Request for Proposals
For Office Buildout Design Services

Issued: August 21, 2023
Submission Deadline: September 14, 2023, 4:00 PM

South Bayside Waste Management Authority (SBWMA)

Attention: Joanne Nghiem
Associate Engineer
610 Elm Street, Suite 202
San Carlos, CA 94070
bids@rethinkwaste.org
INTRODUCTION
South Bayside Waste Management Authority (SBWMA or Agency) is seeking proposals from architectural and engineering consultant (Consultant) to provide professional services for the planning and design of SBWMA’s new Office Buildout Design Services.

BACKGROUND
SBWMA’s current office is located at 610 Elm Street, Suite 202, San Carlos, CA 94070. The current office is located on the second floor of the San Carlos Library that includes offices, cubicles, reception area and breakroom. The new office located on the ground floor at Wheeler Plaza, 1245 San Carlos Ave, San Carlos, CA 94070 will replace existing office. The basic design of the new office shall include, but not be limited to a spacing program using a recently conducted test-fit space planning feasibility study by KRJ Design Group, located in San Mateo, and a structural evaluation for the potential new mezzanine by Buehler Engineering, Inc., located in San Carlos.

SCOPE OF WORK
The consultant chosen for this Project will be expected to develop its concept designs using the building’s pdf A/E drawings, the work done by KRJ Design Group, and Buehler Engineering, Inc as a starting point and ultimately move through Design Development, permitting, and preparation of Construction Documents. In addition, the consultant will provide bid assistance and construction support through to the completion of the Project. The Agency expects to receive a “turnkey” design that comprehensively plans for all aspects of the facility and landscaping. This consultant chosen for these design services will build upon the recently completed feasibility study.

General Requirements:

1. The consultant shall provide architectural design, documentation, bid, contract administration, and construction management support services for the replacement current office project.
2. The consultant shall be responsible for submitting completed documents for review and approval by the City of San Carlos (permitting agency). Drawings required for this submittal shall include, but may not be limited to:
   a. Site Plan
   b. Schematic Floor Plan
   c. Preliminary Utility Plan
   d. Schematic Interior Elevations
   e. A colored rendering of the office
3. Drawings will include color and material callouts. No models are anticipated to be included in this submittal.
4. The consultant shall prepare construction documents and submit the final drawings to the City of San Carlos for permitting approvals.
5. The consultant shall be available for presentations to the board and during public meetings and present the design to various stakeholders. The proposal must assume at least two board meeting presentations and two staff meeting presentations.
6. Make a presentation to the SBWMA Board of Directors to describe project concept, design, and budget.
7. Make required modifications to schematic design to obtain schematic design approval.
8. After obtaining written approval of schematic design, then proceed to design development through construction documents.
9. Attend progress meetings with Agency staff as well as semi-regular coordination meetings.

**Phase 1: Project Initiation**

An organization and scoping meeting will be held with Agency staff:

1. Introduce the Agency staff to the consultant design team
2. Review objectives of the Project
3. Confirm overall Project Budget
4. Review scope of services
5. Confirm Project areas/boundaries
6. Collect available data, feasibility study materials, and published material
7. Prepare meeting and presentation schedule

**Phase 2: Space Plan and Site Analysis Review**

Analyze existing and built elements within the proposed project areas to guide design.

1. Built Site Elements
   a. Visit current office to inventory and identify possible FF&E that can be reused at the new office location.
   b. Lighting Study: The design consultant is responsible for performing a lighting study for the proposed site conditions.
   c. Existing Infrastructure: Investigate and plan for all needed changes to existing site infrastructure.
   d. Pedestrian & Bike Access: Review existing pedestrian and bike access to and through the sites.
   e. Permits, agreements, and easements: Investigate all requirements for construction.
   f. Create a checklist of all permits required and impacts to schedule related to these permits.
2. Develop design program based on meetings with Agency staff during Phase 1.
3. Refine existing feasibility study space programming based on project priorities, existing site elements and anticipated construction costs.
4. Discuss design approach in moving forward with two concepts for Phase 3.

