty Six Thousand Six Hundred Dollars (\$26,600.00).

2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Consultant's Proposal unless the City or the Project Manager for this Project, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

2.3. Method of Billing. Consultant may submit invoices to the City for approval on a progress basis, but no more often than two times a month. Said invoice shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within forty-five (45) days from the date City receives said invoice. Each invoice shall describe in detail, the services performed, the date of performance, and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.4. Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City or its Project Manager for inspection and/or audit at mutually convenient times from the Effective Date until three (3) years after termination of this Agreement.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. The professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Said services shall be performed in strict compliance with the Project Schedule approved by City as set forth in Exhibit "D," attached hereto and incorporated herein by this reference. The Project Schedule may be amended by mutual agreement of the parties. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall commence on the Effective Date and continue for a period of Twenty Four (24) months, ending on March 31, 2019, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

4.2. Notice of Termination. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing written notice to Consultant. The termination of this Agreement shall be deemed effective upon receipt of the notice of

termination. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City.

4.3. Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the date of City's written notice of termination. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein. In ascertaining the professional services actually rendered hereunder up to the effective date of termination of this Agreement, consideration shall be given to both completed work and work in progress, to complete and incomplete drawings, and to other documents pertaining to the services contemplated herein whether delivered to the City or in the possession of the Consultant.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the City within ten (10) days of delivery of termination notice to Consultant, at no cost to City. Any use of uncompleted documents without specific written authorization from Consultant shall be at City's sole risk and without liability or legal expense to Consultant.

5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages with an insurance company admitted to do business in California, rated "A," Class X, or better in the most recent Best's Key Insurance Rating Guide, and approved by City:

- (a) Commercial general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or shall be twice the required occurrence limit.
- (b) Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence for bodily injury and property damage.
- (c) Workers' compensation insurance as required by the State of California. Consultant agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers arising from work performed by Consultant for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

- (d) Professional errors and omissions (“E&O”) liability insurance with policy limits of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence and aggregate. Architects’ and engineers’ coverage shall be endorsed to include contractual liability. If the policy is written as a “claims made” policy, the retro date shall be prior to the start of the contract work. Consultant shall obtain and maintain, said E&O liability insurance during the life of this Agreement and for three years after completion of the work hereunder.

5.2. Endorsements. The commercial general liability insurance policy and business automobile liability policy shall contain or be endorsed to contain the following provisions:

- (a) Additional insureds: “The City of Costa Mesa and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Consultant pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant.”
- (b) Notice: “Said policy shall not terminate, be suspended, or voided, nor shall it be cancelled, nor the coverage or limits reduced, until thirty (30) days after written notice is given to City.”
- (c) Other insurance: “The Consultant’s insurance coverage shall be primary insurance as respects the City of Costa Mesa, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City of Costa Mesa shall be excess and not contributing with the insurance provided by this policy.”
- (d) Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City of Costa Mesa, its officers, officials, agents, employees, and volunteers.
- (e) The Consultant’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.

5.3. Deductible or Self Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. No policy of insurance issued as to which the City is an additional insured shall contain a provision which requires that no insured except the named insured can satisfy any such deductible or self-insured retention.

5.4. Certificates of Insurance. Consultant shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement. The certificates of insurance shall be attached hereto as Exhibit “E” and incorporated herein by this reference.

5.5. Non-Limiting. Nothing in this Section shall be construed as limiting in any way, the indemnification provision contained in this Agreement, or the extent to which Consultant may be held responsible for payments of damages to persons or property.

6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification. The terms of this Agreement shall prevail over any inconsistent provision in any other contract document appurtenant hereto, including exhibits to this Agreement.

6.2. Representatives. The City Manager or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers. City shall designate a Project Manager to work directly with Consultant in the performance of this Agreement.

Consultant shall designate a Project Manager who shall represent it and be its agent in all consultations with City during the term of this Agreement. Consultant or its Project Manager shall attend and assist in all coordination meetings called by City.

6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery or mail and shall be addressed as set forth below. Such communication shall be deemed served or delivered: (a) at the time of delivery if such communication is sent by personal delivery, and (b) 48 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

BOA Architecture
1511 Cota Ave.
Long Beach, CA 90813
Tel: (562) 912-7900
Attn: Edward Lok Ng

IF TO CITY:

City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626
Tel: (714) 754-5303
Attn: Ian Brownswick

Courtesy copy to:

City of Costa Mesa
77 Fair Drive
Costa Mesa, CA 92626
Attn: Finance Dept. | Purchasing

6.5. Drug-Free Workplace Policy. Consultant shall provide a drug-free workplace by complying with all provisions set forth in City's Council Policy 100-5, attached hereto as Exhibit "F" and incorporated herein by reference. Consultant's failure to conform to the requirements set forth in Council Policy 100-5 shall constitute a material breach of this Agreement and shall be cause for immediate termination of this Agreement by City.

6.6. Attorneys' Fees. In the event that litigation is brought by any party in connection with this Agreement, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.7. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Orange County, California.

6.8. Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.9. Indemnification and Hold Harmless. Consultant agrees to defend, indemnify, hold free and harmless the City, its elected officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, actions, suits or other legal proceedings brought against the City, its elected officials, officers, agents and employees arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected officials, officers, agents and employees based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

6.10. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any

time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.11. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

~~Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.~~

6.12. Cooperation. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.

6.13. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Consultant. City shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to City any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other Project related items as requested by City or its authorized representative, at no additional cost to the City.

6.14. Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code section 6250 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in the California Government Code section 6254.7, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the Court.

6.15. Conflict of Interest. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act (Government Code sections 81000, *et seq.*) and Government Code section 1090. During the term of this Agreement, Consultant and its officers, employees, associates and subconsultants shall not, without the prior written approval of the City Representative, perform work for another person or entity for whom Consultant is not currently performing work that would require Consultant or one of its officers, employees, associates or subconsultants to abstain from a decision under this Agreement pursuant to a conflict of interest statute.

6.16. Responsibility for Errors. Consultant shall be responsible for its work and results under this Agreement. Consultant, when requested, shall furnish clarification and/or explanation as may be required by the City's representative, regarding any services rendered under this Agreement at no additional cost to City. In the event that an error or omission attributable to Consultant occurs, then Consultant shall, at no cost to City, provide all necessary design drawings, estimates and other Consultant professional services necessary to rectify and correct the matter to the sole satisfaction of City and to participate in any meeting required with regard to the correction.

6.17. Prohibited Employment. Consultant will not employ any regular employee of City while this Agreement is in effect.

6.18. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

6.19. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.20. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.21. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.22. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.23. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.24. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.25. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.26. Counterparts. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

6.27. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

[SIGNATURES FOLLOW ON NEXT PAGE]

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

CONSULTANT

Edward L. G. Ng
Signature

Date: 4-5-17

EDWARD L.G. NG, PRESIDENT
[Name and Title]

#95-2632309
Social Security or Taxpayer ID Number

CITY OF COSTA MESA

Thomas Hatch
Thomas Hatch
City Manager

Date: 4/26/17

ATTEST:



Brenda Green
Brenda Green
City Clerk

APPROVED AS TO FORM:

Thomas Duarte ACA
Thomas Duarte
City Attorney

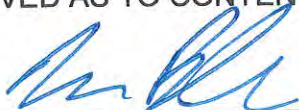
Date: 4/25/17

APPROVED AS TO INSURANCE:

Ruth Wang
Ruth Wang
Risk Management

Date: 4/5/17

APPROVED AS TO CONTENT:



Ian Bronswick
Project Manager

Date: 4-6-17

DEPARTMENTAL APPROVAL:



Raja Sethuraman
Director of Public Services

Date: 4-10-17

APPROVED AS TO PURCHASING:



Stephen Dunivent
Interim Finance Director

Date: 4.18.17

EXHIBIT A
REQUEST FOR PROPOSALS



CITY OF COSTA MESA

P.O. BOX 1200 • 77 FAIR DRIVE • CALIFORNIA 92628-1200

FROM THE DEPARTMENT OF PUBLIC SERVICES/ENGINEERING DIVISION

January 27th, 2017

SUBJECT: REQUEST FOR PROPOSALS (RFP's) TO PROVIDE DESIGN SERVICES FOR THE DESIGN OF COSTA MESA SENIOR CENTER ADA RESTROOM IMPROVEMENTS

Dear Consultant:

The City of Costa Mesa is requesting a proposal from your firm to provide design services to improve existing Costa Mesa Senior Center 1st and 2nd floor restrooms to current ADA standards and in accordance with Disabled Access Compliance Report attached herein. The schedule is as follows:

<u>ENGINEERING SCHEDULE</u>	<u>DATE</u>
1. Proposal Received by the City	2/28/17
2. City Council Award (Professional Services Agreement)	5/16/17
3. Kick off meeting	5/31/17
4. End of contract	5/16/22

Enclosed is a Request for Proposals to provide professional services for the subject project. The proposal requirements and the necessary professional services required by the City are stated within the RFP. The consultant shall provide all services as requested in the RFP and stated in the submitted proposal.

CITY OF COSTA MESA CONTACT PERSON

The City of Costa Mesa contact person for this project is Ian Bronswick, at (714) 754-5045.

PROPOSAL SUBMITTAL REQUIREMENTS

Please submit three (3) copies of the proposal and two (2) copies of the fee proposal no later than 2:00 p.m., on Tuesday, February 28th, 2017. All proposals shall be delivered or mail to:

Ian Bronswick, Assistant Engineer
City of Costa Mesa
Public Services/Engineering
77 Fair Drive, 4th Floor
Costa Mesa, CA 92628

Mailing Address:
P.O. Box 1200, Costa Mesa, CA 92628-4193

Sincerely,

Baltazar Mejia, P. E.
City Engineer

**REQUEST FOR PROPOSALS
CITY OF COSTA MESA
DESIGN OF SENIOR CENTER ADA RESTROOM IMPROVEMENTS**

I. INTRODUCTION

The City of Costa Mesa (hereinafter referred to as the "City") is requesting proposals from a Licensed Architect/Engineer with a strong background in design and analysis of ADA-compliant, multi-use Public facilities and has extensive working knowledge of ADA standards and design criteria, as-built documentation, municipal public works building, and public contract code. The proposed scope includes engineering design services to improve one (1) existing set of multi-user Men's and Women's restrooms and one (1) existing set of single user Men's and Women's restrooms on the 1st floor of the Costa Mesa Senior Center to meet current ADA-standards, as well as one (1) existing set of multi-user Men's and Women's restrooms on the 2nd floor of the Costa Mesa Senior Center to meet current ADA-standards. The location of the project is enclosed for your information (Exhibit A).

The project scope includes preparation of plans, specifications, and estimates to improve existing facilities in accordance with current Building code requirements, ADA standards and Costa Mesa Senior Center Disabled Access Compliance Report, dated November 2, 2015 (Exhibit B).

II. BACKGROUND

The Costa Mesa Senior Center is dedicated to the improvement of the lives of older adults by creating ~~a place that offers opportunity to become more educated about health and wellness, share skills and talents with peers, interact and develop communication with friends, family, and others, and be advocates for other adults.~~

A pre-bid site walk will be held on February 14th at 9 am at the Costa Mesa Senior Center (South of 19th Street, between Pomona Avenue and Anaheim Avenue).

III. CONTENT OF PROPOSAL

In order to maintain uniformity with all proposals furnished by consultants, the proposals shall be limited to a maximum of 20 pages (excluding front and back covers, section dividers, and resumes) and include the following:

- A. Project Understanding - provide a brief review of the project and any suggestions you might have to expedite the project or special concerns of which the City should be advised.
- B. Work Plan - define the project approach and scope, team assignments, and products/deliverables.
- C. Schedule - provide a detailed schedule indicating stages of work, time frames and milestones using the Critical Path Method (CPM). Deliverable milestones should include submittals and City review at 90% and 100% progress levels.
- D. An organization chart and staffing plan identifying personnel on this project, with a brief resume on each individual (two pages max per person).

- E. A listing of similar projects that your firm has completed.
- F. Compliance with the Professional Services Agreement (PSA) requirements (see attached PSA).
- G. Fee proposal in a separately sealed envelope containing the following:
 - 1. Cover letter stating the total lump sum fee.
 - 2. A spreadsheet with a detailed fee schedule of the proposed costs. Each fee schedule shall depict individual project tasks and number of hours assigned for specific personnel, along with their hourly rates. The specific hourly rates shall include direct salary costs, employee benefits, overhead, and profit. Travel time will not be allowed. The fee proposal shall reflect all anticipated fee increases during the contract duration.
 - 3. In addition, the consultant is requested to include an amount of \$2,000 in the fee schedule for the project as a contingency to be used only as directed in writing by the City's PM.

Submittal of three (3) duplicate proposals.

IV. CONSULTANT SELECTION COMMITTEE

The City of Costa Mesa Public Services Department has established a Consultant Selection Committee consisting of at least three members who have acted in the capacity of Project Manager. The consultant Selection Committee will evaluate the consultant on their ability to:

- A. Provide staff that is well-qualified and experienced in the design and improvement of existing public ADA restroom facilities.
- B. Analyze and evaluate existing restroom entryways, restroom facilities, and adjoining building elements affected by proposed scope of improvements, demonstrating sound knowledge of applicable Municipal building codes and current ADA standards.
- C. Produce a well-engineered set of plans, specifications, and estimates (PS&E) that will result in a minimum number of construction contract change orders.
- D. Produce a detailed set of construction documents which reflect field conditions and comply with applicable codes, building requirements, and governing studies pertaining to the Disabled Access Compliance Report dated November 2, 2015.
- E. Produce a detailed set of project specifications which incorporate City standards and include the selection of quality materials whose composition and craftsmanship will endure a service life consistent with Industry standards. .
- F. Perform constructability and value engineering during the design process to anticipate, as much as possible, potential construction problems.
- G. Provide the City with adequate schedules, estimates, quantity takeoffs, detailed drawings, etc., to allow for effective construction management and quality control of the project.

IV. ESTABLISHMENT OF FEES

The fee proposal will not be opened until the Proposal Selection Committee has evaluated all of the Consultants' proposals. In conformance with the Mini-Brooks Act, the City will select the Consultant based on qualifications, and then negotiate a contract price based on available funding and a further breakdown of the "not-to-exceed" fee submitted in the fee proposal.

V. PROFESSIONAL SERVICES AGREEMENT

- A. A sample of the required Professional Services Agreement is enclosed for your information (Exhibit C). The RFP and the consultant's proposal will be attached to and become part of the executed agreement as exhibits.
- B. No reduction of professional services, as stated in both the City's RFP and the consultant's submitted proposal, will be allowed.

VI. INSURANCE REQUIREMENTS

A certificate of insurance is enclosed for your reference (Exhibit D). Please refer to the sample agreement for the necessary amounts of general liability insurance, automotive, worker's compensation, and professional liability insurance. The appropriate endorsements are also shown within the sample contract agreement.

VII. SCOPE OF CONSULTANT SERVICES

A. General Requirements

Conduct a field walk-through with the City prior to the first (90%) PS&E submittal.
Prepare and submit a Resident Engineer's file containing, at a minimum, final construction quantities and cost estimates, utility file, approved as-built drawings, and all relative project information

B. Project Analysis and Review:

Analyze the project, perform field review and investigations, evaluate existing conditions, research existing plans and records, and meet with City staff to define the detailed project scope and objectives. Meet periodically with City staff and other agencies involved, during the progress of the project, for appropriate guidance and coordination (Minimum of six meetings). The consultant shall take notes during the meetings and prepare meeting minutes that shall be submitted to the City for approval within one week after the meeting.

Upon preliminary approval of the concept plan(s) by the Project Manager, identify current-day project cost estimates for each phase.

C. Plans:

1. Prepare a high quality set of Plans in compliance with the stated standards which will be reviewed and approved by City Building Division prior to bid advertisement.
2. All structural plans, details, and calculations shall be in accordance with adopted California building codes and City of Costa Mesa standards and amendments.

3. The consultant shall prepare construction drawings containing title sheet, general note sheet, plan, profile, architectural, and construction detail sheets for the project. The title sheet shall contain a vicinity map and location map for the project. Scale for detail drawings shall be as follows: Horizontal: 1/8" = 1' ; Vertical: 1/8" = 1'.
4. The consultant shall plot construction drawings on Mylar illustrating existing and proposed conditions. The construction drawings shall include plan, profile, and construction details with existing and proposed elevations, and other required information at the following scales: Horizontal: 1/8" = 1'; Vertical: 1/8" = 1'.
5. The consultant shall plot existing improvements in broken or screened lines and place existing elevations in parenthesis.
6. Provide staff support during bid phase and construction phase, reviewing submittals and responding to RFIs.
7. The Consultant will be requested to review and approve addenda and provide clarification to plans. Consultant shall attend the pre-construction meeting, and shall be available for consultation and assistance during construction of the project to clarify or explain items relating to the design. A sub-line item fee for "Construction Technical Support" may be included under this phase, to be included within the scope of work at the discretion of the City, contingent on fee and services.

D. Specifications:

1. Prepare complete project specifications including Special Provisions, obtain applicable permits, and prepare Proposal forms in a format consistent with current City projects. Copies of the Standard General Provisions and Construction Contract Agreement will be supplied by the City for incorporation into the construction documents. A description for each bid item will be required.
2. Complete project contract documents in a format consistent with current City projects and guidelines. The Consultant will be required to follow City Building Division procedures for plan checking and obtaining associated building permits.
3. The Consultant will be requested to review and approve addenda and provide clarification to specifications. Consultant shall attend the pre-construction meeting, and shall be available for consultation and assistance during construction of the project to clarify or explain items relating to the design.

E. Quantity and Cost Estimates:

For construction budgeting purposes, submit to the City preliminary construction estimates with PS&E submittals at 90% and 100% completion, and any significant updates of the estimates as design work progresses. Prepare the final detailed construction quantity and cost estimate. Plans, specifications, and structural calculations shall be signed and stamped by a licensed State Architect, registered in the State of California.

The unit costs shall be based on average cost of similar construction with consideration to site conditions and constraints

F. Construction Documents:

Plans and specifications shall comply with adopted California building codes and City of Costa Mesa amendments and standards.

All construction drawings shall be provided to the City on four (4) mil thick, erasable Mylar sheets.