**Phase 3: Develop Concept Designs**

Develop two concept designs for building construction, base needs identified and the most effective and efficient use of space in terms of space programming for the office space. Concept designs will take into consideration the program and construction elements of the existing site. It is anticipated that during this task there will be up to three (3) meetings between the Agency and the Design Team. Finalized concept/schematic designs will include at minimum the following items:
1. Site layouts, renderings, and schematics.
2. Budget level cost estimates; itemized costs for budgeting purposes.
3. Finalized schedules and project milestones including bidding and construction schedules.
4. Based upon a mutually agreed-upon program for site development, define schedule, produce schematic level site plan, floor plan, elevations, sections, diagrams, and narratives to describe structural, mechanical, and electrical designs.
5. Prepare selected concept for review by Agency and City of San Carlos:
   a. Upon selection of the final concept by the Agency staff, the consultant shall update and prepare a final concept design.
   b. Final concept design shall be presented to the board.
   c. Adjustments to the final concept design shall be made in coordination with Agency staff following the two previously listed meetings and as required by permitting agencies.
   d. Final concept design and a concept level cost estimate shall be prepared and presented to the Agency staff.

Phase 4: Design Development

Facility Design Documents - 60% Submittal. The design consultant is to prepare construction floor plans, building elevation and site plan estimates and specifications for the Project. Plans to meet all ADA requirements and include all structural details and specifications for proposed work.

Construction Package to include (including manufacturer’s specifications, where required):

1. Existing Site Survey Plan
2. Layout Plan
3. Structural design to accommodate a mezzanine
4. Mechanical, plumbing, and electrical designs
5. Preliminary interior material and color boards for review and selection
6. Preliminary fixture and furniture selections
7. HVAC Plan & Details
8. Lighting Plan and Details
9. Electrical Plan and Details
10. Fire Sprinkler Plan and Details
11. Security Camera Plan & Details
12. Written specification Package
13. Construction cost estimate
14. Develop a phasing plan to budget requirements

The design consultant is to prepare a construction cost estimate based on the cost analysis prepared in Phase 3 and value engineering to ensure the Project remains within the construction budget. Consultant shall revise the project schedule to identify milestones.
Three (3) sets of 60% design plans for Agency review (11”x17”), five (5) sets of draft Technical Special Provisions and 60% level Construction Cost Estimate. Additionally, electronic sets for all 60% plans will be made available to the Agency.

Phase 5: Environmental Clearance

The Consultant shall assist with documentation that may require the preparation of a California Environmental Quality Act (CEQA) analysis.

Phase 6: Construction Documents

Prepare drawings and specifications suitable for bidding to clearly delineate the Contractor’s scope of work, including required architectural, structural, mechanical, plumbing, and electrical plans.

Construction Documents Phase – 90% and 100% Submittals

1. Confer with Agency staff to respond to and address permitting and community comments on Design Development phase drawings.
2. Revise and complete the construction documents (drawings and specifications) to a 90% submittal stage, based on the comments on the Design Development submittal. This submittal will be reviewed for final plan check by permitting staff and should include, the 90% and 100% complete construction plans, specifications and estimates, all appurtenant information and design analyses required for building permits, if required, such as final structural calculations and technical information for any equipment or furnishings not previously reviewed. Except for printing and binding, the 90% complete construction documents should be ready for bidding with all technical specifications for site improvements, equipment and furnishings, value engineering, final cost estimate and phasing plan, 100% complete.
3. Final Statement of Probable Costs. A final statement of probable construction cost shall be prepared and submitted. This estimate shall be used as the Agency’s estimate for bid comparisons and to establish the anticipated Construction Budget.
4. The design consultant shall submit applications for a Building Permit and any other required permits and shall be responsible for obtaining permit approval(s). The Agency shall pay permitting fees to permitting agencies directly. Consultant shall perform all required revisions to construction documents based on permitting departments’ plan check comments and obtain all required permits.
5. Submit plans to local utility companies for review and obtain approvals, as needed. The Agency shall pay all utility application and permitting fees directly.
6. Five (5) sets of 90% design plans for Agency and City of San Carlos review (11”x17”), five (5) sets of draft Technical Special Provisions and 90% level Construction Cost Estimate. Additionally, electronic sets of all 90% plans will be made available to the Agency.

Construction Documents Phase – 100% Submittal/Bid Documents

1. Address final review and plan check comments from Agency staff, revise the construction documents, and furnish signed reproducible copies of the 100% complete construction documents (Plans, Estimates & Technical Specifications) ready for reproduction and binding
for bidding purposes by the Agency. Agency staff will prepare and include the Notice Inviting Bids, Proposal Requirements and Instruction to Bidders, all required Proposal and Bond forms, and Conditions of the Contract.

2. Prepare or review bid schedule(s) in consultation with Agency staff.

3. Provide final original drawings and specifications in the bid packages. Coordinate with and assist Agency in assembling bid packages.

4. Interpret and clarify contract documents for prospective bidders and assist in drafting bid packet addenda as required.

5. Attend a pre-bid walkthrough at the site with all interested prospective bidders.

6. Participate in bid opening, review contractor’s detailed cost breakdown, and assist the Agency in evaluation of the bids.

7. Five (5) sets of 100% Plans, Specifications and Estimates (PS&E) for Agency and City of San Carlos review (11”x17” half size) and electronic submittal of the 100% PS&E. Additionally, electronic sets of all 100% plans will be made available to the Agency.

Phase 7: Basic Construction Observation and Contract Administration Services

This work shall consist of construction supervision and administration of the construction contract through the period of construction closeout. The Agency anticipates a five-month construction period, from contract award through punch-list inspection and project acceptance. However, the contract administration services shall extend until the end of the project, regardless of actual construction time. The following services shall be provided:

1. Consultant shall attend the Agency construction conferences with the contractors at a minimum of twice per month.

2. Interpret contract documents (including all sub-contractor disciplines) for proper execution and progress of construction, including responding to contractor’s Change Order Requests and Requests for Information and clarification, and issue Architect’s Supplemental Instructions.

3. Make one scheduled site visit every week during construction to observe the project and prepare site visit reports for the Agency.

4. Consultant shall visit the site, attend job meetings, and prepare meeting notes for the Agency at appropriate intervals for the purpose of becoming generally familiar with, and to keep the Agency informed about, the progress and quality of the completed portion of the work, and to determine if the work will be in accordance with the Contract Documents when completed. The consultant shall neither have control over or charge of, nor be responsible for, the construction, means, methods, techniques, sequences or procedures, or the safety precautions and program in connection with the work since these are solely the Contractor’s rights and responsibilities under the Contract Documents.

5. Consultant shall report to the Agency on any deviations from the Contract Documents and on the progress of the Project.

6. Consultant shall review and take appropriate action upon contractor’s Requests for Information and submittals such as Shop Drawing, Product Data, and Samples, for the purpose of checking for visual design concept and conformance in a timely manner to enable construction to proceed on schedule.
7. Consultant shall review and approve all shop drawings or materials submittals.
8. Consultant may authorize minor changes in the work that are consistent with the intent of the contract documents and do not involve an adjustment in the contract price and/or an extension of the contract time.
9. Consultant shall generate supplemental drawings and clarifications, if required, as a basic service.
10. Consultant shall provide all necessary architectural and other design services as required by the General Conditions of Contract for this Project, including submittal and shop drawing review, responding to Contractor requests for information, attendance at construction progress meetings, Project close-out, and other tasks that are referred to in the General Conditions of Contract for this Project.
11. Assist Agency in review of Contractor’s initial and progress schedule. Assist in reviewing and processing contractor’s progress payment requests and certifying the amounts due to the Contractor.
12. Consultant shall perform an inspection with the Agency, when requested by the Contractor, for the purpose of preparing a punch list of incomplete and/or unacceptable work for the Agency’s review. Upon receiving notice from the Contractor that the punch list items are completed, consultant shall make a final inspection of the Project with the Agency for the purpose of signing off the completed punch list items in accordance with the requirements of the construction documents.

Additional Services

Additional services will be provided only as authorized in writing and on an hourly basis unless otherwise approved. Additional services must be brought to the attention of the Agency prior to commencement of the task and/or activity.

AGENCY RESPONSIBILITIES

The Agency will provide access to any of the SBWMA Current offices upon advanced request from the Consultant. The Agency will also provide any existing studies or analysis, if available, for the consultant to review.

SCHEDULE OF SUBMITTALS AND PROJECT TIMETABLE

The Agency’s target dates are as follows:

- **Release of RFP:** August 21, 2023
- **Mandatory Site Visit:** 11:00 A.M. on August 31, 2023
- **Deadline for Questions:** 4:00 P.M. on September 5, 2023
- **Agency Response to Questions:** September 7, 2023
- **Proposal due:** 4:00 P.M. on September 14, 2023
- **Design Contract Award:** September 28, 2023
- **Completion of bid documents:** November 2023 (tentative)
MANDATORY SITE VISIT

SBWMA will conduct a mandatory Site Visit at 11:00 A.M. on August 31, 2023.

At least one (1) representative from the prime Consultant is required to attend.

PROPOSAL FORMAT AND CONTENT

The proposal shall be brief, precise, and shall not include unnecessary promotional material. The proposal shall not exceed 20 pages, excluding the cover letter, resumes, rate schedule, references, other relevant information & exceptions, and cost. The proposal should contain the following elements in the exact order and segmentation listed below:

1. **Cover letter.** Describe your firm or team’s interest and commitment in providing Consultant Services to the Agency. The letter shall be signed by a person authorized to negotiate a contract with the Agency.