VIII. CITY RESPONSIBILITIES

The City of Costa Mesa will be responsible for providing all available maps, plans, reports, and records on file with the City.

IX. QUALITY ASSURANCE/QUALITY CONTROL

Quality Control shall be consistently and thoroughly applied throughout project development. Assigned QA/QC staff shall be technically well qualified to conduct the appropriate level of oversight, and demonstrate a sustained commitment to provide a high quality product. Concise written records shall be maintained by the Consultant on all activities. Firms considering proposal submittals are requested to have an in-house technical level of expertise to professionally address all aspects of the project. Project Design meetings shall be held once a month, at a minimum. The consultant shall be responsible for preparing meeting agendas, minutes, and presentation materials.

NOTE: All originals of plans, field notes, data and calculations, correspondence, reports, electronic files, etc., will be turned over to the City upon completion of design. Ten percent (10%) of the total contract fee will be withheld until the final PS&E, Resident Engineers File, and all project documents are submitted in acceptable form to the City.

X. CONTRACT CHANGES

Any change in the scope of work resulting in a contract increase or decrease in fee shall be approved by the City **in writing prior** to commencement of actual change in work. No fee adjustment will be allowed unless said **prior** approval is authorized exclusively **in writing** by the City, without exception.

XI. RIGHT TO REJECT PROPOSALS

The City of Costa Mesa reserves the right to reject any or all proposals submitted, and no representation is made hereby that any contract will be awarded pursuant to this request for proposal, or otherwise. All costs incurred in the preparation of the proposal, in the submission of additional information, and/or in any other aspect of a proposal prior to the award of a written contract will be borne by respondent. The City will provide only the staff assistance and documentation specifically defined to herein and will not be responsible for any other cost or obligation of any kind that may be incurred by a respondent. All proposals submitted to the City of Costa Mesa in response to this request for proposals shall become the property of the City.

XII. SUMMARY

Enclosed is the City of Costa Mesa professional services standard agreement and sample certificate of insurance for reference in preparing the proposal. The minimum insurance and endorsement requirements are stated within the enclosed documents. Should your firm be interested in submitting a proposal for this project, please forward to the City of Costa Mesa,

Engineering Division, 4th Floor, City Hall, **on or before 2:00 p.m., February 28th, 2017.** If additional information is required, please contact Ian Bronswick, Assistant Engineer at (714) 754-5045, or email at: ian.bronswick@costamesaca.gov.

Attachments: Exhibit A – Location Map
Exhibit B – Disabled Access Compliance Report, dated November 2, 2015.
Exhibit C – Professional Services Agreement
Exhibit D – City of Costa Mesa Insurance Requirements
Exhibit E – City Council Policy 100-5, Drug-Free Workplace

Exhibit A – Location Map

Google Maps Costa Mesa Senior Center



Real Estates
MOTOR HOTEL PARK

Google

Map data ©2016 Google 1000 ft

Exhibit B

**DISABLED ACCESS COMPLIANCE REPORT
Dated November 2, 2015**

DISABLED ACCESS COMPLIANCE REPORT

Phase I - Restrooms

INTRODUCTION:

At the request of the City, Costa Mesa Senior Center, and associated surface parking lot surrounding it, will be reviewed in two separate phases, for compliance with the latest language of the California Building Code accessibility regulations (Title 24), as reflected in the 2013 California Building Code, and ADA 2010 Standards. This report is for Phase I of the review process. The following were reviewed:

- One set of multi-user Men's and Women's restrooms on 1st floor
- One set of single user Men's and Women's restrooms on 1st floor
- One set of Multi-user Men's and Women's restrooms on 2nd floor

The California Building code is enforced by the local Building Department, while the ADA Standards are enforced through court action. State or local officials have no authority to enforce, or to waive ADA Standards, therefore for full compliance, the more stringent of the two regulations should be followed. Whenever both regulations have language regarding an issue, the more stringent of the two is noted in this report.

For preparation of this report, the Architect has used its best professional judgment reviewing the data gathered on site, and interpreting the accessibility regulations applicable to them. The Architect cannot, and does not warrant or guaranty that these interpretations will be consistent with interpretations that may be rendered by governmental agency representatives and, or court systems. Only the instances of probable non-compliance are included in the report.

The restrooms in this Senior Center are spacious, but deficient, most notably ambulant stall has not been provided in the large multi-user restrooms, accessories are surface mounted at high elevations, and signage is not compliant.

Under federal ADA Title II, a public entity shall operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. A public entity may comply with the requirements of program access through such means as redesign or acquisition of equipment, reassignment of services to accessible buildings, or other operational means. In the event that structural changes to facilities will be undertaken to achieve program accessibility, a public entity that employs 50 or more persons shall develop a Transition Plan setting forth the steps necessary to complete such changes. A transition plan shall, at a minimum:

Costa Mesa Senior Center
695 west 19th street, Costa Mesa, California 92627

- Identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities;
- Describe in detail the methods that will be used to make the facilities accessible;
- Specify the schedule for taking the steps necessary to achieve compliance and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period;
- Indicate the official responsible for implementation of the plan.

The following pages provide detailed information, identifying and describing the reviewed areas and elements of the facility that were found not compliant with the 2013 CBC and the 2010 ADA Standards. City of Costa Mesa will review this report with their operational, financial, and legal advisors, and will determine which one of the deficiencies noted in this report will be modified to provide program access.

This report is prepared by CASp 303

Access Compliance Review Report for Restrooms

Item No.	Date Identified	Location	Detailed Location	Construction / Accessibility Category	Map Key Ref	Photo Ref.	Accessibility Issue	ADA Standards 2010 Reference	CBC 2013 Section Reference	Remarks / Possible correction	Budget Cost Estimate	CITY OF COSTA MESA ACTION TAKEN or CORRECTION MADE	
												Date to be Completed	Description of Action Taken
1	2015.10.27	1st Floor	Women's Multi-user Restroom	Doors	6	6	Door has electronic actuator bars on both sides of the door, but the inside actuator is placed at a corner not accessible to wheel chair approach. A 30" by 48" long level and clear floor space for forward or parallel approach shall be provided, centered on the operating device. Doors shall not swing into the required clear floor or ground space.	11B-404.2.9		Reconfigure entry and locate the actuator bar on an accessible route.			
2	2015.10.27	1st Floor	Women's Multi-user Restroom	Doors	6	6	Floor area behind the door on push side narrows down to 21" Door is side approached from hinge side. Door has push/pull hardware. Minimum 44" of clear width is required behind the door.	11B-404.2.4.1		Reconfigure entry and locate the actuator bar on an accessible route.			
3	2015.10.27	1st Floor	Women's Multi-user Restroom	Signage	11 12	11 12	Geometric sign is only 1/8" thick and has tactile elements on the surface. Women's toilet and bathing facilities shall be identified by a circle, 1/2 inch thick and 12 inches in diameter. No other tactile element shall be on the circle.	11B-703.7.2.6.2		Replace with a compliant sign			
4	2015.10.27	1st Floor	Women's Multi-user Restroom	Alarms			Bottom of fire alarm strobe lens is below 80" above floor. Fire alarm systems shall have permanently installed audible and visible alarms complying with NFPA 72. 80" above floor is minimum but performance based alternate position may be allowed.	702.1	11B-702.1	Review and adjust locations per NFPA and CBC			
5	2015.10.27	1st Floor	Women's Multi-user Restroom	Toilets	1	1	Room has total of 6 stalls, none of which are Ambulant Stall, where six or more toilet compartments are provided, ambulant toilet compartments shall be provided in the same quantity as the wheelchair accessible toilet compartments required. In this room at least 1 compartment must be comply with the Ambulant Stall requirements.	213.3.1	11B-213.3.1	Reconfigure and provide the required stall configurations			
6	2015.10.27	1st Floor	Women's Multi-user Restroom	Toilets	10	10	None of the pipes under the lavatory counter are insulated. Water supply and drain pipes under lavatories and sinks shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under lavatories and sinks.	606.5	11B-606.5	Provide insulating jackets or otherwise protect against touch.			
7	2015.10.27	1st Floor	Women's Multi-user Restroom	Toilets	8	8	Faucets are on timer, and are push activated. They stay open for 7 seconds after activation. Hand-operated metering faucets shall remain open for 10 seconds minimum.	606.4	11B-606.4	Replace with lever or sensor operated faucets.			
8	2015.10.27	1st Floor	Women's Multi-user Restroom	Toilets	1	1	End stall door swings out and has a 4 1/2" wide jamb on swing side. Minimum 18" clear floor space is required on swing side of strike jamb.	604.8.1.2	11B-604.8.1.2	Reconfigure and provide the required stall configurations			

Access Compliance Review Report for Restrooms

Item No.	Date Identified	Location	Detailed Location	Construction / Accessibility Category	Map Key Ref	Photo Ref.	Accessibility Issue	ADA Standards 2010 Reference	CBC 2013 Section Reference	Remarks / Possible correction	Budget Cost Estimate	CITY OF COSTA MESA ACTION TAKEN or CORRECTION MADE	
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9	2015.10.27	1st Floor	Women's Multi-user Restroom	Toilets		2	End stall door does not have a pull on inside face. A door pull complying with Section 11B-404.2.7 shall be placed on both sides of the door near the latch.	604.8.1.2	11B-604.8.1.2	Provide compliant pull			
10	2015.10.27	1st Floor	Women's Multi-user Restroom	Toilets		3	Seat is centered 19" from the side wall. The water closet shall be positioned with a wall or partition to the rear and to one side. The centerline of the water closet shall be 17 inches minimum to 18 inches maximum from the side wall or partition.	-	11B-604.2	Reposition the seat			
11	2015.10.27	1st Floor	Women's Multi-user Restroom	Toilets		4	Auto flush sensor head is blocking the back grab bar. The space between the grab bar and projecting objects below and at the ends shall be 1 1/2 inches minimum.	609.3	11B-609.3	Reconfigure the fixture connection. Lower the stem or provide side mounted sensor heads.			
12	2015.10.27	1st Floor	Women's Multi-user Restroom	Toilets		4	Back grab bar extends 23" on wide side of the stall. The rear wall grab bar shall be 36 inches long minimum and extend from the centerline of the water closet 12 inches minimum on one side and 24 inches minimum on the other side.	604.5.2	11B-604.5.2	Reposition			
13	2015.10.27	1st Floor	Women's Multi-user Restroom	Toilets		5 6	Recessed toilet paper dispenser has been abandoned; spindles missing. A Mini-jumbo dispenser is provided above the side grab bar. The outlet of the dispenser shall be below the grab bar, 19 inches minimum above the finish floor.	-	11B-604.7	Remove the surface mounted mini-jumbo dispenser. Use the recessed dispenser after correcting it's position, or replace with a new recessed dispenser at compliant position.			
14	2015.10.27	1st Floor	Women's Multi-user Restroom	Toilets		6	Recessed toilet paper dispenser is too close to the seat. Toilet paper dispensers shall be 7 inches minimum and 9 inches maximum in front of the water closet measured to the centerline of the dispenser.	604.7	11B-604.7	Reposition, or replace with a new recessed dispenser at compliant position.			
15	2015.10.27	1st Floor	Women's Multi-user Restroom	Toilets		5	Top of opening at seat cover dispenser is 43" above floor. All operable parts, shall be 40 inches maximum above the finish floor.	-	11B-603.5	Reposition existing recessed combination seat-cover-dispenser-toilet paper-dispenser, or replace with new at compliant position.			
16	2015.10.27	1st Floor	Women's Multi-user Restroom	Toilets		1 7	Bottom of mirror near end stall, not at lavatory counter, is at 48 1/2" above floor. Mirrors not located above lavatories or countertops shall be installed with the bottom edge of the reflecting surface 35 inches (889 mm) maximum above the finish floor or ground.	603.3	11B-603.3	Replace the mirror with a full height mirror, or provide an alternate compliant mirror elsewhere in the room.			
17	2015.10.27	1st Floor	Women's Multi-user Restroom	Toilets		8	Surface mounted soap dispensers are sensor activated when hand is placed directly under the unit. Bottom of units are at 49" above floor. All operable parts shall be 40 inches maximum above the finish floor.	-	11B-603.5	Lower			

Item No.	Date Identified	Location	Detailed Location	Construction / Accessibility Category	Map Key Ref.	Photo Ref.	Accessibility Issue	ADA Standards 2010 Reference	CBC 2013 Section Reference	Remarks / Possible correction	Budget Cost Estimate	CITY OF COSTA MESA ACTION TAKEN or CORRECTION MADE	
												Date to be Completed	Description of Action Taken
18	2015.10.27	1st Floor	Women's Multi-user Restroom	Toilets		8 9	Surface mounted paper towel dispensers are too high. Bottom of units are at 47" above floor. Top of lever control is even higher. All operable parts shall be 40 inches maximum above the finish floor.	-	11B-603.5	Replace with recessed type, and install at compliant height.			
19	2015.10.27	1st Floor	Women's Multi-user Restroom	Protrusion	4		Surface mounted shelf inside the stall at corner of the stall projects up to 14" over circulation path, with its bottom 55" above floor. Objects with leading edges more than 27 inches and not more than 80 inches above the finish floor or ground shall protrude 4 inches maximum horizontally into the circulation path.	307.2	11B-307.2	Remove the shelf.			
20	2015.10.27	1st Floor	Women's Multi-user Restroom	Protrusion	8 9		Surface mounted paper towel dispenser projects over circulation path 9 3/4" from wall with its bottom at 47" above floor. Objects with leading edges more than 27 inches and not more than 80 inches above the finish floor or ground shall protrude 4 inches maximum horizontally into the circulation path.	307.2	11B-307.2	Replace with recessed type.			
21	2015.10.27	1st Floor	Men's Multi-user Restroom	Signage	11 12		Geometric sign is only 1/8" thick and has tactile elements on the surface. Men's toilet and bathing facilities shall be identified by an equilateral triangle, 3/4 inch thick with edges 12 inches long and a vertex pointing upward.	-	11B-703.7.2.6.1	Replace with a compliant sign			
22	2015.10.27	1st Floor	Men's Multi-user Restroom	Toilets	13		Room has total of 4 stalls plus 2 urinals, but no Ambulant Stall, where the combination of urinals and water closets totals six or more fixtures, ambulant toilet compartments shall be provided in the same quantity as the wheelchair accessible toilet compartments required. In this room at least 1 compartment must be comply with the Ambulant Stall requirements.	213.3.1	11B-213.3.1	Reconfigure and provide the required stall configurations			
23	2015.10.27	1st Floor	Men's Multi-user Restroom	Toilets	14		Large stall door is not self-closing. The door shall be self-closing.	604.8.1.2	11B-604.8.1.2	Replace hinges with self-closing hinges			
24	2015.10.27	1st Floor	Men's Multi-user Restroom	Toilets	15		Auto flush sensor head is blocking the back grab bar. The space between the grab bar and projecting objects below and at the ends shall be 1 1/2 inches minimum.	609.3	11B-609.3	Reconfigure the fixture connection. Lower the stem or provide side mounted sensor heads.			
25	2015.10.27	1st Floor	Men's Multi-user Restroom	Toilets	17		Back grab bar extends 23" on wide side of the stall. The rear wall grab bar shall be 36 inches long minimum and extend from the centerline of the water closet 12 inches minimum on one side and 24 inches minimum on the other side.	604.5.2	11B-604.5.2	Reposition			

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26	2015.10.27	1st Floor	Men's Multi-user Restroom	Toilets		18	Front of side grab bar is 53" from back wall. The side wall grab bar shall be 42 inches long minimum, located 12 inches maximum from the rear wall and extending 54 inches minimum from the rear wall with the front end positioned 24 inches minimum in front of the water closet.	604.5.1	11B-604.5.1	Reposition			
27	2015.10.27	1st Floor	Men's Multi-user Restroom	Toilets		15	Recessed toilet paper dispenser has been abandoned; spindles missing. A Mini-jumbo dispenser is provided above the side grab bar. The outlet of the dispenser shall be below the grab bar, 19 inches minimum above the finish floor.	-	11B-604.7	Remove the surface mounted mini-jumbo dispenser. Use the recessed dispenser after correcting it's position, or replace with a new recessed dispenser at compliant position.			
28	2015.10.27	1st Floor	Men's Multi-user Restroom	Toilets		16	Recessed abandoned toilet paper dispenser is too far to the seat. Center of unit is 11" in front of the seat. Toilet paper dispensers shall be 7 inches minimum and 9 inches maximum in front of the water closet measured to the centerline of the dispenser.	604.7	11B-604.7	Reposition, or replace with a new recessed dispenser at compliant position.			
29	2015.10.27	1st Floor	Men's Multi-user Restroom	Toilets		19	Top of opening at seat cover dispenser is 43" above floor. All operable parts, shall be 40 inches maximum above the finish floor.	-	11B-603.5	Reposition existing recessed combination seat-cover dispenser-toilet paper-dispenser, or replace with new at compliant position.			
30	2015.10.27	1st Floor	Men's Multi-user Restroom	Toilets		20 21	None of the pipes under the lavatory counter are insulated. Water supply and drain pipes under lavatories and sinks shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under lavatories and sinks.	606.5	11B-606.5	Provide insulating jackets or otherwise protect against touch.			
31	2015.10.27	1st Floor	Men's Multi-user Restroom	Toilets		20	Faucets are on timer, and are push activated. They stay open for 4 seconds after activation. Hand-operated metering faucets shall remain open for 10 seconds minimum.	606.4	11B-606.4	Replace with lever or sensor operated faucets.			
32	2015.10.27	1st Floor	Men's Multi-user Restroom	Toilets		20 22	Surface mounted soap dispensers are sensor activated when hand is placed directly under the unit. Bottom of units are at 48" above floor. All operable parts shall be 40 inches maximum above the finish floor.	-	11B-603.5	Lower			
33	2015.10.27	1st Floor	Men's Multi-user Restroom	Toilets		20 22	Surface mounted paper towel dispensers are too high. Bottom of units are at 51 1/2" above floor. Top of lever control is even higher. All operable parts shall be 40 inches maximum above the finish floor.	-	11B-603.5	Replace with recessed type, and install at compliant height.			