2. **Staffing, Sub-consultants, Team Experience and Understanding of Project and Objectives.** Describe the qualifications and experience of the team members expected to be assigned to this project. The description shall include previous experience with similar projects. Include an organization chart and provide any sub-consultants’ physical office location. A discussion demonstrating the proposer’s understanding of the project, the goals, the services to be provided to the Agency.

3. **Work Plan Approach and Schedule.** Discuss your firm’s understanding of the scope of work to be performed and the level of effort expected to be performed by each resource. Include an itemized table of estimated person hours by professional classification (or team member) to quantify the level of effort.

4. **Resumes.** Include single page resumes of the architects, engineers, technicians, key personnel, and sub-consultants (if any) to be assigned to the project. It is expected that designated key staff will remain for the duration of the project. Key staff substitution will be allowed only after an interview and concurrence with the Agency.

5. **Rate Schedule.** The consultant shall provide the most current rate schedule that includes the rates of all applicable staff that may be assigned to this project and any sub-consultants.

6. **References.** Provide at least three references (name, agency, title, address, and telephone number) for recent similar or related work.

7. **Other Relevant Information & Exceptions.** Provide additional relevant information that may be helpful in the selection process, including any exceptions taken to the Agency’s standard agreement.

8. **Cost.** The awarded firm shall be compensated based on all elements encompassed within RFP and, if applicable, associated Addendum. The price Sheet presented by the Proposer shall include price detail breakdown of all elements and tasks imperative to accomplish the services outlined in the Scope of Work. An itemized table of estimated person hours by professional classification (or team member) shall be identified, including, if applicable, subcontracted personnel.
Upon award, the Agency will present its standard Professional Services Agreement to the successful proposer, which the successful proposer shall be expected to execute. A copy of the standard Professional Services Agreement is attached with this Request for Proposals. Proposers shall include in their proposals any requested edits or additions to this Agreement.

**EVALUATION AND SELECTION PROCESS**

Qualifications will be screened, and the top candidates will be reviewed by a selection committee. The qualifications for the top candidates will be verified and references will be checked. In reviewing the proposals, the Agency will carefully weigh:

- Consultant’s understanding of the Agency’s desires and general approach to completing the work within a tight timeline
- Consultant’s experience with contracts of similar complexity and magnitude
- Qualifications of the staff and sub-consultants being assigned to this project
- Demonstrated ability of the Consultant to perform high quality work, to control costs and to meet time schedules
- Ability to work effectively with Agency staff
- Cost
- Recommendations from clients, contractors, and other knowledgeable people
- Record of success on other current office projects
- Claims and litigation history
- Ability to prepare plans in accordance with the Agency’s time schedule

Other qualifications/criteria as deemed appropriate by the Executive Director or the panel reviewing the proposals. One or more of the proposed bidders may be invited for interviews. The Executive Director will evaluate the respondents based on the selection committee’s evaluations of the interview(s) and written proposals. A recommendation will then be forwarded to the Agency’s Board of Directors. The recommendation will be presented at a regularly scheduled meeting of the Board at which the respondent may be requested to attend.

**ELIGIBILITY REQUIREMENTS**

Each architectural consultant must formally comply with the following eligibility requirements:

- The Consultant shall be able to demonstrate experience in the design and construction of at least (3) offices.
- The Consultant shall be able to provide all the services required and must be able to furnish the insurance coverage requested by the Agency. These two items will not be negotiated.
- The Consultant’s key personnel identified in the proposal shall be available for the entire duration of the project.
- The Consultant’s Project Manager, or a designate, shall be available for consultations at the Agency administration office within two hours (travel time).
SUBMISSIONS GUIDELINES

Proposals shall be electronically submitted to the following email address bids@rethinkwaste.org by 4:00 P.M. on September 14, 2023. It is the proposer’s responsibility to ensure receipt.

Email subject line must include the name of the Consultant and the name of the project “SBWMA Office Buildout Design Services.” The Consultant shall name the electronic file in the following format: “Consultant Name – SBWMA Office Buildout Design Services”.

The proposal shall contain 8-1/2" x 11" sheet sizes for the text and 11" x 17" sheet sizes for any drawings. Proposals shall not be more than twenty (20) pages.

Late proposals will not be considered. Any changes made by the Agency to the requirements in this RFP will be made by written addenda. Any written addenda issued to this RFP shall be incorporated into the terms and conditions of any resulting Agreement. The Agency will not be bound by any modifications to or deviations from the requirements set forth in this RFP as the result of oral instructions. The Agency reserves the right to revise or withdraw this RFP at any time and for any reason.

All inquires regarding the proposal should be directed to Joanne Nghiem, Associate Engineer via email, sent to bids@rethinkwaste.org. Proposers are encouraged to submit their questions by 4:00 P.M. on September 5, 2023. Responses to all questions will be compiled and posted to the Agency’s website (https://rethinkwaste.org/about/rfps-rfqs/) on or before September 7, 2023. It is the responsibility of the proposers to access the website for any changes or Addenda that may be posted.

RIGHT TO REJECT

The Agency reserves the right to reject any or all proposals and to award the contract based upon the qualifications of the firm and not necessarily based solely upon the price in accordance with Government Code Section 4525.
PROFESSIONAL ARCHITECTURAL AND ENGINEERING CONSULTANT SERVICES

AGREEMENT WITH

______________ ARCHITECTURAL SERVICES

THIS AGREEMENT, made and entered into this _____ day of _____________, 2023, by and between the South Bayside Waste Management Authority, hereinafter referred to as “AGENCY,” and _________________ with offices at _________________, hereinafter referred to as “CONSULTANT”.

WITNESSETH

WHEREAS, AGENCY desires certain professional CONSULTANT services hereinafter described; and

WHEREAS, AGENCY desires to engage CONSULTANT to provide these services by reason of its qualifications and experience for performing such services and CONSULTANT has offered to provide the required services on the terms and in the manner set forth herein:

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

SECTION 1 – DEFINITIONS

1.1 AGENCY CLERK
The term “Agency Clerk” means the duly appointed Clerk of the Board for South Bayside Waste Management Authority, California, or her designated representative.

1.2 EXECUTIVE DIRECTER
The term “Executive Director” means the duly appointed Executive Director of South Bayside Waste Management Authority, California, or designated representative.

1.3 PROJECT
The term “project” means the work described in Exhibit “A” entitled “Statement of Consultant Service” attached hereto and made a part hereof.

SECTION 2 – ATTACHMENTS

2.1 EXHIBIT “A” – STATEMENT OF CONSULTANT SERVICES
The Statement of CONSULTANT Services identifies the scope of the project and CONSULTANT services.

2.2 EXHIBIT “B” – WORK DONE BY OTHERS
Work done by others shall identify all work that is necessary to complete the project but which is not considered part of the work provided by CONSULTANT.

2.3 EXHIBIT “C” – PROJECT SCHEDULE
The Project Schedule is the time frame required by CONSULTANT to complete the work described in EXHIBIT “A” – STATEMENT OF CONSULTANT SERVICES.

2.4 EXHIBIT “D” - SCHEDULE OF COSTS

Schedule of Costs details CONSULTANT’S negotiated fee.

2.5 EXHIBIT “E” – KEY CONSULTANT STAFF AND SUBCONSULTANTS

The CONSULTANT staffing and subconsultants exhibit provides a list of key personnel to be dedicated to subject project, including list of all subconsultants.

2.6 EXHIBIT “F” – INSURANCE FORMS

SECTION 3 – PROJECT COORDINATION

3.1 AGENCY

, is hereby designated as the PROJECT MANAGER for the AGENCY and shall supervise the progress and execution of this Agreement.

3.2 CONSULTANT

CONSULTANT shall assign a single PROJECT DIRECTOR to have overall responsibility for the progress and execution of this Agreement for CONSULTANT. , hereby is designated as the PROJECT DIRECTOR for CONSULTANT. shall be assigned as PROJECT COORDINATOR for CONSULTANT and shall represent CONSULTANT during the day-to-day work on the Project. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute PROJECT DIRECTOR or PROJECT COORDINATOR for any reason the PROJECT DIRECTOR or PROJECT COORDINATOR designee shall be subject to the prior written approval of AGENCY.

SECTION 4 – SCOPE OF PROJECT

4.1 The Project for which services are being provided is for architectural services for Office 41 project.

4.2 The Scope of Work to be executed by CONSULTANT shall be as described in Exhibit “A” – Statement of Consultant Services, attached hereto and made a part hereof; performance of which shall be in compliance with requirements stated hereinafter.