Item No.	Date Identified	Location	Detailed Location	Construction / Accessibility Category	Map Key Ref.	Photo Ref.	Accessibility Issue	ADA Standards 2010 Reference	CBC 2013 Section Reference	Remarks / Possible correction	Budget Cost Estimate	CITY OF COSTA MESA ACTION TAKEN or CORRECTION MADE	
												Date to be Completed	Description of Action Taken
34	2015.10.27	1st Floor	Men's Multi-user Restroom	Protrusions		20	Surface mounted paper towel dispenser projects over circulation path 9 3/4" from wall with its bottom at 51 1/2" above floor. Objects with leading edges more than 27 inches and not more than 80 inches above the finish floor or ground shall protrude 4 inches maximum horizontally into the circulation path.	307.2	11B-307.2	Replace with recessed type.			
35	2015.10.27	1st Floor	Women's Single at Grand Hall	Signage			Geometric sign is installed at 86 1/2" from floor to it's centerline. The symbol shall be mounted at 58 inches minimum and 60 inches maximum above the finish floor or ground surface measured from the centerline of the symbol.	-	11B-703.7.2.6	Replace and install at compliant height. See below.			
36	2015.10.27	1st Floor	Women's Single at Grand Hall	Signage			Geometric sign is only 7/8" thick and has tactile elements on the surface. Women's toilet and bathing facilities shall be identified by a circle, 1/4 inch thick and 12 inches in diameter. No other tactile element shall be on the circle.	-	11B-703.7.2.6.2	Replace with a compliant sign and install at compliant height. See above.			
37	2015.10.27	1st Floor	Women's Single at Grand Hall	Toilets		23	None of the water supply pipes under the lavatory counter are insulated. Drain is partially insulated. Water supply and drain pipes under lavatories and sinks shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under lavatories and sinks.	606.5	11B-606.5	Provide insulating jackets or otherwise protect against touch.			
38	2015.10.27	1st Floor	Women's Single at Grand Hall	Toilets		24	Bottom of reflective surface of the mirror is 40 1/4" above floor. Mirrors located above lavatories or countertops shall be installed with the bottom edge of the reflecting surface 40 inches maximum above the finish floor or ground.	603.3	11B-603.3	Lower			
39	2015.10.27	1st Floor	Women's Single at Grand Hall	Toilets		25	Bottom of surface mounted paper towel dispenser is at 52 1/2". All operable parts shall be 40 inches maximum above the finish floor.	-	11B-603.5	Lower			
40	2015.10.27	1st Floor	Women's Single at Grand Hall	Toilets		26	Recessed toilet paper dispenser has been abandoned; spindles missing. A Mini-jumbo dispenser is provided above the side grab bar. The outlet of the dispenser shall be below the grab bar, 19 inches minimum above the finish floor.	-	11B-604.7	Remove the surface mounted mini-jumbo dispenser. Use the recessed dispenser after correcting it's position, or replace with a new recessed dispenser at compliant position.			
41	2015.10.27	1st Floor	Women's Single at Grand Hall	Toilets			Top of opening at seat cover dispenser is 43" above floor. All operable parts shall be 40 inches maximum above the finish floor.	-	11B-603.5	Reposition existing recessed combination seat-cover dispenser-toilet paper-dispenser, or replace with new at compliant position.			

Access Compliance Review Report for Restrooms

Item No.	Date Identified	Location	Detailed Location	Construction / Accessibility Category	Map Key Ref.	Photo Ref.	Accessibility Issue	ADA Standards 2010 Reference	CBC 2013 Section Reference	Remarks / Possible correction	Budget Cost Estimate	CITY OF COSTA MESA ACTION TAKEN or CORRECTION MADE	
												Date to be Completed	Description of Action Taken
42	2015.10.27	1st Floor	Women's Single at Grand Hall	Toilets		27	Seat is centered 18 1/2" from the side wall. The water closet shall be positioned with a wall or partition to the rear and to one side. The centerline of the water closet shall be 17 inches minimum to 18 inches maximum from the side wall or partition.	11B-604.2		Reposition the seat			
43	2015.10.27	1st Floor	Women's Single at Grand Hall	Toilets		28	55" of space exists from side wall at seat to edge of lavatory sink. Clearance around a water closet shall be 60 inches minimum measured perpendicular from the side wall.	604.3.1	11B-604.3.1	Reconfigure room layout			
44	2015.10.27	1st Floor	Women's Single at Grand Hall	Toilets		31	Big trash can in front of the napkin vendor and seat blocks access to the vendor and blocks the required clearance in front of the seat. A minimum 60 inches wide and 48 inches deep maneuvering space shall be provided in front of the water closet.	-	11B-604.3.1 11B-603.5	Remove the trash can. Provide new recessed trash receptacle			
45	2015.10.27	1st Floor	Women's Single at Grand Hall	Toilets		30	Back grab bar extends 22" on wide side of the stall. The rear wall grab bar shall be 36 inches long minimum and extend from the centerline of the water closet 12 inches minimum on one side and 24 inches minimum on the other side.	604.5.2	11B-604.5.2	Reposition			
46	2015.10.27	1st Floor	Women's Single at Grand Hall	Toilets		29	Front of side grab bar is 53" from back wall. The side wall grab bar shall be 42 inches long minimum, located 12 inches maximum from the rear wall and extending 54 inches minimum from the rear wall with the front end positioned 24 inches minimum in front of the water closet.	604.5.1	11B-604.5.1	Reposition			
47	2015.10.27	1st Floor	Women's Single at Grand Hall	Protrusions		31	Surface mounted napkin vendor projects over circulation path 6" from wall with its bottom at 30" above floor. Objects with leading edges more than 27 inches and not more than 80 inches above the finish floor or ground shall protrude 4 inches maximum horizontally into the circulation path.	307.2	11B-307.2	Replace with recessed type, or lower.			
48	2015.10.27	1st Floor	Men's Single at Grand Hall	Signage		32	Geometric sign is installed at 66 1/2" from floor to its centerline. The symbol shall be mounted at 58 inches minimum and 60 inches maximum above the finish floor or ground surface measured from the centerline of the symbol.	-	11B-703.7.2.6	Replace and install at compliant height. See below.			
49	2015.10.27	1st Floor	Men's Single at Grand Hall	Signage		32	Geometric sign is only 1/8" thick and has tactile elements on the surface. Men's toilet and bathing facilities shall be identified by an equilateral triangle, 1/4 inch thick with edges 12 inches long and a vertex pointing upward.	-	11B-703.7.2.6.1	Replace with a compliant sign			

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Item No.	Date Identified	Location	Detailed Location	Construction / Accessibility Category	Map Key Ref	Photo Ref.	Accessibility Issue	ADA Standards 2010 Reference	CBC 2013 Section Reference	Remarks / Possible correction	Budget Cost Estimate	CITY OF COSTA MESA ACTION TAKEN or CORRECTION MADE	
												Date to be Completed	Description of Action Taken
50	2015.10.27	1st Floor	Men's Single at Grand Hall	Toilets		33	None of the water supply pipes under the lavatory counter are insulated. Water supply and drain pipes under lavatories and sinks shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under lavatories and sinks.	606.5	11B-606.5	Provide insulating jackets or otherwise protect against touch.			
51	2015.10.27	1st Floor	Men's Single at Grand Hall	Toilets		34	Bottom of reflective surface of the mirror is 40 1/8" above floor. Mirrors located above lavatories or countertops shall be installed with the bottom edge of the reflecting surface 40 inches maximum above the finish floor or ground.	603.3	11B-603.3	Lower			
52	2015.10.27	1st Floor	Men's Single at Grand Hall	Toilets		43	Top of opening at seat cover dispenser is 43" above floor. All operable parts, shall be 40 inches maximum above the finish floor.	-	11B-603.5	Reposition existing recessed combination seat-cover-dispenser-toilet paper-dispenser, or replace with new at compliant position.			
53	2015.10.27	1st Floor	Men's Single at Grand Hall	Toilets		37	52" of space exists from side wall at seat to edge of lavatory sink. Clearance around a water closet shall be 60 inches minimum measured perpendicular from the side wall.	604.3.1	11B-604.3.1	Reconfigure room layout			
54	2015.10.27	1st Floor	Men's Single at Grand Hall	Toilets		38	Big trash can in front of seat blocks access to the vendor and blocks the required clearance in front of the seat. A minimum 60 inches wide and 48 inches deep maneuvering space shall be provided in front of the water closet.	-	11B-604.3.1	Remove the trash can. Provide new recessed trash receptacle			
55	2015.10.27	1st Floor	Men's Single at Grand Hall	Toilets		39	Back grab bar extends 20" on wide side of the stall. The rear wall grab bar shall be 36 inches long minimum and extend from the centerline of the water closet 12 inches minimum on one side and 24 inches minimum on the other side.	604.5.2	11B-604.5.2	Reposition			
56	2015.10.27	1st Floor	Men's Single at Grand Hall	Toilets		40	Front of side grab bar is 53" from back wall. The side wall grab bar shall be 42 inches long minimum, located 12 inches maximum from the rear wall and extending 54 inches minimum from the rear wall with the front end positioned 24 inches minimum in front of the water closet.	604.5.1	11B-604.5.1	Reposition			
57	2015.10.27	1st Floor	Men's Single at Grand Hall	Toilets		41 42	Flush control head is blocking the back grab bar. The space between the grab bar and projecting objects below and at the ends shall be 1 1/2 inches minimum.	609.3	11B-609.3	Reconfigure the fixture connection. Lower the stem or provide side mounted sensor heads.			
58	2015.10.27	1st Floor	Men's Single at Grand Hall	Toilets		41	Soap dispenser surface mounted above back bar is blocking the back grab bar. The space between the grab bar and projecting objects above shall be 12 inches minimum.	609.3	11B-609.3	Relocate soap dispenser			

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											Budget Cost Estimate	Date to be Completed	Description of Action Taken
59	2015.10.27	1st Floor	Men's Single at Grand Hall	Toilets		41	Recessed toilet paper dispenser has been abandoned; spindles missing. A Mini-jumbo dispenser is provided above the side grab bar. The outlet of the dispenser shall be below the grab bar, 19 inches minimum above the finish floor.	11B-604.7	11B-604.7	Remove the surface mounted mini-jumbo dispenser. Use the recessed dispenser after correcting it's position, or replace with a new recessed dispenser at compliant position.			
60	2015.10.27	1st Floor	Men's Single at Grand Hall	Toilets		41	Recessed abandoned toilet paper dispenser is too far to the seat. Center of unit is 13 1/2" in front of the seat. Toilet paper dispensers shall be 7 inches minimum and 9 inches maximum in front of the water closet measured to the centerline of the dispenser.	604.7	11B-604.7	Reposition, or replace with a new recessed dispenser at compliant position.			
61	2015.10.27	1st Floor	Men's Single at Grand Hall	Toilets		35	Surface mounted paper towel dispensers are too high. Bottom of units are at 52 1/2" above floor. Top of lever control is even higher. All operable parts shall be 40 inches maximum above the finish floor.		11B-603.5	Replace with recessed type, and install at compliant height.			
62	2015.10.27	1st Floor	Men's Single at Grand Hall	Protrusions		35	Surface mounted paper towel dispenser projects over circulation path 9 3/4" from wall with its bottom at 52 1/2" above floor. Objects with leading edges more than 27 inches and not more than 80 inches above the finish floor or ground shall protrude 4 inches maximum horizontally into the circulation path.	307.2	11B-307.2	Replace with recessed type.			
63	2015.10.27	2nd Floor	Men's Multi-user Restroom	Accessible Route		44	Path behind the door is 41" wide, and at wing wall 40" wide. The clear width for accessible routes to accessible toilet compartments shall be 44 inches.		11B-403.5.1(5)	Widen the path. Remove the wing wall			
64	2015.10.27	2nd Floor	Men's Multi-user Restroom	Signage			Geometric sign is only 1/8" thick and has tactile elements on the surface. Men's toilet and bathing facilities shall be identified by an equilateral triangle, 1/4 inch thick with edges 12 inches long and a vertex pointing upward.		11B-703.7.2.6.1	Replace with a compliant sign			
65	2015.10.27	2nd Floor	Men's Multi-user Restroom	Toilets		45	Room has total of 5 stalls plus 3 urinals, but no Ambulant Stall, where the combination of urinals and water closets totals six or more fixtures, ambulant toilet compartments shall be provided in the same quantity as the wheelchair accessible toilet compartments required. In this room at least 1 compartment must be comply with the Ambulant Stall requirements.	213.3.1	11B-213.3.1	Reconfigure and provide the required stall configurations			
66	2015.10.27	2nd Floor	Men's Multi-user Restroom	Toilets		45	Large stall door is not self-closing. The door shall be self-closing.	604.8.1.2	11B-604.8.1.2	Replace hinges with self-closing hinges			
67	2015.10.27	2nd Floor	Men's Multi-user Restroom	Toilets			Large stall is 59" wide. Wheelchair accessible compartments shall be 60 inches wide minimum measured perpendicular to the side wall.	604.8.1.1	11B-604.8.1.1	Reconfigure			

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												Date to be Completed	Description of Action Taken
68	2015.10.27	2nd Floor	Men's Multi-user Restroom	Toilets		45 55	Large stall door jamb is 4 1/2" wide. Doors when located in the front partition, the door opening shall be 4 inches maximum from the side wall or partition farthest from the water closet.	604.8.1.2	11B-604.8.1.2	Reconfigure			
69	2015.10.27	2nd Floor	Men's Multi-user Restroom	Toilets		46	Large stall door does not have a pull on inside face. A door pull complying with Section 11B-404.2.7 shall be placed on both sides of the door near the latch.	604.8.1.2	11B-604.8.1.2	Provide compliant pull			
70	2015.10.27	2nd Floor	Men's Multi-user Restroom	Toilets		47	Auto flush sensor head is blocking the back grab bar. The space between the grab bar and projecting objects below and at the ends shall be 1 1/2 inches minimum.	609.3	11B-609.3	Reconfigure the fixture connection. Lower the stem or provide side mounted sensor heads.			
71	2015.10.27	2nd Floor	Men's Multi-user Restroom	Toilets			Back grab bar extends 23" on wide side of the stall. The rear wall grab bar shall be 36 inches long minimum and extend from the centerline of the water closet 12 inches minimum on one side and 24 inches minimum on the other side.	604.5.2	11B-604.5.2	Reposition			
72	2015.10.27	2nd Floor	Men's Multi-user Restroom	Toilets		48	Front of side grab bar is 52 1/2" from back wall. The side wall grab bar shall be 42 inches long minimum, located 12 inches maximum from the rear wall and extending 54 inches minimum from the rear wall with the front end positioned 24 inches minimum in front of the water closet.	604.5.1	11B-604.5.1	Reposition			
73	2015.10.27	2nd Floor	Men's Multi-user Restroom	Toilets		49	Seat is centered 16 1/2" from the side wall. The water closet shall be positioned with a wall or partition to the rear and to one side. The centerline of the water closet shall be 17 inches minimum to 18 inches maximum from the side wall or partition.	-	11B-604.2	Reposition the seat			
74	2015.10.27	2nd Floor	Men's Multi-user Restroom	Toilets		45 50	Recessed toilet paper dispenser has been abandoned; spindles missing. A jumbo dispenser is provided above the side grab bar. The outlet of the dispenser shall be below the grab bar, 19 inches minimum above the finish floor.	-	11B-604.7	Remove the surface mounted jumbo dispenser. Use the recessed dispenser after correcting it's position, or replace with a new recessed dispenser at compliant position.			
75	2015.10.27	2nd Floor	Men's Multi-user Restroom	Toilets		45 50	Recessed abandoned toilet paper dispenser is too far to the seat. Center of unit is 12" in front of the seat. Toilet paper dispensers shall be 7 inches minimum and 9 inches maximum in front of the water closet measured to the centerline of the dispenser.	604.7	11B-604.7	Reposition, or replace with a new recessed dispenser at compliant position.			
76	2015.10.27	2nd Floor	Men's Multi-user Restroom	Toilets		51	Top of opening at seat cover dispenser is 42" above floor. All operable parts, shall be 40 inches maximum above the finish floor.	-	11B-603.5	Reposition existing recessed combination seat-cover dispenser-toilet paper-dispenser, or replace with new at compliant position.			