SECTION 5 – GENERAL PROVISIONS

5.1 RESPONSIBILITIES OF THE CONSULTANT

a. CONSULTANT shall be responsible for the professional quality, technical accuracy and coordination of all studies, reports, designs, drawings, specifications and other services furnished by CONSULTANT under this Agreement. CONSULTANT shall, without additional compensation correct or revise any negligent errors or deficiencies in its studies, reports, designs, drawings, specifications and other services.

b. It is mutually understood and agreed by and between the parties hereto that CONSULTANT is skilled in the professional calling necessary to perform the work agreed to be done hereunder and that AGENCY relies upon the skill of CONSULTANT to do and perform the work in a skillful,
professional manner and CONSULTANT agrees to thus perform the work. Approval by AGENCY of drawings, designs, specifications, and other incidental architectural engineering work or materials furnished hereunder shall not in any way relieve CONSULTANT of responsibility for the technical accuracy of the work. CONSULTANT shall be and remains liable to AGENCY in accordance with applicable law for all damages to AGENCY caused by CONSULTANT’S negligent performance of any of the services furnished under this Agreement.

c. Where a negligent error and/or omission occurs that is attributable to the CONSULTANT and that negligent error and/or omission causes a delay of time and/or additional costs, the CONSULTANT shall assume the responsibilities for costs, caused by damages associated with that error and/or omission. Additionally, CONSULTANT shall defend and indemnify, to the fullest extent permitted by law, the AGENCY in regard to any and all claims submitted by the contractor due to CONSULTANT’S error.

d. CONSULTANT’S key personnel to be dedicated to the subject project are shown in Exhibit “E”. Any subsequent changes to this list shall be subject to approval by AGENCY.

5.2 CHANGES

a. AGENCY may, at any time, by written agreement make changes within the general scope of work to be performed. If such changes cause an increase or decrease to CONSULTANT’S fees, an equitable adjustment shall be made subject to approval by both AGENCY and CONSULTANT and the agreement shall be modified in writing. Equitable adjustments shall be made pursuant to the CONSULTANT’S fee schedule attached hereto as Exhibit “D” and incorporated by this reference. No added compensation for changes resulting from CONSULTANT’S errors and/or omissions shall be allowed and such services shall be considered as included within the base scope of work.

b. CONSULTANT shall not be entitled to equitable adjustments for added construction administration services due to errors and/or omissions of the CONSULTANT. To the extent that construction is extended for reasons not attributable to CONSULTANT’S errors and/or omissions, the CONSULTANT’S fees for construction administration shall be adjusted per the schedule of charges in Exhibit “D”.

c. No services for which an additional cost or fee will be charged by CONSULTANT shall be performed or furnished without prior written agreement of AGENCY.

5.3 TERMINATION

a. AGENCY may, by written notice to CONSULTANT, terminate this Agreement in whole or in part at any time, either for AGENCY’S convenience or because of the failure of CONSULTANT to fulfill its agreement obligations. Upon receipt of such notice CONSULTANT shall:

1. Immediately discontinue all services affected (unless the notice directs otherwise); and

2. Deliver to AGENCY all data, drawings, specifications, reports, estimates, and summaries and such other information and materials as may have been accumulated by CONSULTANT in performing this Agreement, whether completed or in process.
b. If the termination is for the convenience of AGENCY, CONSULTANT shall be compensated for all authorized work performed prior to notification of termination but no amount shall be allowed for anticipated profit on unperformed services.

c. If the termination is due to the failure of CONSULTANT to fulfill its agreement obligations, AGENCY may take over the work and prosecute the same to completion by agreement or otherwise. In such case, CONSULTANT shall be liable to AGENCY for any additional cost occasioned to AGENCY.

d. If, after any notice of termination for failure to fulfill Agreement obligations, it is determined that CONSULTANT had not so failed, the termination shall be deemed to have been effected for the convenience of AGENCY. In such event, adjustment in the Agreement price shall be made as provided in paragraph (b) of this clause.

e. CONSULTANT may terminate this Agreement upon thirty (30) days written notice to AGENCY, but only in the event of substantial failure of performance by AGENCY or in the event AGENCY abandons or indefinitely postpones the Project.

f. Upon termination of this Agreement or suspension of work on the project by either AGENCY or CONSULTANT, all duties of AGENCY and CONSULTANT as set forth in Sections 5.1 and 5.2 herein above shall terminate.

5.4 SUBCONSULTANTS

a. Subconsultants required by CONSULTANT in connection with the services covered by the Agreement will be limited to such individuals or firms as were specifically identified in Exhibit “E”. Any substitution or additions in such subconsultants will be subject to the prior written approval of AGENCY.

b. CONSULTANT shall be responsible for employing or engaging all persons and subconsultants necessary to perform the services of the CONSULTANT hereunder and shall be responsible for the performance of their work. No subconsultant of CONSULTANT will be recognized by AGENCY as such. CONSULTANT shall give its personal attention to the fulfillment of the provisions of this Agreement by all of its employees and subconsultants, if any, and shall keep the work under its control. If any employee or subconsultant of CONSULTANT fails or refuses to carry out the provisions of this Agreement or appears to be incompetent or to act in a disorderly or improper manner he or she shall be discharged immediately from the work under this Agreement on demand of AGENCY.

5.5 REQUIREMENTS FOR REGISTRATION OF DESIGNERS

The design of architectural, structural, plumbing and mechanical, electrical, civil or any other engineering features of the work shall be accomplished or reviewed and approved by architects or engineers registered in the State of California to practice in their particular professional field. Plans, design calculations and reports shall be stamped and signed.

5.6 HEALTH AND SAFETY CODE
CONSULTANT represents that it is aware of the requirements of the Government Code and Health and Safety Code of the State of California relating to access to public facilities and accommodations for physically handicapped persons, and relating to facilities for handicapped persons. In accordance with the professional standard of care, CONSULTANT shall comply with such provisions in carrying out the terms of this agreement.

5.7 DESIGN WITHIN FUNDING LIMITATIONS

a. CONSULTANT shall accomplish the services required under this Agreement so as to permit the award of a contract for the construction of the facilities designed at a price that does not exceed the final estimated construction cost prepared prior to the call for bids. The design shall be economically feasible and aesthetically pleasing to the community. If the lowest responsible bid for the Project received by AGENCY exceeds the final estimated construction cost prepared prior to the call for bids by 10% or more, AGENCY shall, at its sole and exclusive discretion:

1. Give written approval of an increase in such fixed limit; or

2. Authorize rebidding of the Project within a reasonable time; or

3. Cooperate with CONSULTANT in revising the Project scope and quality as required to reduce the construction cost. In the case of (3), CONSULTANT shall, without additional charge, perform such redesign and other services as necessary to bring the construction cost within the fixed limit, provided the construction contract is bid within 6 months of final design submittal.

b. CONSULTANT will promptly advise AGENCY in writing if it finds that the Project being designed will exceed or is likely to exceed the funding limitations and it is unable to design a suitable facility within these limitations. AGENCY may authorize a change in the scope of the Project as required to reduce the estimated construction cost or alternate bid items may be included to adjust the estimated construction cost to the fixed limit and CONSULTANT shall perform such services as part of the base contract scope of services without additional compensation from AGENCY.

c. Statements of probable construction cost and detailed final estimate of construction cost prepared by CONSULTANT represents its best judgment as a design professional familiar with the construction industry. It is recognized, however, that neither CONSULTANT nor AGENCY has any control over the cost of labor, materials or equipment, contractors’ methods of determining bid prices, competitive bidding, or market conditions. Accordingly CONSULTANT cannot and does not guarantee that bids will not vary from any statement of probable construction cost or other cost estimate prepared by it. Provided, however, this paragraph 5.7(c) does not affect CONSULTANT’S obligations set forth in paragraph 5.7(a) and 5.7(b).

d. The construction cost shall be the total cost or estimated cost to the AGENCY of all elements of the Project designed or specified by CONSULTANT.

e. The construction cost shall include the cost at current market rates of labor and materials furnished by the AGENCY and equipment designed, specified, selected or specially provided for by CONSULTANT, plus a reasonable allowance for CONSULTANT’S overhead and profit.
addition, a reasonable allowance for contingencies shall be included for market conditions at the
time of bidding and for changes in the Work during construction.

f. Construction cost does not include the compensation of CONSULTANT and CONSULTANT’S
consultants, the costs of the land, rights-of-way, financing or other costs which are the
responsibility of the AGENCY.

5.8 GENERAL STATEMENT OF CONSULTANT SERVICES

As may be necessary to accomplish the work described in Exhibit “A” – Statement of Consultant
Services, CONSULTANT shall prepare and furnish to AGENCY, complete and ready for use, all necessary
studies, reports, preliminary sketches, estimates, working records and other drawings (including large
scale details as required), and specifications; shall check shop drawings furnished by the construction
contractor; shall furnish consultation and advise as requested by AGENCY during construction (but not
including the supervision of the construction work); and shall furnish all other architectural and
engineering services; including, without limitations, those specified hereinafter and required in
connection with the accomplishment of AGENCY projects. It is agreed without limiting the generality of
the foregoing that:

a. CONSULTANT shall attend conferences with AGENCY, which include evening meetings with the
Fire Board, at critical phases of the work as necessary to accomplish the Project.