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												Date to be Completed	Description of Action Taken
77	2015.10.27	2nd Floor	Men's Multi-user Restroom	Toilets		52	None of the pipes under the lavatory counter are insulated. Water supply and drain pipes under lavatories and sinks shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under lavatories and sinks.	606.5	11B-606.5	Provide insulating jackets or otherwise protect against touch.			
78	2015.10.27	2nd Floor	Men's Multi-user Restroom	Toilets		53	Vertical clearance below apron at lavatory counter is 28 5/8". Minimum 29" is required.	-	11B-306.3.1 Exception	Raise the apron			
79	2015.10.27	2nd Floor	Men's Multi-user Restroom	Toilets		54	Surface mounted soap dispensers are sensor activated when hand is placed directly under the unit. Bottom of units are at 48" above floor. All operable parts shall be 40 inches maximum above the finish floor.	-	11B-603.5	Lower			
80	2015.10.27	2nd Floor	Men's Multi-user Restroom	Toilets		54	Surface mounted paper towel dispensers are too high. Bottom of units are at 48" and 56 1/4" above floor. Top of lever control is even higher. All operable parts shall be 40 inches maximum above the finish floor.	-	11B-603.5	Replace with recessed type, and install at compliant height.			
81	2015.10.27	2nd Floor	Men's Multi-user Restroom	Protrusions		54	Surface mounted paper towel dispensers project over circulation path 9 3/4" from wall with their bottoms at 56 1/4" and 48" above floor. Objects with leading edges more than 27 inches and not more than 80 inches above the finish floor or ground shall protrude 4 inches maximum horizontally into the circulation path.	307.2	11B-307.2	Replace with recessed type.			
82	2015.10.27	2nd Floor	Men's Multi-user Restroom	Reach Ranges		46	Coat hook on large stall door is at 56 1/2" above floor. 48" above floor is maximum accessible reach height for un-obstructed approach.	308	11B-308	Lower the hook, or add a new hook at lower accessible elevation			
83	2015.10.27	2nd Floor	Women's Multi-user Restroom	Signage			Geometric sign is only 1/8" thick and has tactile elements on the surface. Women's toilet and bathing facilities shall be identified by a circle, 1/4 inch thick and 12 inches in diameter. No other tactile element shall be on the circle.	-	11B-703.7.2.6.2	Replace with a compliant sign			
84	2015.10.27	2nd Floor	Women's Multi-user Restroom	Toilets		57	Room has total of 6 stalls, none of which are Ambulant Stall, where six or more toilet compartments are provided, ambulant toilet compartments shall be provided in the same quantity as the wheelchair accessible toilet compartments required. In this room at least 1 compartment must be comply with the Ambulant Stall requirements.	213.3.1	11B-213.3.1	Reconfigure and provide the required stall configurations			

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												Date to be Completed	Description of Action Taken
85	2015.10.27	2nd Floor	Women's Multi-user Restroom	Toilets		58	None of the water supply pipes under the lavatory counter are insulated. Water supply and drain pipes under lavatories and sinks shall be insulated or otherwise configured to protect against contact. There shall be no sharp or abrasive surfaces under lavatories and sinks.	606.5	11B-606.5	Provide insulating jackets or otherwise protect against touch.			
86	2015.10.27	2nd Floor	Women's Multi-user Restroom	Toilets		59	End stall door does not have a pull on inside face. A door pull complying with Section 11B-404.2.7 shall be placed on both sides of the door near the latch.	604.8.1.2	11B-604.8.1.2	Provide compliant pull			
87	2015.10.27	2nd Floor	Women's Multi-user Restroom	Toilets		59	End stall door is not self-closing. The door shall be self-closing.	604.8.1.2	11B-604.8.1.2	Replace hinges with self-closing hinges			
88	2015.10.27	2nd Floor	Women's Multi-user Restroom	Toilets		60	Seat is centered 18 1/8" from the side wall. The water closet shall be positioned with a wall or partition to the rear and to one side. The centerline of the water closet shall be 17 inches minimum to 18 inches maximum from the side wall or partition.	-	11B-604.2	Reposition the seat			
89	2015.10.27	2nd Floor	Women's Multi-user Restroom	Toilets		64	Front of side grab bar is 53 1/2" from back wall. The side wall grab bar shall be 42 inches long minimum, located 12 inches maximum from the rear wall and extending 54 inches minimum from the rear wall with the front end positioned 24 inches minimum in front of the water closet.	604.5.1	11B-604.5.1	Reposition			
90	2015.10.27	2nd Floor	Women's Multi-user Restroom	Toilets		61 62	Auto flush sensor head is blocking the back grab bar. The space between the grab bar and projecting objects below and at the ends shall be 1 1/2 inches minimum.	609.3	1B-609.3	Reconfigure the fixture connection. Lower the stem or provide side mounted sensor heads.			
91	2015.10.27	2nd Floor	Women's Multi-user Restroom	Toilets		63	Top of opening at seat cover dispenser is 42" above floor. All operable parts, shall be 40 inches maximum above the finish floor.	-	1B-603.5	Reposition existing recessed combination seat-cover-dispenser-toilet paper-dispenser, or replace with new at compliant position.			
92	2015.10.27	2nd Floor	Women's Multi-user Restroom	Toilets		61	Recessed toilet paper dispenser has been abandoned; spindles missing. A jumbo dispenser is provided above the side grab bar. The outlet of the dispenser shall be below the grab bar, 19 inches minimum above the finish floor.	-	1B-604.7	Remove the surface mounted jumbo dispenser. Use the recessed dispenser after correcting it's position, or replace with a new recessed dispenser at compliant position.			
93	2015.10.27	2nd Floor	Women's Multi-user Restroom	Toilets		64	Recessed abandoned toilet paper dispenser is too far to the seat. Center of unit is 12" in front of the seat. Toilet paper dispensers shall be 7 inches minimum and 9 inches maximum in front of the water closet measured to the centerline of the dispenser.	604.7	1B-604.7	Reposition, or replace with a new recessed dispenser at compliant position.			

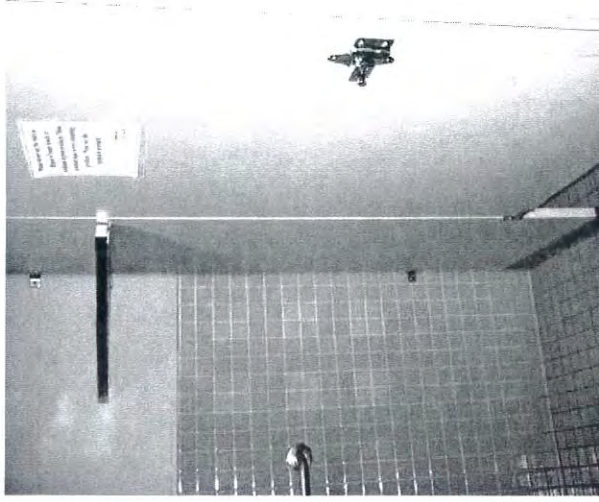
Access Compliance Review Report for Restrooms

Item No.	Date Identified	Location	Detailed Location	Construction / Accessibility Category	Map Key Ref	Photo Ref.	Accessibility Issue	ADA Standards 2010 Reference	CBC 2013 Section Reference	Remarks / Possible correction	Budget Cost Estimate	CITY OF COSTA MESA ACTION TAKEN OR CORRECTION MADE		
												Date to be Completed	Description of Action Taken	Responsible Person
94	2015.10.27	2nd Floor	Women's Multi-user Restroom	Toilets			Vertical clearance below apron at lavatory counter is 28 1/2". Minimum 29" is required.	-	11B-306.3.1 Exception	Raise the apron				
95	2015.10.27	2nd Floor	Women's Multi-user Restroom	Toilets	66	66	Surface mounted soap dispensers are sensor activated when hand is placed directly under the unit. Bottom of units are at 49" above floor. All operable parts shall be 40 inches maximum above the finish floor.	-	11B-603.5	Lower				
96	2015.10.27	2nd Floor	Women's Multi-user Restroom	Toilets	66	66	Surface mounted paper towel dispensers are too high. Bottom of units are at 52 1/2" above floor. Top of lever control is even higher. All operable parts shall be 40 inches maximum above the finish floor.	-	11B-603.5	Replace with recessed type, and install at compliant height.				
97	2015.10.27	2nd Floor	Women's Multi-user Restroom	Protrusions	57	66	Surface mounted paper towel dispensers project over circulation path 9 3/4" from wall with their bottoms at 52 1/2" above floor. Objects with leading edges more than 27 inches and not more than 80 inches above the finish floor or ground shall protrude 4 inches maximum horizontally into the circulation path.	307.2	11B-307.2	Replace with recessed type.				
98	2015.10.27	2nd Floor	Women's Multi-user Restroom	Reach Ranges	68	68	Coat hook on large stall door is at 56 1/2" above floor. 48" above floor is maximum accessible reach height for un-obstructed approach.	308	11B-308	Lower the hook, or add a new hook at lower accessible elevation				
99	2015.10.27	2nd Floor	Women's Multi-user Restroom	Controls and Operating Mechanisms	67	67	Napkin vendor has knob controls. Operable parts shall be operable with one hand and shall not require tight grasping, pinching, or twisting of the wrist.	309.4	11B-309.4	Replace with compliant type vendor				

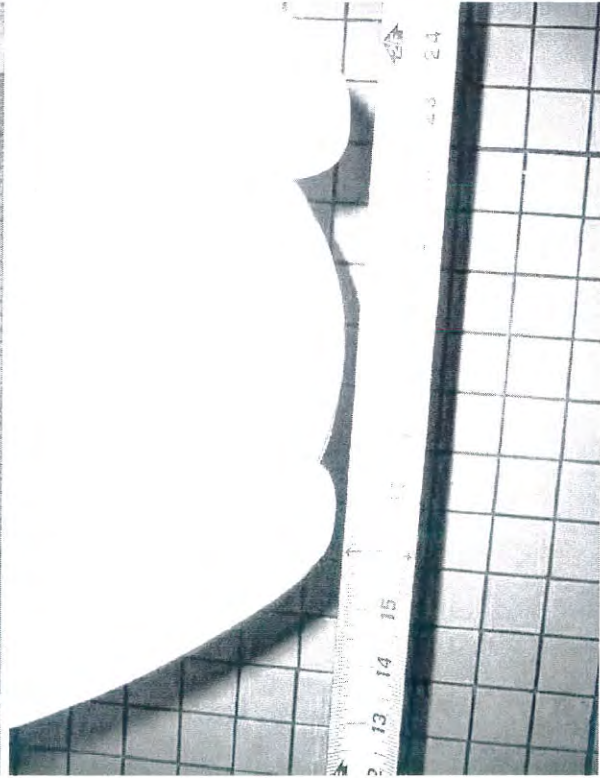
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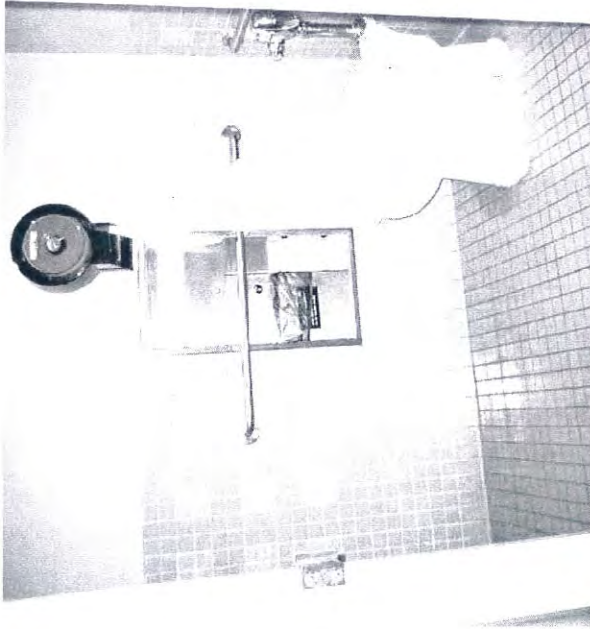


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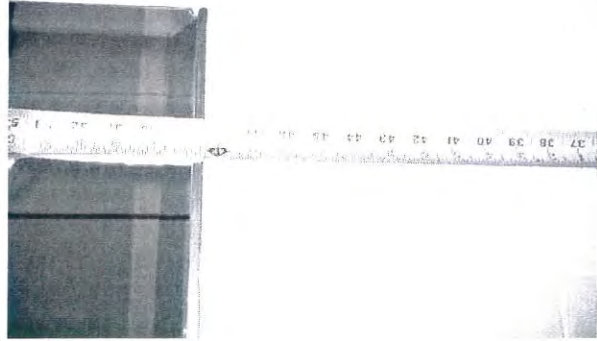




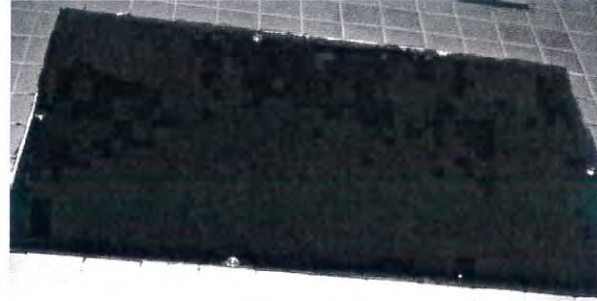
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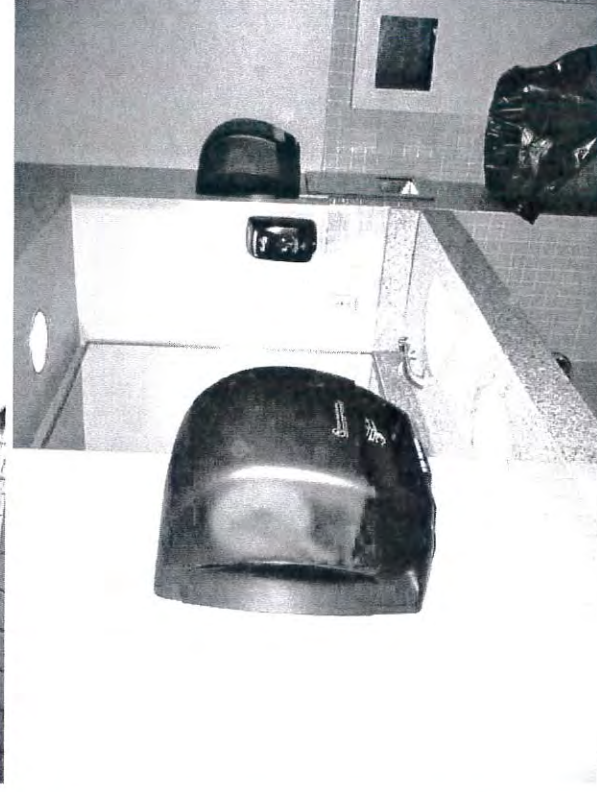
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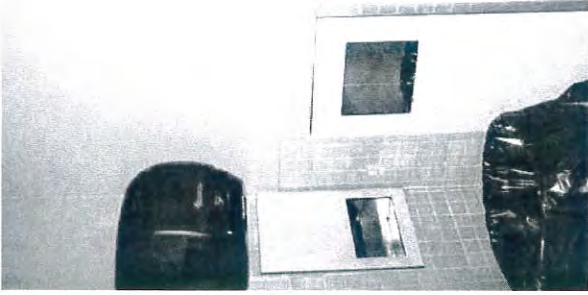
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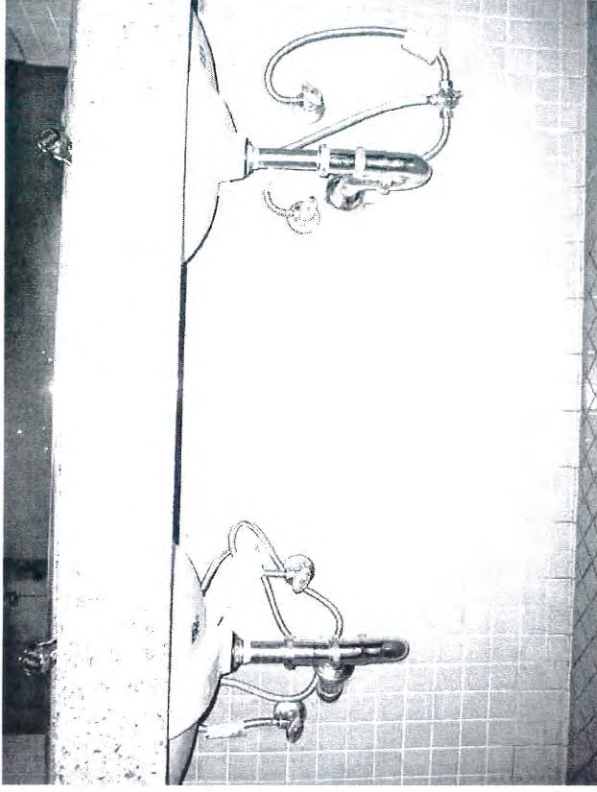
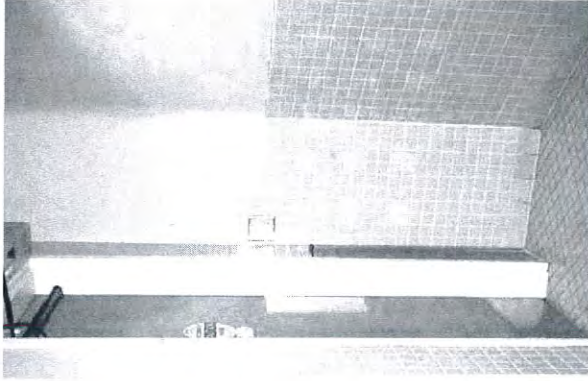
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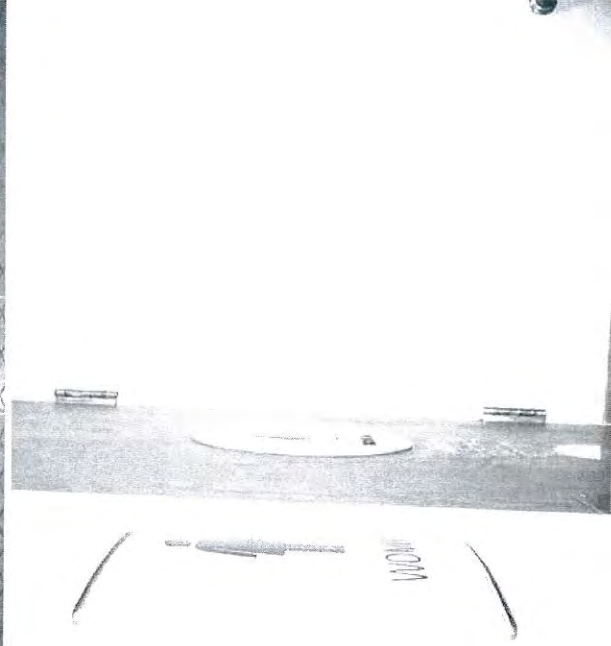
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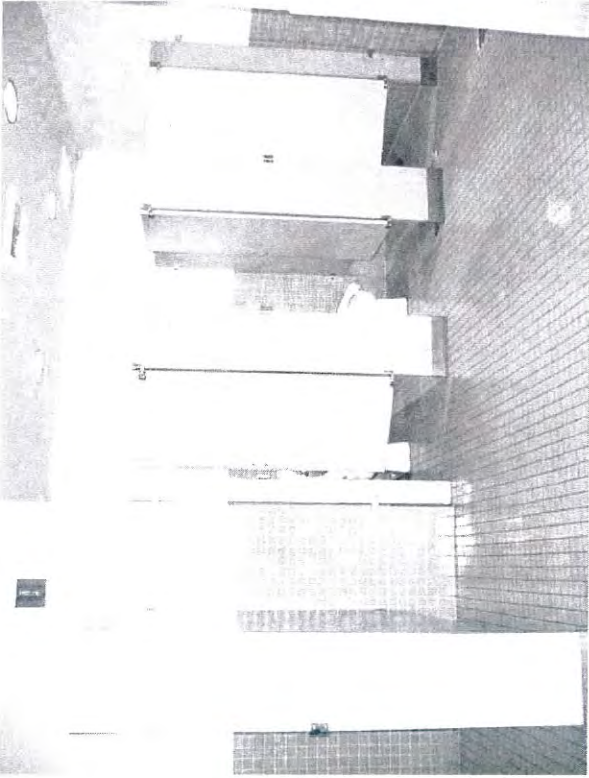
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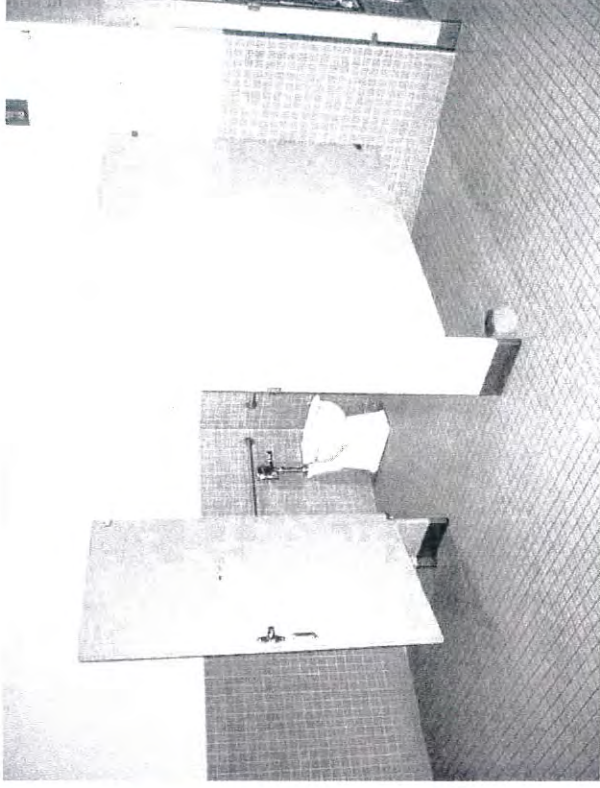
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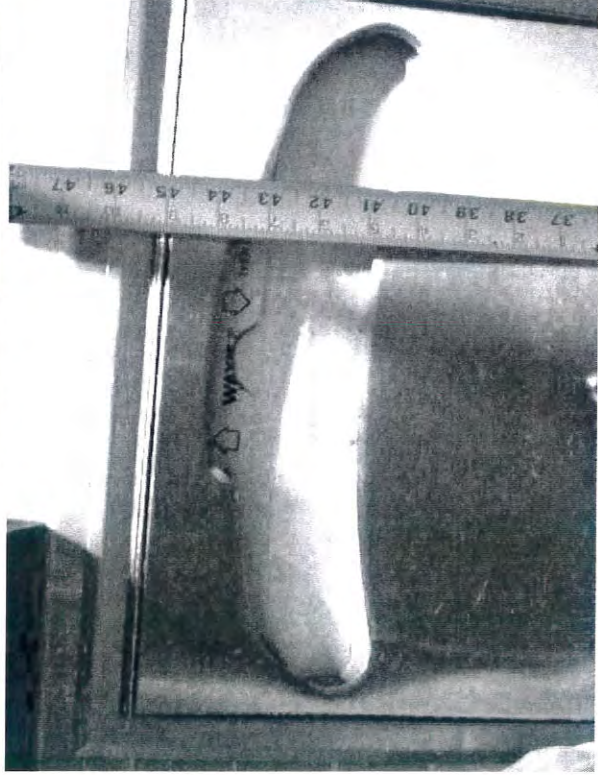
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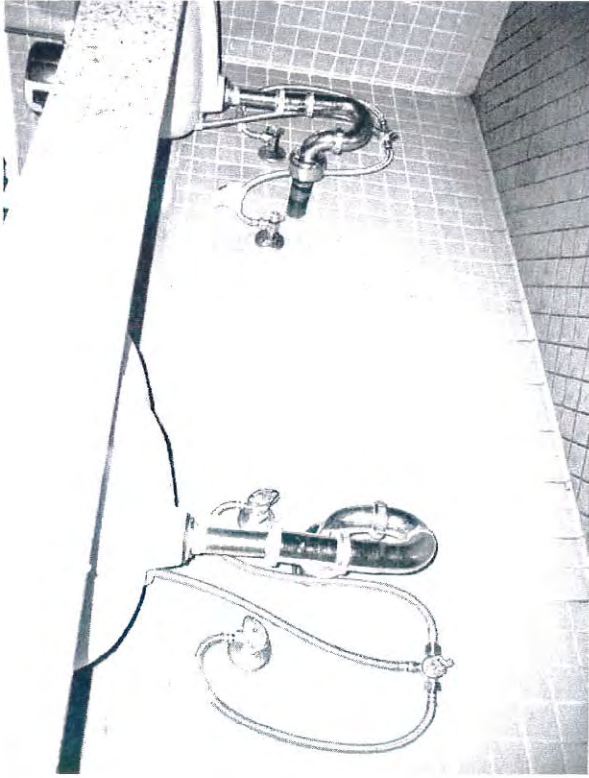
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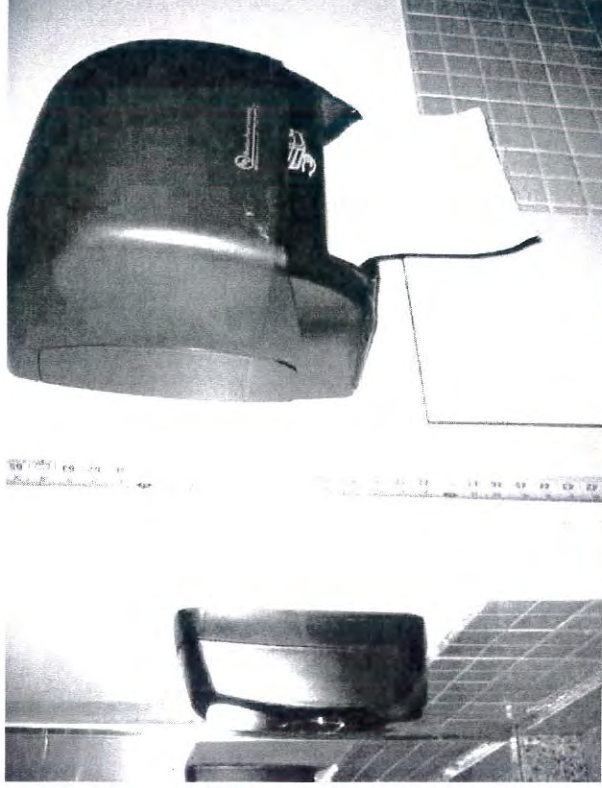
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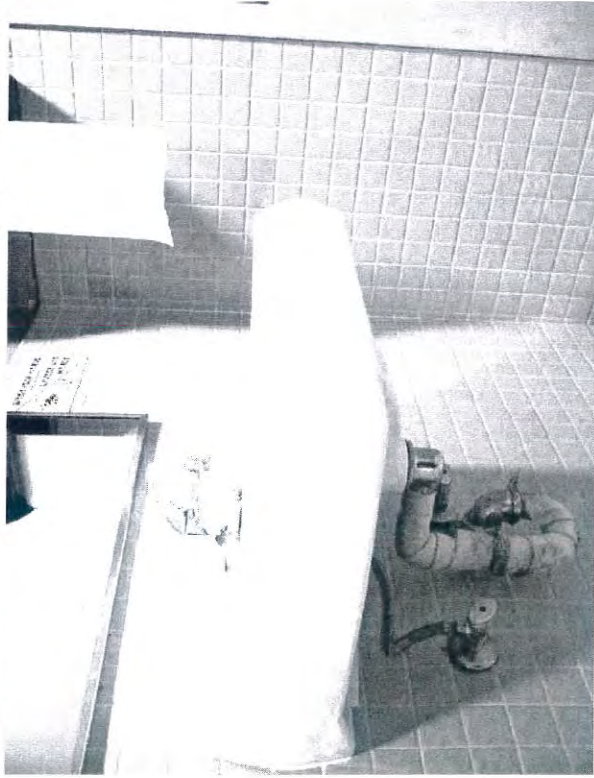
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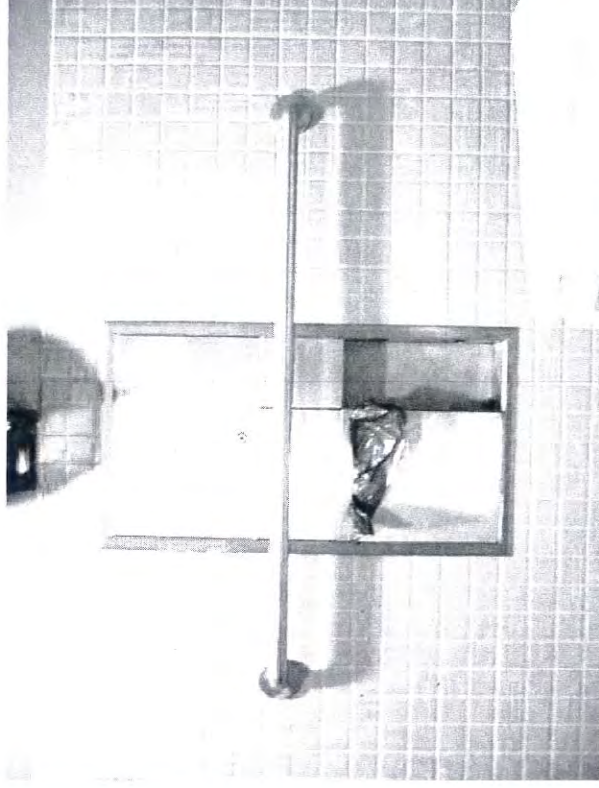
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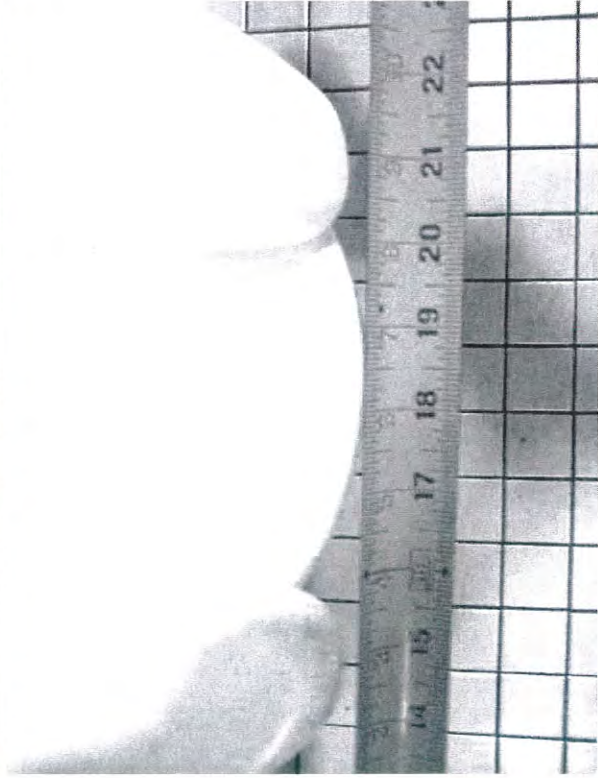
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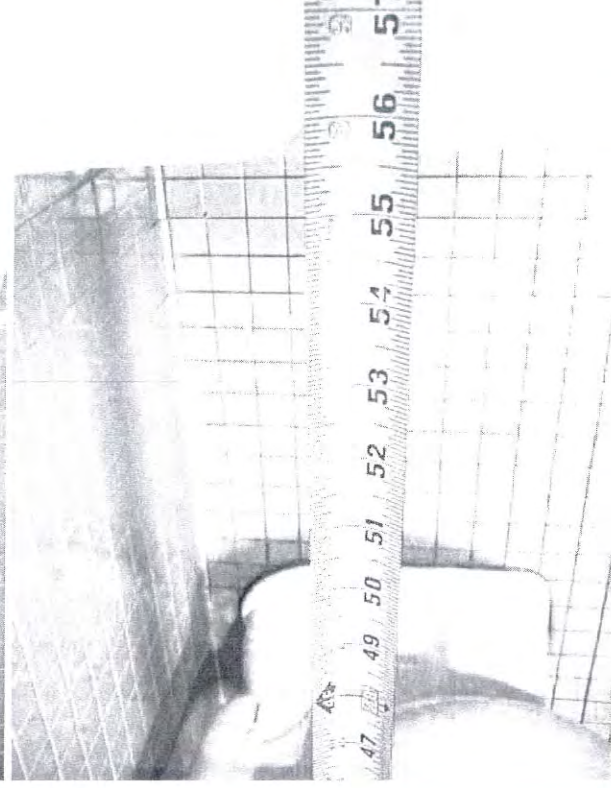
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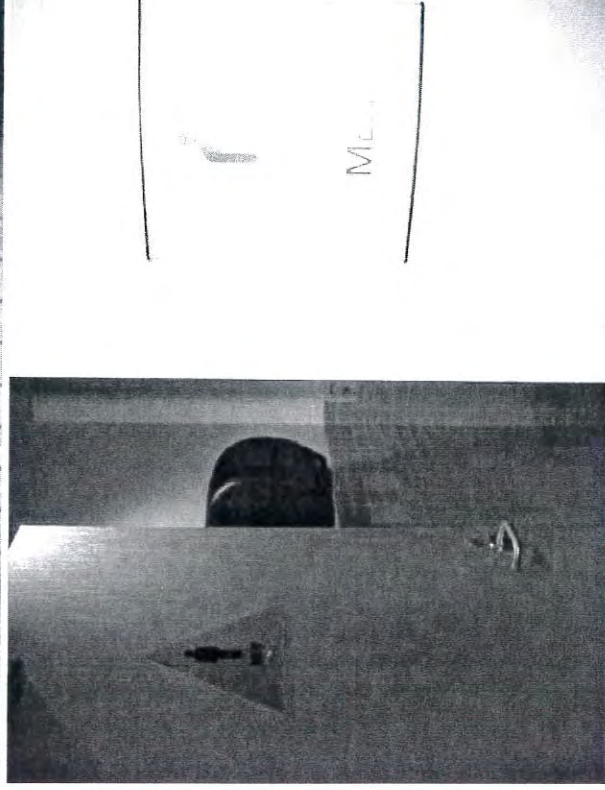
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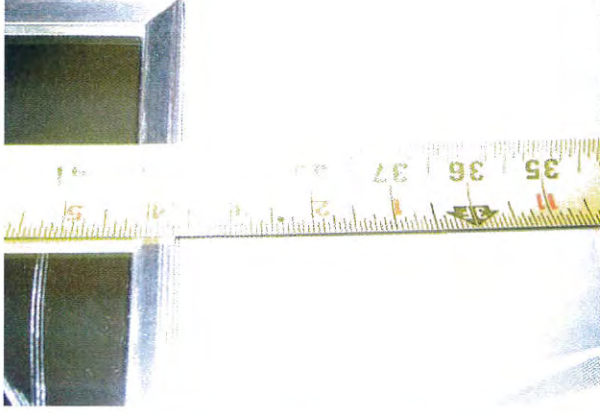
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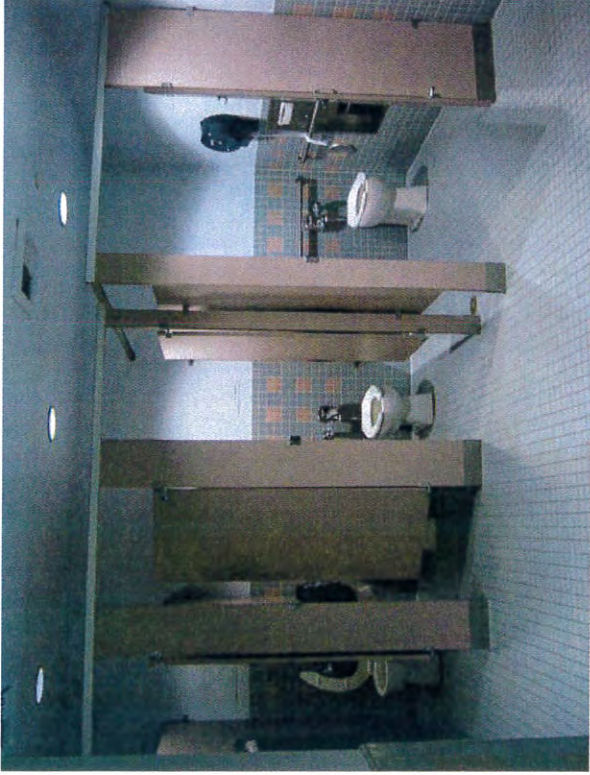
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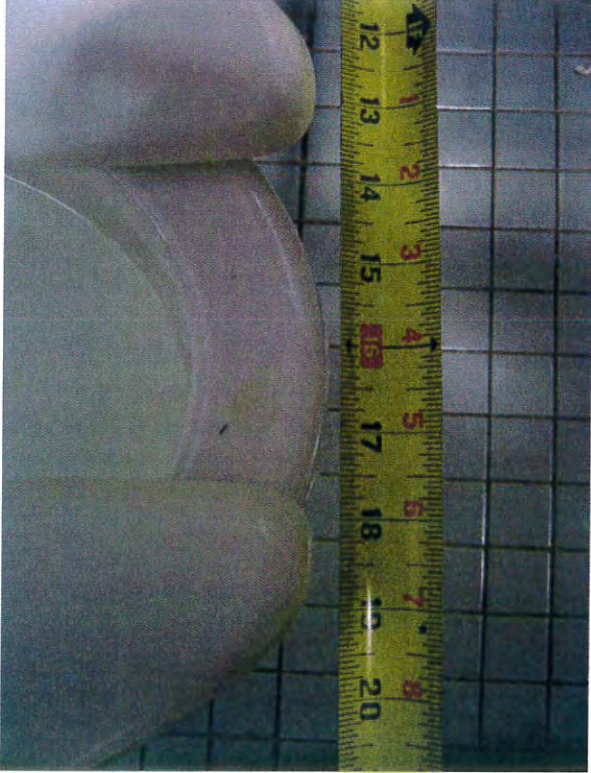
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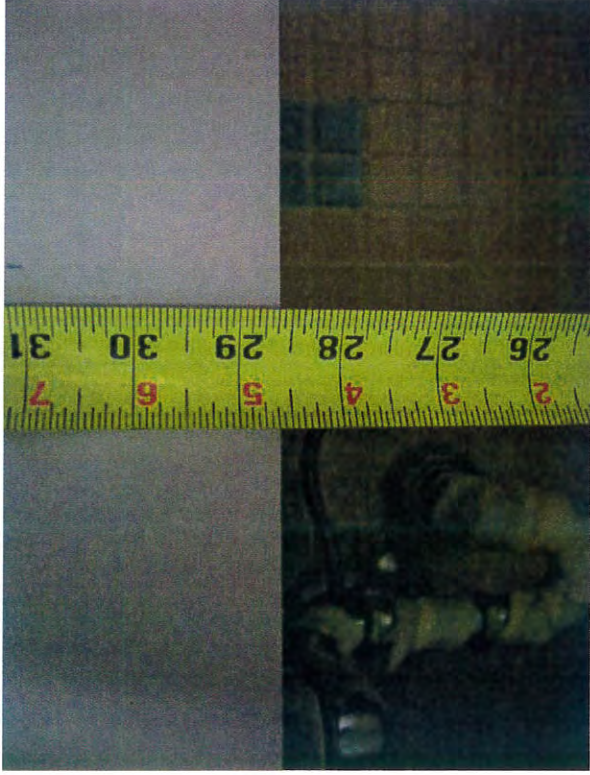
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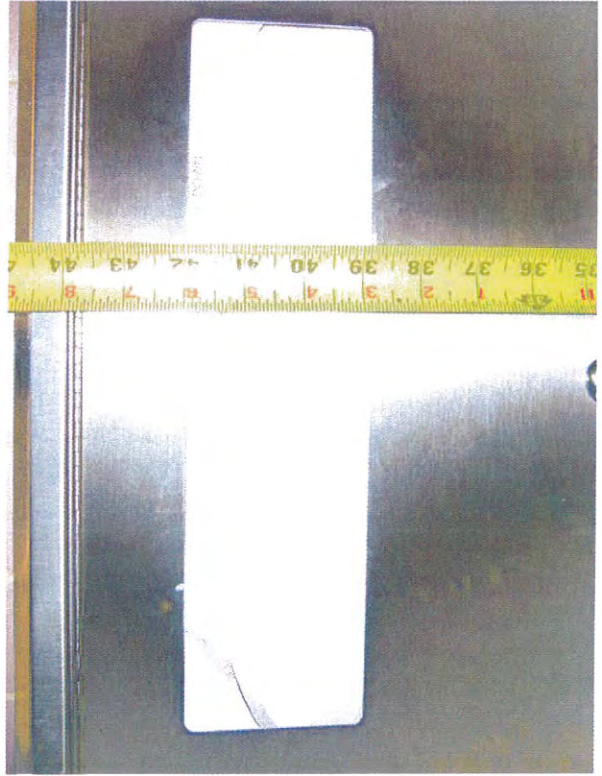


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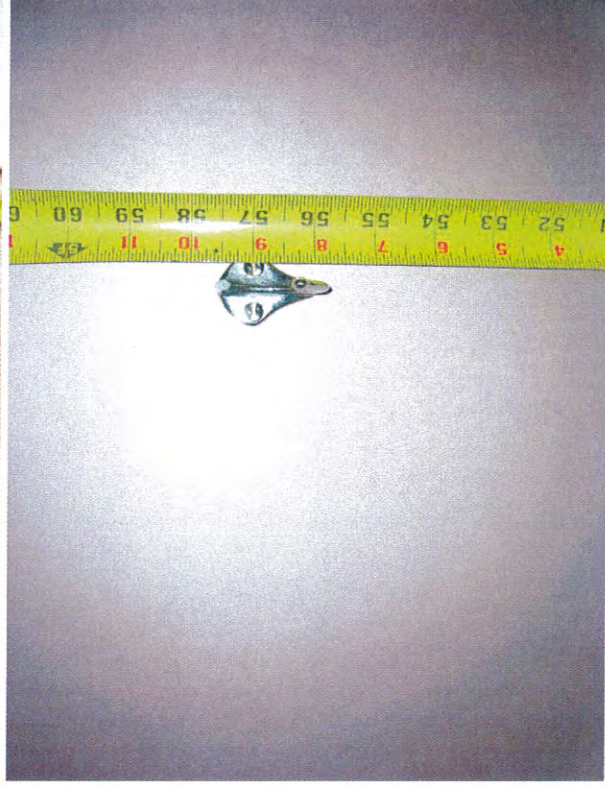
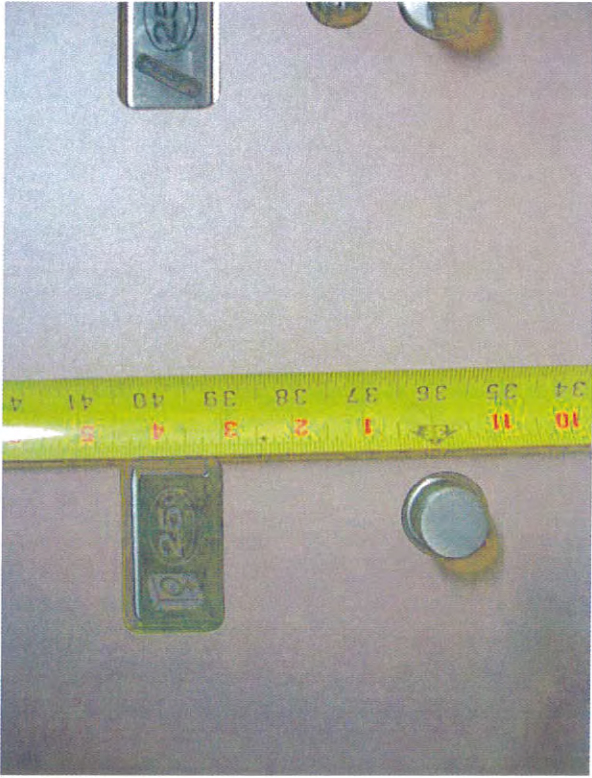


EXHIBIT B
CONSULTANT'S PROPOSAL

CITY OF COSTA MESA REQUEST FOR PROPOSAL:

DESIGN OF COSTA MESA SENIOR CENTER ADA RESTROOM IMPROVEMENT

City of Costa Mesa

Attention: Ian Bronswick, Assistant Engineer
77 Fair Drive, 4th Floor
Costa Mesa, CA 92628

ADA IMPROVEMENTS & SENIOR CENTERS Completed by BOA



Wilmington Multi-Purpose Senior Center
City of Los Angeles



Backs Community Center, Restroom
ADA Compliance, City of Placentia



Bartlett Senior Center, City of Torrance



New Accessible Kitchen at Veterans
Park Senior Center, City of Redondo



Veterans Park Senior Center, City of Redondo Beach
With expansive views to park and ocean



Sierra Madre Community and Recreation Center,
City of Sierra Madre



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- 2. Work Plan**
- 3. Schedule**
- 4. Organization Chart and Staff**
- 5. Similar Projects**

- 6. Compliance with the Professional Service Agreement**

We have reviewed your sample professional service agreement and have no exceptions to it.

***Fee Proposal in a Separate Sealed Envelope**



INTRODUCTION

SUBJECT: DESIGN OF COSTA MESA SENIOR CENTER ADA RESTROOM IMPROVEMENTS:

Dear Mr. Bronswick;

BOA Architecture, is pleased to submit our qualifications and fee proposal for your ADA Restrooms Improvements project at the Costa Mesa Senior Center. We have visited this facility and thoroughly understand its ADA compliance issues and more importantly its design resolution that will not only be ADA Compliant but architecturally enhance your Senior Center

Having completed the design of more than two thousand (2000) municipal type architectural design projects for over 70 different local cities and governmental agencies, BOA is intimately aware of expediting municipal projects. Of specific interest to you is that BOA has completed over 400 recent municipal design projects for the sole purpose of ADA Compliance. More importantly BOA has complete the design of eleven (11) dedicate Senior Centers and over 50 Community Centers used by Seniors. Many of these projects are facilities ADA improvement projects very similar to the requested services at your project. ADA compliance and facility modernization projects in the \$50,000 to \$1,000,000 construction cost range are our firm's expertise and our competitive advantage. Our staff expertise and production systems are geared for these often "messy renovation/ and retrofit projects. To prove our point we recently completed the facilities ADA compliance design, and construction administration for Backs Community Center restrooms and access ramp for the City of Placentia, and are currently assisting the City of Irvine to renovate 3 Community Centers and 1 Senior Center for ADA Compliance including all restrooms. Among other ADA Compliance projects designed by BOA include City of Long Beach, Cypress, Anaheim, Redlands, Alhambra, Rosemead, El Segundo, Hawthorne, Huntington Beach, Tustin and La Puente. Overall, the proposed project is needed very much and will prove to be a great asset to the Senior Community, especially those who are disabled and elderly that will be using your facility. We feel BOA Architecture and its Design Team are most qualified for this project. We believe our project team can best provide the requested services for the following reasons:



Bartlett Senior Center in Torrance, CA
 Designed by BOA



Community Center in Sierra Madre, CA
 designed by BOA



■ ***We Understand the Project***

We understand ADA Compliance and municipal facilities design projects. Our previous ADA Compliance design experience in working with the Cities of Irvine, Anaheim, Cypress Long Beach, Torrance, Redondo Beach, Alhambra, Redlands, Banning, Lomita, Los Angeles, Huntington Beach, San Bernardino County, Riverside County, LA County and many other municipalities in Southern California, coupled with our existing knowledge of working on similar ADA compliance projects and our experience in designing 11 dedicated Seminar Centers and over 50 Community Centers, will be a definite asset. We are also keenly aware of Federal ADA Guidelines and State Code Requirements for compliance with Title 24 as they pertain specifically to your project.

■ ***Our Approach is Proven***

BOA's approach to the subject RFP project has been developed and refined on more than 400 completed ADA Compliance design projects for various local Cities, Counties, State and Federal Government within the past 25 years since the ADA was first enacted in 1991. Our goal is that the project will be "**on time**" and "**on budget**," and that the constructed facilities exceed your expectations for function accessibility, ease of maintenance, and that the ADA Improvements will blend seamlessly with adjacent spaces and enhance the functionality of your Senior Center.

■ ***We have Extensive Experience in Similar Projects***

We have provided an extensive list of both Senior Centers and Community Centers (used by seniors) design projects, and other Municipal Publics Works ADA Compliance projects successfully completed by BOA. Many of these projects are directly related to your project. These projects exemplify our ADA Compliance design creativity, commitment to quality design, and our ability to solve ADA related design problems quickly and effectively. We have also presented an extensive list of references from public entities and local cities that you may call to verify BOA's client satisfaction.

BOA ARCHITECTURE

Edward Lok Ng, Architect LEED AP
Authorized Representative for BOA Architecture
lok.ng@boaarchitecture.com,
1511 Cota Avenue,
Long Beach, CA 90813
562-912-7900



FIRM PROFILE

BOA is an S-Corporation architectural firm, and a certified Minority Business Enterprise (MBE) by the federal SBA (Small Business Administration). The company's corporate officer and principal is Edward Lok Ng (licensed architect in the State of California). BOA has been in continuous business since 1961. The firm has 2 licensed architects, 4 architectural staff, and one office manager, totaling 7 employees. In addition to architecture and ADA Compliance services, BOA also provides in-house interior design services.

LEGAL NAME AND ADDRESS OF FIRM:

Black, O'Dowd and Associates, Inc.
dba BOA Architecture
1511 Cota Avenue
Long Beach, CA 90813
Phone: (562) 912-7900
E-Mail: lok.ng@boaarchitecture.com

SERVICES PROVIDED BY FIRM:

Architecture
Interior Design
ADA Compliance Consultant

YEAR FIRM ESTABLISHED:

BOA was originally established in 1961 under the name of Black, O'dowd and Associates.

PRINCIPAL CONTACT:

Edward Lok Ng, Architect, LEED AP
Employed since 1982, Principal since 1996,
License CA #C16840

STAFF ARCHITECT:

Jerry Sturm, Architect
Employed at BOA for over 25 years.

Leo Arteaga, CAsp #55
Employee Since 1998

CURRENT WORKLOAD:

Our current workload is moderate and is such that we can begin your Project immediately.

STRUCTURE OF FIRM:

California Corporation #D055-4236
Federal I.D. #95-2632309
State I.D. #153-7551-2
City of Los Angeles-Business License
#437008-75
Dun & Bradstreet #04-441-9737

PERSONNEL BY DISCIPLINE:

Architects: Two
Administrative: One
Technical Support: Four
BOA currently employs 7 employees.

CURRENT INSURANCE COVERAGE:

Professional Liability - \$2,000,000
General Liability - \$2,000,000
Limits can be increased if required and are negotiable on an individual basis.

FIRM'S ANNUAL DESIGN FEES RECEIVED:

Approximately \$1,000,000



REFERENCES

PUBLIC AGENCY

CONTACT:

PHONE:

City of Irvine
mcarroll@ci.irvine.ca.us

·Mark Carrol, Director (949)724-6410
Project Manager for 4 Community Centers ADA Compliance Projects involving 7 sets of Public Restrooms.

City of Montebello
1600 W. Beverly Blvd.
Montebello, CA 90640
dbatson@cityofmontebello.com

·Danilo Batson (323)887-1200
Public Works Director for the City of Montebello, Project Manger for ADA Compliance projects at Grant Rea Park Community Center restrooms and accessible walkways.

City Of Cypress
5275 Orange Avenue
Cypress, CA 90630
apapa@ci.cypress.ca.us

·Nick Mangkalakiri (714) 229-6729
PE. Project Mgr. for current On-Call contract for many renovation & improvement, ADA compliance projects at the Civic Center.

State of California, DGS, PMB
707 3rd Street, Suite 3-305
West Sacramento, CA 95605
Diana.Tibor@dgs.ca.gov

·Don Hansen (916) 316-1663
Sr. Project Manager for Napa State Hospital ADA Compliance
·Diana Tibor, Architect (916) 376-1716
Sr. Project Manager for 3 current DMV renovation and ADA modernization projects.

City of Commerce
2535 Commerce Way
Commerce, CA 90040
ginan@cl.commerce.ca.us

·Gina Nila (323) 722-4505
Project Manager for Senior Center frontage ADA compliance renovation and Library renovations and ADA compliance project.

City of Bellflower
16600 Civic Center Drive
Bellflower, CA 90706
biniguez@bellflower.org

·Bernie Iniguez, Project Manager (562)-804-1424
Project Manager for modernization and ADA Compliance of 3 Community Center facilities.



1. PROJECT UNDERSTANDING

We have discussed the project with you and completed a walk thru of your facilities, and we thoroughly understand your project. BOA will provide Architectural and Engineering services for the ADA Improvements to your restrooms at your Senior Center. The following is our project understanding.

Our goal for this project is not to decrease the amount of plumbing fixtures as it is often the case with restroom ADA Compliance due to the required clearances. Because going beyond the walls of the existing restroom will be very costly. We pride ourselves in being problem solvers and thinking "outside the box" to save our client money. In many of our past ADA Compliance projects, we have been able to maintain the same the number of plumbing fixtures with minimal wall reconfiguration. This has proven to be a plus for our clients, especially in facilities that serve large gatherings and host special events. We will also replace restroom signage in the entry vestibule area with new ADA Compliant signage that will be compatible will the building signage for visual access. We will make sure that your facilities meet your commitment to aesthetic, patron safety, ease of maintenance use-ability, and meet your future accessibility needs. We also understand that your budget of \$145,000 for construction is very tight. We will make sure your dollars are spent wisely and our product is "value added".

It is a fact, as adults age, visual decline affect the reading of color. The "yellowing" of eye lens confuse pale colors in the blue-green region. Blue and green become more difficult to tell apart than red, yellow and orange. For your Senior Center project, we will avoid blue and green color, and instead use red, yellow and orange colors. We will also ensure that the restrooms have more than adequate lighting to enhance color perception and accurate color rendition. We will also enhance the light immediately outside the restrooms to avoid any dramatic lighting level change when entering and exiting the restrooms, as senior eyes sometimes do not adjust quickly to sudden light deteriorate changes.

~~Seniors are sometimes/ often not "Steady" on their feet. The sense of balance determine as adults age. As an application, we will use handrails liberally not only in the toilet stalls but also within the main hand wash area and at the restroom entry ways. The handrails will offer seniors a sense of confident mobility and independence.~~

SCOPE OF WORK

The proposed scope includes architectural design services to improve one (1) existing set of multi-accommodation Men's and Women's restrooms and one (1) existing set of single user Men's and Women's restroom on the 1st floor of the Men's and Women's restroom on the 2nd floor of the Costa Mesa Senior Center to meet current ADA standards.

BOA will perform services customary and typically rendered in the field of Architecture including but not limited to:

- Consult with authorized City employees, agents and representatives having jurisdiction relative to the design and construction of the project or requested work.
- Make field trips as required to review existing site conditions and to properly prepare and design construction documents and/or make recommendations.
- Provide items within the Scope of Work that will be fully ADA compliant.
- Attend meetings as scheduled, if requested.
- Prepare plans, cost estimates, and specifications in such form as to comply with the latest applicable laws, building codes, and ordinances. All applicable requirements shall be met with required/necessary calculations performed with regards to structural requirements.
- Prepare preliminary design documents, schemes, sketches, conceptual plans, construction documents, and other required drawings along with technical specifications and product recommendations describing size, character and quality of the project. Revise documents to the satisfaction of the City. We will use Revit BIM, a 3-dimension software and Auto CAD Software program.
- Prepare and submit itemized preliminary construction cost estimates for budgetary purposes, at the design development and construction document phases to ensure budget conformance.
- Assist City with technical Construction Support limited to amount of hours per Fee Proposal.
- Provide submittal and corrections to City Plancheck and obtain all City clearances for Building Permit.
- Perform coordination and plan checking for designs performed by sub-consultants and make recommendations in the interest of the City, when requested.



2. WORK PLAN

This section contains a description of our work plan and project management approach, highlighting the services we are providing to complete your project as contained in the Scope of Work of the RFP. We have visited the site where work will be done and we totally understand what needs to be done.

BOA has 56 years of continuous architectural experience in managing and designing similar public facilities from project conception to project close-out. Our staff also has an abundance of architectural Public Works facilities experience and successful past performance for the following areas of an architectural project:

- Program Development
- Feasibility Studies/Project Definition
- Conceptual Design
- Project Design-Construction Documents
- Specifications
- Design Reviews
- Cost Estimating
- Value Engineering
- Constructability Reviews
- Building Evaluations
- Troubleshooting
- Construction Support Services
- CADD/Drafting Work (BIM/3D)

BOA's project management approach is based upon our extensive past experience in preparing comprehensive architectural construction documents for architectural Public Works projects using a Multi-Discipline Design Team. Your project will need not only architectural expertise, but also other design disciplines, such as ADA Compliance (in-house expertise) electrical, Mechanical Engineering design, and structural engineering. BOA will provide leadership and direction to the Design Team. BOA's management approach incorporates 6 components used successfully on facilities design projects:

1. Project Management
2. Project Documentation
3. Consultant Coordination
4. Construction Administration
5. Quality Control
6. Work Plan

1. PROJECT MANAGEMENT

BOA, throughout an extensive history of municipal senior center design, civic center design, parks and recreation facilities design, Community Centers, and facilities addition/renovation continues to develop and refine its management philosophy to better address its future projects. BOA will implement our most advanced management techniques in the undertaking of this project. The goal of our management philosophy is to accomplish a well-designed project that **exceeds** client expectations, meets its budget, is deliverable **on time**, and meets all functional needs and City, State and County building code requirements. Our techniques of management encompass the ideals by which these goals are achieved. Our project management approach is characterized by the following considerations:

Design/Management Integration: Successful projects require the fusion of the design disciplines with those of management. They must have common goals and an integrated process. This is best achieved by appointing leaders with mutual respect and extensive facilities modernization and public works design experience on similar projects.

BOA will have Edward Lok Ng, Principal, as the Project Manager on a full-time basis. An examination of Mr. Ng's qualifications reveals that he has personally designed and successfully managed over 200 Municipal facilities modernization projects and he has been the project Designer in all BOA's recent projects involving Senior Center and Community Center ADA Compliance. It is the Project Manager's task to help establish the appropriate design vision and see it through its successful realization.

Client Participation: Client participation will be critical. Design goals cannot be realized without the thorough



understanding of the client's needs and sensitivity to ADA Compliance. The early involvement of the client and the users will be continued throughout the design process. The Project Manager will ensure that the efforts of the team are always addressed to the specific client user group. The understanding and involvement of the client will extend to City appointed representatives, i.e., maintenance managers, engineering staff, and City inspectors and engineers in a mutually productive partnership.

BOA is intimately familiar with both modernization and facilities ADA Compliance projects. Team-work and close coordination among staff, consultants, and the Clients are essential to a successful project. Timely participation and response of the Client is absolutely critical if the project is to be successful and "on time". BOA will be responsible for ensuring that a high degree of coordination occurs and that project milestones are met. BOA's biggest assets are its attention to construction details, thoroughness in drawing documentation and ease of constructability. A major priority of BOA will be to establish continuing dialogue with your staff, Building/Safety plan check, and representatives of interested parties so that our products reflect community goal, City policy, and conformance with your Design/Manual Standards.

Continuity: The understanding of the project needs and the resultant design goals must be maintained throughout the project's duration. In construction phases, it is as necessary as in the design phases, to make certain that the original intent, of the client and designer are realized in the final built product. This will be very important in the construction phasing of your project. The key members of the team, under the leadership of the Project Manager will be responsible for the direction of the project throughout all phases to ensure continuity of design intent.

2. PROJECT DOCUMENTATION

Project Documentation is a result of systems set up in BOA's Project Management Manual. This guide on how to run a project effectively and efficiently, developed more than 56 years of architectural practice, is firm, but flexible; responsive to the specific dynamics of specific projects, but unyielding in its insistence on full documentation, responsiveness, and performance. Keys elements include:

Project Checklist: This is initiated at the beginning of each project and services as a guide of all elements of the project to be completed, and as a central index for all project related material. It is continually updated and reviewed during regular project audits.

Product File and Technical Project Checklist: Initiated at the commencement of design, this checklist serves to record all considerations and decisions regarding building materials and methods to be used in construction. It also becomes a comprehensive guide for preparation of the Construction Documents.

3. CONSULTANT COORDINATION

The engineering consultants play a very critical and active role in all phases of the work. The Project Manager leads in coordinating the efforts of consultants with the help of:

- Frequent coordination meetings.
- Consultant orientation packets which are distributed at project commencement and periodically through the project.
- Clearly defined scopes of work which define separation of responsibilities and eliminate grey areas.
- Milestone Outline, prepared specifically for each project which clearly defines consultant performance expectations for each phase.
- Project Schedule coordinated with a milestone outline, reviewed and signed off by all consultants.
- Drawing Status Log which is updated every two weeks which track's consultant's performance.
- CADD (AutoCAD 2016 and Revit 2016) procedures involving background and overlay methodologies that insure up-to-date and coordinated design effort. Your project drawings will be completed using BIM/3D/Revit 2016 (3 dimensional modeling).

4. CONSTRUCTION ADMINISTRATION

BOA understands the importance of efficient construction administration. To ensure that the design and technical intent are conveyed to the contractor and that the project knowledge is available throughout this phase, the construction administration is led by the project manager. The Project Manager, Edward Lok Ng will personally review shop drawings as well as attend all job site meetings to resolve technical design issues. A Senior Project Manager from each of our engineering consultants will be assigned to assist the Project Manager and ensure that the highest standard, procedures and methods of construction are employed. BOA has a Construction



Administration Manual to assist the Project Manager with an established system to track shop drawings, RFI, change orders, and documentation of construction site meetings, so that keys decisions are tracked and managed for the benefit of the Client.

If there will be on-going operations and services, BOA will assist in the development of a Construction Phasing Plan to ensure that on-going operations and services will have minimum disruptions. BOA is well aware of the need for City facilities and services to remain operational during construction. We have had good results recently assisting the Cities of Long Beach, Torrance, City of Irvine and Huntington Beach on renovation and addition projects that require facilities to remain open during construction.

5. QUALITY CONTROL

Quality assurance begins with the commitment, experience and abilities of the team members. All of the firm's personnel contain many design specialists versed in the complexities of the individual phases of the design process. The quality assurance program for the project will draw on these skills to assist the team in obtaining its goals for a design of vision that delivers the maximum functional and accessibility solution to the user that addresses the needs of the client and does so with the most efficient construction process. BOA has an established Quality Control program that is based on three mechanisms:

The Quality Control Manual: The Quality Control Manual documents, activities, tasks, and deliverables are to be achieved in each phase of work. Checklists are included and, at the completion of each phase, are signed off by the Project Manager. The manual also includes exemplary forecasts for meetings, programs, schedules and agendas. We have a quality control checklist that is customized especially for Public Works facilities renovation projects. Checklist items range from electrical and plumbing fixture standards, to City/County department clearances, to record drawing procedures, to amount to copies needed for review submittals, and much more.

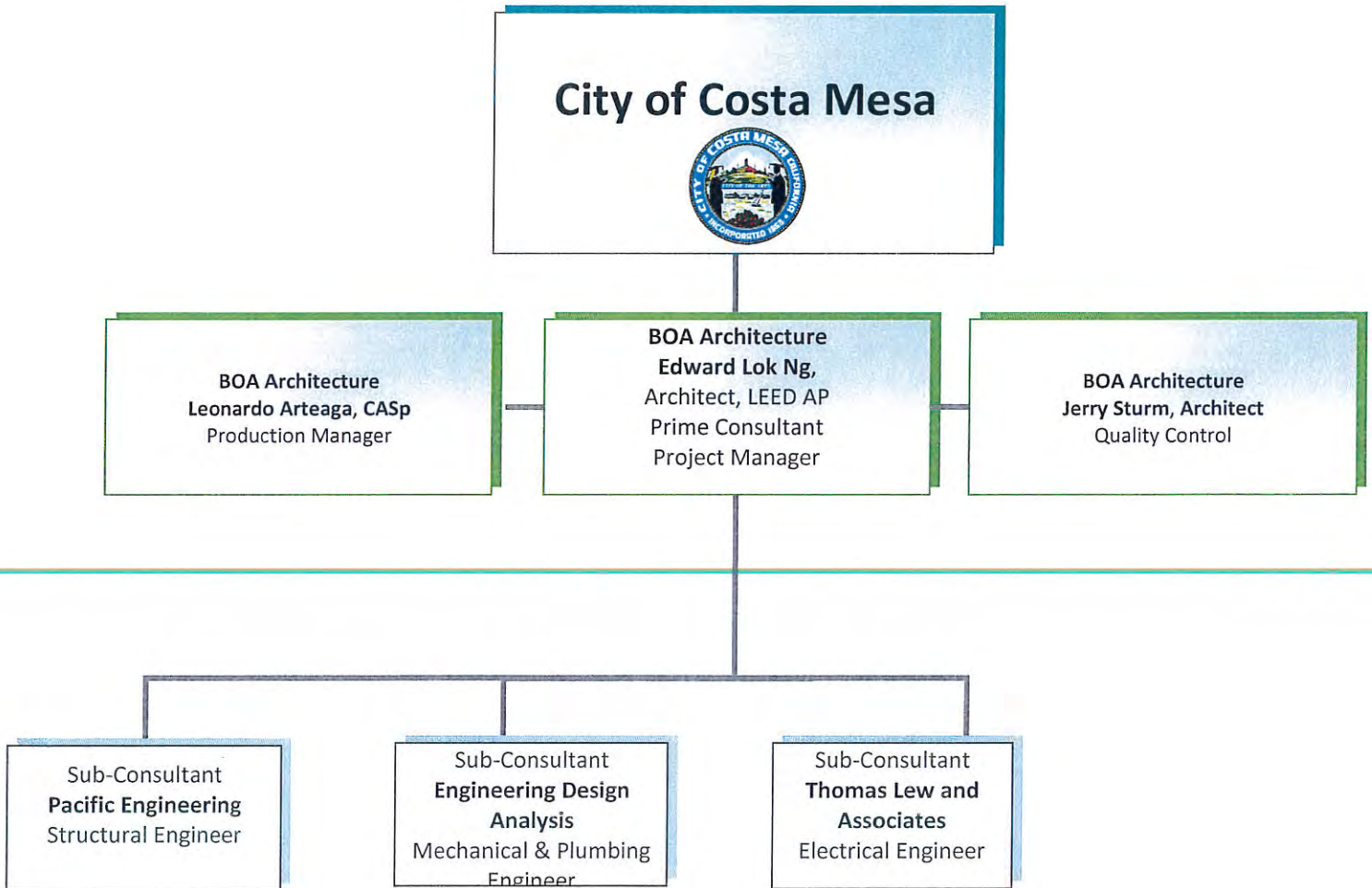
Quality Control Review: Quality Control Reviews occur prior to review Submittals and at key points in the project schedule. During these reviews, the entire sets of documents are checked by an experienced, a licensed architect who has had major experience in the design of similar projects to ensure a "questioning character" in this process. Major emphasis is placed on Constructability and on satisfying the operational requirements of the user and thoroughness of documentation. As a part of this project, BOA will commit Mr. Jerry Sturm, Architect/Quality Review Officer. Mr. Sturm will be ideal for this role because of his extensive municipal and Public Works experience and familiarity with working on municipal Community Center facilities and ADA Compliance. Mr. Sturm will review all deliverables at, 50%, and 95% completion. This involvement is formalized and part of the quality control manual procedures. We are committed to providing quality design services and trust that our past work with numerous other local cities is indicative of that commitment.

Project Standards: From our experience of over 2000 architectural Public Works projects, BOA has developed its own Project Standard that can be customized to the Client that enhances quality control of bid documents and the construction process. Project Standards include:

1. Construction document detail drawings: With the input of past governmental clients, BOA has developed, refined, and field tested over 300 Standard construction details that are geared for public works renovation/addition projects. We have Standard, field tested, construction document details for just about every field condition possible; accessible lavatory counters, transitions of existing material to new material, restrooms upgrade, signage, railings, entry doors, stairs, ramps, site work, parking lot, window/door replacement, roof repair, building expansion joints, new flooring, new addition to existing, HVAC replacement etc.
2. BOA has developed a standard facilities modernization equipment list e.g., types of flooring, new handrails, access lifts, lighting fixtures, plumbing fixtures, drinking fountains, furniture, restroom accessories, ramp equipment, roof materials, etc., complete with manufacturer Model # and their acceptable approved equal. The Standard equipment list have been field tested and proven to be of high quality, durability, parts availability, and acceptable to the many past municipal clients.
3. BOA has developed a standard keynoting system with over 150 items that addresses virtually every facility field condition and ADA Compliance conditions and many specialize retrofit/repair conditions. These standard keynotes have been field tested and refined, and have proven to be clear and concise to construction contractors.



4. ORGANIZATION CHART AND STAFF





4. STAFF QUALIFICATIONS

We are a small firm that has specialized expertise in architecture ADA Compliance remediation for municipalities. We pride ourselves on personalized service by the principal. BOA's philosophy demands that the principal is always intimately involved in every phase of your project. As a result, Edward Lok Ng, Principal, will be the Principal-in-Charge and your Point of Contact. This will allow high-level decisions to be made quickly and efficiently.



BOA is also a firm that fosters an exceptional working atmosphere for its staff. As a result, quality work is achieved for its clients. BOA employees are highly skilled long-term staff with an abundance of ADA Compliance experience.

Edward Lok Ng, Architect, LEED AP – Principal-In-Charge/ Project Manager/ Point of Contact

Project Responsibility:

Maintain Client communication; lead overall design effort in form and function; compile client/user group input and implement into a design to meet your needs and exceed your expectations; day-to-day contact with Client.

Education:

- Bachelor of Architecture - University of Hawaii, 1981;
- Continuing Professional Education, UCLA

Experience:

Edward Lok Ng has been a member of BOA since 1982. Mr. Ng has been the project designer/manager for numerous civic center, facilities modernization, community centers, and parks/recreation, and for over 200 ADA compliance renovation projects. His current architectural work includes architectural ADA improvements for the City of Huntington Beach, the City of Cypress, City of Long Beach ADA Compliance and for the City of Huntington Beach. Mr. Ng has unique expertise in the design of Community Centers (50), City Hall facilities (10 projects), parks and recreation projects (over 200), ADA Transition Plans/ Assessments (over 400 public facilities), and ADA compliance projects (over 200). Mr. Ng has also spearheaded 9 ADA transition plan projects for various municipalities. A certified Disabled Access plan review consultant to California's Division of the State Architect, Mr. Ng has completed DSA-sponsored training as an Access Compliance Plan Reviewer and Accessibility Surveyor. As a member of the City of Long Beach Disabled Access Appeals Board since 1994 and the Design Disabled Access Review Board for the City of Downey since 1989, he has reviewed applications and appeals for a broad range of commercial and municipal ADA hardship cases.

Professional Data:

- Registered Architect, State of CA - #C16840, since 1985
- Disabled Access Appeals Board - City of Long Beach, since 1989
- Disabled Access Review Board and Design Review Board for City of Downey, since 1989
- LEED Accredited Professional – 2009



The main entry located at the corner of Pacific Coast Hwy./Eubank Ave in Wilmington, is a contemporary expression of the historic Banning House



Playful colors define the stage at the Multi-Purpose Rm. courtyard.



Spacious interior hallways overlook

Project: Wilmington Senior/Multi-Purpose Center at Banning Park, Los Angeles Area-Wilmington, CA

Client: City of Los Angeles, Recreation & Parks Dept. contact Paul Tseng ph: 213-847-9435

Construction Cost: \$2,400,000

Completed: 2003

Architect Team: Edward Lok Ng,

Project Description: A new "state of the art" facility dedicated to senior citizens. It will meet recreational/social needs of seniors, and provide a "home away from home." This 12,000 sf facility is located on the grounds of National Historic Banning House. BOA worked closely with a Historic Consultant to locate & design a new building that was compatible but not mimic the Banning House. BOA also coordinated with the Councilman's Office, User Groups, City Cultural affairs, and Park Preservation to resolve design conflicts. This U-shape building with a courtyard focus, offered natural lighting within a secured environment, and provided a pleasant setting for seniors to meet and outdoor recreation. It was designed specifically for seniors with limited mobility and varying disabilities. This facility exceeds ADA accessibility code requirements, featuring, access lift to the stage, automatic opening doors, liberal use of handrails/grab bars in the hallways, and an open plan to facilitate visual accessibility. Crime prevention features included, access controls, selective use of windows at ground level, and natural surveillance at courtyard and front entry. BOA coordinated workshops with senior & park user groups to formulate security, programmatic, and accessibility goals and provided a forum for User input.

BACKS COMMUNITY CENTER, ADA Compliance

Client: City of Placentia **Contact:** Luis Estevez, Director of Public Works

Architect Team: Edward Lok Ng, Leo Arteaga **Construction Cost:** \$300,000 CDBG funds

Project Description: BOA was responsible for ADA compliance to this 8,000 sq f.t. community center/senior center. Work included, accessible ramp, accessible parking, new walkways and sidewalk repair, stairs retrofit, new guardrails/handrails, restroom totally renovated, door and door hardware, and new drinking fountains. BOA creatively deleted the non-accessible front entry ramp to form a ADA compliant sloping entry ramp. The restrooms were very tight to begin with. BOA was able to make the restrooms ADA compliant without deleting any plumbing fixtures, as all the fixtures were needed for special events.



BEFORE, non-ADA compliant sloping ramp



AFTER, new ADA compliant entry ramp



BEFORE, non-ADA compliant restrooms



AFTER, totally new ADA compliant restrooms



LONG BEACH SENIOR CENTER, ADA COMPLIANCE

Project: Long Beach Senior Center

Client: City of Long Beach, CA

Construction Cost: \$300,000 CDGS funds

Architect Team: Edward Lok Ng

Project Description: BOA was responsible for ADA compliance to an old 1940's, 35,000 sq f.t. senior citizen's center. Work included, accessible ramps, stairs, disabled parking stalls, ADA signage, new guardrails/handrails, and restroom renovation, entry/exit door, and hardware replacement/modification, elevator retrofit, site improvements, accessible counters/tables and seating, and new drinking fountains. We designed a new automatic sliding door and reconfigured the existing non-compliant access ramp at the street entry of this busy senior center in downtown Long Beach. Many patrons have varying degrees of disabilities, thus the automatic door were essential to the function of the center. Design priority was given to ensure on-going city operations in this heavily used dedicated to senior citizens facility during the construction phase. All areas of the grounds, public restrooms, and facilities were retrofitted to be completely accessible to the Disabled.



BEFORE

AFTER - New automatic sliding doors and handrails





CALIFORNIA RECREATION CENTER, ADA COMPLIANCE

Project: California Recreation Center
Construction Cost: \$300,000 CDGS funds

Client: City of Long Beach, CA
Architect Team: Edward Lok Ng

Project Description: BOA was responsible for the ADA Compliance for this 10-acre city park with a 1950's 15,000 sq f.t. community center/ gymnasium building. ADA –compliance design work included, accessible ramps at the interior and the exterior, new accessible parking stalls, sidewalk repair, access lift, new guardrails/handrails at ramps and stairs, locker room, rest room renovation, entry/exit door and hardware, replacement/modification, site work/parking lot/landscape improvements, and new drinking fountains. Of note was that BOA creatively modified the non-accessible front entry steps to form a gentle sloping entry patio slab for easy accessibility by the disabled. BOA negotiated with the City Public Works Dept. to incorporate the City sidewalk as part of the covered entry paving. Design priority was given to ensure on-going city operations in this heavily used park facility during the construction phase. All areas of the park grounds, public restrooms, and community centers were retrofitted to be completely accessible to the Disabled. Two (2) new children playground with accessible play equipment were also a part of our scope of work.



BEFORE – existing rails and steps created clutter and made the front entry non-accessible.

AFTER - New concrete entry slab and removal of steps and rails made the main entry completely accessible.





REDLAND CIVIC CENTER RENOVATION

Date Completed: 2007

Construction Cost: \$500,000 CDGS funds

Client: City of Redland, CA

Architect Team: Edward Lok Ng

Project Description: BOA was commissioned to provide assessment and design for ADA Compliance and modernization for interior and exterior ADA Compliance at the civic center plaza, City Council Chambers, City Hall, engineering dept. and Community Development Department. Work included; front door entries, restroom retrofit, door hardware replacement, new walkways, ramps, stairs retrofit & ADA signage.



New ADA Compliant ramps & handrails throughout the Civic Center
reception counter, restrooms

New ADA Compliant

LONG BEACH CONVENTION CENTER, SPORTS ARENA, ADA COMPLIANCE



Before

After

Project Description: BOA was responsible for ADA compliance to a 12,000 seat sports arena as part of the ADA Compliance for a large Convention Center/Exhibition Hall Complex. Work included, accessible ramps, stairs, new guardrails/handrails to 12 huge exit stairwells, new handrail for all aisle stairs, restroom renovation, entry/exit door and hardware replacement/modification, sitework/accessible parking, accessible wheelchair seating, elevator retrofit, semi-ambulatory seating, sound system for the hearing impaired, and new drinking fountains. Design priority was given to ensure on-going city operations in this heavily used sports arena/convention center during the construction phase. All areas of the grounds, public parking, and facilities were retrofitted to be completely accessible to the Disabled. Four (4) "Safe rooms" to be used as a place of refuge for the disabled were added to the upper concourse level to satisfy fire dept. Requirements.



PRIOR ADA COMPLIANCE EXPERIENCE

Since the 1991 enactment of the American Disabilities Act (ADA) BOA has been at the architectural forefront in the modification of existing facilities to comply with the ADA. BOA has arguably designed more architectural projects for the sole purpose of ADA Compliance, than ANY other architectural firm in Southern California. This is BOA's competitive advantage. BOA has been under contract to retrofit Government owned facilities for the following:

- San Bernardino County (35 projects)
- State of California, Dept. of Motor Vehicle (7 design & construction projects and ADA transition plan for 32 facilities)
- State of California, Dept. of Mental Health (24 facilities and 600,000 S.F.)
- City of Long Beach (80 projects)
- State of California, RESD, PSB, Various State Facilities (4 projects)
- State of California, Dept. of Fish and Game (8 projects)
- International Longshore Workers Union (1 project)
- City of La Puente (5 projects)
- City of Hawthorne (20 projects)
- U.S. Postal Service (20 projects for the Los Angeles Region)
- City of Montebello (5 projects)
- City of Tustin (2 projects)
- City of Rosemead (2 projects)
- City of Los Angeles (2 projects)
- City of Redondo Beach (1 project)
- City of Lomita (1 project)
- City of Santa Maria (56 facilities)
- City of Sierra Madre (2 projects)
- City of Huntington Beach (7 project)
- City of Alhambra (1 project)
- City of Redlands (4 facilities)
- City of El Segundo (1 project)
- Cerritos College (35 facilities)
- East L.A. College (40 facilities)

One needs only to examine BOA's ADA project experience and the expertise of their staff to see the merit and justification for the above-mentioned commissions. BOA has the philosophy that ADA retrofit projects should not be a "tacked-on" solution. Building modifications for the purpose of ADA compliance should be well integrated into the building's function and not only compatible with the existing architecture, but aesthetically enhance it. BOA has extensive experience in the design of ADA Compliance projects for both governmental agencies and private clients. The following list of projects, with construction cost, in which BOA was hired "*solely*" for the purpose of ADA Compliance, were all completed within the last 10 years or currently in the design phase or under construction.

Civic Center ADA Compliance Renovations

- City of Alhambra: New public restrooms for City Council lobby.
- City of Commerce: Renovation City Council Chamber, City Hall, Library
- City of Santa Maria: ADA Transition plan and Schematic Designs of Civic Center.
- City of El Segundo: Renovation of public restrooms, conference room, staff lunch room, Council Chambers modernization.
- City of Redondo Beach: Renovated 3 public restrooms for ADA Compliance.
- City of Vista: ADA Transition Plan and Schematic Designs of Civic Center.
- City of Rancho Palos Verdes: New main entry lobby and public center.
- City of Huntington Beach: Exterior path-of-travel, entry plazas, landscaping, access ramps, stairs, and accessible parking and Civic Center interior, Police Department.
- City of Cypress: Exterior access ramps, stairs, accessible park, restroom doors.



- City of Lomita: Doors, reconfigure City Council Chamber for new ramp, new accessible seating.
- City of Long Beach: New accessible City Council dais and podium, restroom and Tenant Improvement to offices and elevator retrofits.
- City of Redland: Accessible restrooms, ramps, stairs, signage, parking doors.

FOR STATE OF CALIFORNIA, DEPT. OF MOTOR VEHICLES (DMV):

- Glendale DMV - \$260,000.
- Fresno, DMV - \$250,000.
- Bakersfield DMV - \$200,000.
- Santa Monica DMV - \$200,000
- Hawthorne DMV - \$1,000,000
- El Cajon DMV - \$1,200,000
- Oxnard - \$1,200,000
- ADA Transition Plan for 32 DMV facilities throughout California.

FOR STATE OF CALIFORNIA, DEPT. OF FISH AND GAME:

- Bolsa Chica Wildlife Reserve - \$150,000.
- Newport Bay Ecological Reserve - \$150,000.
- Fillmore Fish Hatchery - \$120,000.
- Mammoth Lakes Fish Hatchery - \$120,000.
- Kern River Fish Hatchery - \$130,000.
- San Jacinto Wildlife Area - \$120,000.
- Imperial (Saltan Sea) Wildlife Area - \$160,000.

FOR STATE OF CALIFORNIA, DGS-RESD-PSB, AND VARIOUS STATE FACILITIES:

- Ronald Reagan State Bldg. - \$80,000.
- Fresno Water Resources State Bldg. - \$180,000.
- Santa Ana State Bldg. - \$140,000.
- Van Nuys State Bldg. - \$150,000.

FOR PRIVATE CLIENTS:

- Seal Beach Shopping Center Renovation/ADA Retrofit, Seal Beach, CA - \$250,000.
- East Side Christian Church Renovation/ADA, Long Beach, CA - \$400,000.

FOR CITY OF TUSTIN ADA COMPLIANCE:

- Tustin Frontier Park, ADA Retrofit/Audit, City of Tustin, CA - \$150,000.
- Pine Tree Park, ADA Retrofit/Audit, City of Tustin, CA - \$140,000.

FOR STATE OF CALIFORNIA, DEPT. OF MENTAL HEALTH

- Napa State Hospital - \$5,000,000. for 24 facilities

FOR MUNICIPALITIES ADA COMPLIANCE:

- Manhattan Beach, Maintenance Dept. ADA Retrofit,
- City of Manhattan Beach, CA - \$800,000.
- Torrance Airport ADA Restroom/Washrack, Torrance, CA - \$150,000.
- Redondo Beach City Hall ADA Retrofit/Audit, Redondo Beach, CA - \$150,000.
- Green Meadows Recreation Center, ADA Retrofit, City of Los Angeles, Rec. & Parks Dept. - \$200,000.
- Banning Park Senior Center, City of Los Angeles; Recreation and Parks Department - \$2,000,000.
- Lomita, CA - \$120,000.

FOR L.A. COUNTY ADA COMPLIANCE:

- L A County Fire Station #53, ADA Retrofit,
- Rancho Palos Verdes, CA - \$100,000.
- L A County Fire Station #56, ADA Retrofit,
- Rolling Hills, CA - \$100,000.
- Harbor Hills Public Housing Project, ADA Compliance and modernization, Lomita, CA - \$1,500,000.

CITY OF LONG BEACH ADA COMPLIANCE:

To date, BOA has completed 25 ADA facilities audit and retrofit projects for the City of Long Beach. Two (2) more projects are currently in various phases of design as part of a \$6.8 million CDBG grant dedicated specifically for ADA projects. The projects are listed below, followed by their construction cost.

- North Long Beach Branch Library - \$150,000.
- Burnett Branch Library - \$150,000.
- Bret Harte Branch Library - \$100,000.
- City Hall - \$400,000.
- Main Library - \$300,000.



- Long Beach Sports Arena, 11,500 seat sports arena - \$1,000,000.
- Terrace Theater - \$1,000,000.
- Center Theater - \$100,000.
- Long Beach Convention Center - \$300,000.
- El Dorado Park Nature Center - \$150,000.
- Long Beach Senior Center - \$300,000.
- Convention Center Parking Structure - \$100,000.
- Belmont Plaza Pool & Community Center - \$200,000. Elevator - Citywide - \$300,000.
- El Dorado Regional Park-West Community Center and Site - \$700,000.
- Blair Field, 3000 seat baseball stadium - \$300,000.
- Long Beach Marina Restrooms - \$100,000.
- Drake Park - \$200,000.
- MacArthur Park - \$200,000.
- Miscellaneous Beach Restrooms - \$300,000.
- Whaley Park and Community Center - \$400,000.
- El Dorado park Youth Center Restrooms - \$100,000.
- Surfside Station, Sunset Beach, CA - \$30,000.
- Palos Verdes Station, P.V. Estates, CA - \$50,000.
- Avalon MPO, Catalina Island, CA - \$30,000.

FOR THE UNITED STATES POSTAL SERVICE ADA COMPLIANCE:

Within the past five year, since 1995, BOA has performed 20 ADA transition plan/retrofit projects for USPS. The following are selected projects, and their construction cost.

- North Long Beach, Long Beach, CA - \$70,000.
- Pacific Station, Long Beach, CA - \$50,000.
- Spring Carrier Annex, Long Beach, CA - \$50,000.
- Downtown Long Beach, Long Beach, CA - 1,000,000.
- North Torrance, Torrance, CA - \$50,000.
- Old Town Torrance, Torrance, CA - \$60,000.
- Downtown Whittier, Whittier, CA - \$100,000.
- Willowbrook Branch, Compton, CA - \$20,000.
- Gardena-South, Gardena, CA - \$50,000.
- South Downey, Downey, CA - \$50,000.
- San Pedro-Main, San Pedro, CA - \$300,000.
- East Lynwood, Lynwood, CA - \$50,000.



LONG BEACH CITY HALL RENOVATION AND CITY-WIDE ADA COMPLIANCE

Date Completed: 1995-present **Client:** City of Long Beach

Construction Cost: \$500,000

Architect Team: Edward Lok Ng, Cristina Villa-Reyes

City of Long Beach, As-Needed Citywide ADA Facilities Compliance

For the 60 projects BOA managed and designed, none were ever delivered late. All were “on time” and “on budget”. The accuracy of our construction cost estimates for each project was 96% comparing Final estimate vs. Actual Bid. BOA successfully managed and designed as many as 9 facilities projects concurrently. This As-Needed contract has been renewed every year since 1995. Since 1995 to date, BOA has had an As-Needed contract with the City of Long Beach, Public Works Dept. to design ADA Compliance architectural improvement projects and other A/E renovation projects. BOA has completed over 50 ADA compliance projects to date (totaling over 1,000,000 GSF of building area) as part of the City’s implementation of its ADA Transition Plan. Two projects are currently in the design phase as part of a \$40 million CDBG grant dedicated specifically for ADA Compliance projects. BOA was responsible for ADA Transition Plan validation, field surveys, cost estimates, architecture design for ADA Compliance corrective actions, specifications, construction documents, and construction administration. BOA often managed multiple projects, as many as 10 ADA Compliance projects concurrently. In addition to ADA compliance, BOA also design a fire station, and many parks/ recreation/ marine facilities projects in the \$100,000 to \$1,000,000 range. Select projects completed are listed below, followed by their construction cost:

- North Long Beach Branch Library - \$150,000
- El Dorado Park West Community Centers - \$800,000
- Main Library - \$300,000
- Long Beach Sports Arena, - \$1,000,000
- Terrace Theater and Convention Center - \$1,500,000
- Center Theater - \$100,000
- Long Beach Senior Center - \$400,000
- El Dorado Park Nature Center - \$150,000
- Convention Center Parking Structure - \$100,000
- Belmont Plaza Pool & Community Center - \$400,000
- Elevator - Citywide - \$300,000
- El Dorado Regional Park-West - \$700,000
- Blair Field, 3000 seat baseball stadium - \$400,000
- Long Beach Marina Restrooms - \$100,000
- Drake Park - \$200,000

City Hall ADA Compliance: BOA assisted the Department of Public Works and City ADA Coordinator in ADA accessibility Compliance on an As-Needed basis. Work included restroom retrofits to all 13 floors of this high-rise City Hall building, retrofit 6 elevators, and redesigned the City Council dais to allow disabled Staff and Council members to access to dais area. Other separate ADA Compliance renovation design projects to the City Hall Complex included the Main Library, City Hall Parking Structure, and outdoor Plaza areas. Disable Access features included ramps, stair handrail retrofit, elevator retrofit, ADA signage, disable parking stalls, restroom retrofit, etc.



EXHIBIT C
FEE SCHEDULE

FIXED FEE PROPOSAL

City of Costa Mesa, ADA Restrom Improvements at:

Senior Center

date: March. 21, 2017

Construction+Design Cost Est, approx. \$145,000

prepared by: BOA Architecture, Edward Lok Ng

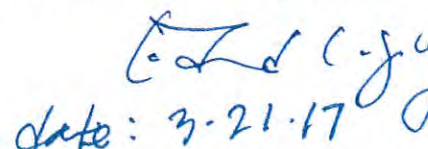
	HOURS UNIT	HR RATE	COST	TOTAL
PRE-DESIGN				
kick-off meeting to verify scope of work, obtain s-built dwgs.	2 hrs	140	280	
project management, confirm cost/work plan & prep field work	3 hrs	140	420	
site assessment, confirm as-built measurements & photos	4 hrs	90	360	
CADD - 3D modeling	3 hrs	90	270	
				1,330
ARCHITECTURAL SCHEMATIC DESIGN				
floor plan design options	8 hrs	140	1,120	
CADD - 3D modeling	18 hrs	90	1,620	
project management, input from owner&subconsultants	4 hrs	140	560	
meeting(s)	4 hrs	140	560	
construction cost estimate	3 hrs	140	420	
meeting or coordination with Client	4 hrs	140	560	
				4,840
SUB-CONSULTANTS and EXPENSES				
structural engineering			800	
mechanical (to be done by architect with drawing notes)			0	
plumbing engineering			3,000	
electrical (to be done by architect with drawing notes)			0	
photocopies, large size prints, travel, delivery			190	
				3,990
ARCHITECTURAL CONSTRUCTION DOCUMENTS				
CADD - 3D modeling	60 hrs	90	5,400	
project management	8 hrs	140	1,120	
meeting or coordination with Client	4 hrs	140	560	
specifications in CSI format	4 hrs	140	560	
construction cost estimate	3 hrs	140	420	
quality control	8 hrs	140	1,120	
client/bldg dept dept submittal and corrections to comments	10 hrs	90	900	
				10,080
PROJECT DESIGN CONTINGENCY				\$2,000
TOTAL LUMP SUM FEE:				\$22,240
NOTES AND RESTRICTIONS				
1. Scope of Work limited to \$145,000 in construction cost				
2. BOA will provide blueprints for submittals to Bldg & Safety Dept..				
3. The Owner will provide accurate as-built dwgs. & locations of all utilities.				
4. Client will be responsible for procurement of an asbestos/environmental report as needed.				
5. Client will provide all printing for bidding and construction phases.				
				
CONSTRUCTION SUPPORT (AS-NEEDED BASIS)				
Bidding Assistance, pre-bid meeting	4 hrs	140	560	
construction meeting(s)	10 hrs	140	1,400	
Respond to RFI and technical assistance	10 hrs	140	1,400	
photocopies, large size prints, travel, delivery			1,000	
OPTIONAL FEE:				4,360

EXHIBIT D
PROJECT SCHEDULE



3. SCHEDULE

The Time Schedule for the City of Costa Mesa, Senior Center ADA Restroom Improvements is as follows:

Milestone	Months
Project Kickoff Meeting	0
Submit Schematic Design	1
Design Development and Receive Client Comments	.5
Submit 80% Construction Documents And submit for City Building and Safety Plan Check	1.5
Receive Client and City Building and Safety Comments	1.5
Submit 100% Construction Documents and procure all City Building and Safety approvals	.5
 Total Design Time:	 5 months from Notice-to-Proceed