b. CONSULTANT shall without additional fee, correct or revise the drawings, specifications or
other materials furnished under this Agreement if AGENCY finds that such revision is necessary
to correct errors or deficiencies for which CONSULTANT is responsible.

c. CONSULTANT shall perform any other services that may be agreed upon by the parties
subsequent to the execution of this Agreement.

d. If requested in writing by AGENCY, CONSULTANT shall provide one or more project
representatives to assist AGENCY in the inspection of the construction contract progress. The fee
for this service shall be subject to future negotiations.

e. Unless otherwise provided in this Agreement, CONSULTANT and CONSULTANT’S consultants
shall have no responsibility for the discovery, presence, handling, removal or disposal of or
exposure of persons to hazardous materials in any form at the Project site, including but not
limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances.

f. CONSULTANT shall have the right to include representation of the design of the Project,
including photographs of the exterior and interior, among CONSULTANT’S promotional and
professional materials. CONSULTANT’S materials shall not include the AGENCY’S confidential or
proprietary information if the AGENCY has previously advised CONSULTANT in writing of the
specific information considered by the AGENCY to be confidential or proprietary. The AGENCY
shall provide professional credit for CONSULTANT on the construction sign and in the
promotional materials for the Project.

SECTION 6 – COMPENSATION PROVISIONS
Payment shall be made by AGENCY only for services rendered and upon submission of monthly Progress Payment Requests. The amount of CONSULTANT’S compensation shall be based on Exhibit “D” – Schedule of Costs, up to the maximum amount set forth.

6.1 CONSULTANT’S FEES

a. Basic Services. CONSULTANT’S fee and costs for the Scope of Work, Phases 1-7 identified in Exhibit “A” will be for a maximum amount of $ .

b. Additional Services to be Provided on an Hourly Basis. Any additional work will be provided as Additional Services only after written authorization is received to commence those Additional Services. Additional Services will be billed on an hourly basis as shown in Exhibit “D”.

c. Reimbursable Expenses. Payment for reimbursable expenses of the CONSULTANT shall be made as part of the monthly progress payments for services rendered.

d. For Extra Work or Changes. Payment for extra work or changes in the work not initiated by CONSULTANT and authorized in writing by AGENCY shall be made upon submission by CONSULTANT of a statement of itemized costs covering such work. Prior to commencing such extra work or changes, CONSULTANT and AGENCY shall agree upon an estimated not-to-exceed cost for such extra work. In no event shall CONSULTANT be paid for design work or change order preparation which is necessary because of CONSULTANT’S errors or oversights.

6.2 PAYMENT UPON SUSPENSION OR ABANDONMENT OF PROJECT

If the Project is suspended for more than four (4) months (120 days) or abandoned in whole or in part, CONSULTANT shall be paid its compensation for services performed prior to receipt of written notice from AGENCY of such suspension or abandonment, together with additional and reimbursable expenses then due. If the Project is resumed after being suspended for more than four (4) months (120 days), any change in CONSULTANT’S compensation shall be subject to renegotiation and, if necessary, approval by the Fire Board. If this Agreement is suspended or terminated for fault of CONSULTANT, AGENCY shall be obligated to compensate CONSULTANT only for that portion of CONSULTANT’S services which are of benefit to AGENCY.

SECTION 7 – CONSULTANT’S ACCOUNTING RECORDS

Accounting records including extra work and change orders shall be kept by CONSULTANT on a generally recognized accounting basis and shall be available to AGENCY at mutually convenient times during the hours of 9:00 a.m. to 5:00 p.m. Monday 14 through Friday. Requests to review the records shall be made twenty-four (24) hours prior to review.

SECTION 8 – OWNERSHIP OF DOCUMENTS

8.1 Subject to the provisions of Paragraph 8.2 below, the original drawings, maps, plans, designs, records of survey, work data, specifications and other documents prepared by CONSULTANT in the performance of this Agreement, although instruments of professional services, are and shall be the property of AGENCY whether the Project for which they are made is executed or not.

8.2 Upon termination under Section 5.3 of this Agreement and upon AGENCY’S payment of the amount required to be paid thereunder, the originals and all drawings, calculations, specifications and similar
documents become the property of AGENCY, and CONSULTANT shall transfer them to AGENCY upon request without additional compensation. AGENCY shall have the right to utilize any completed or uncompleted drawings, estimates, specifications and other documents prepared hereunder by CONSULTANT; however, in the event of termination as described in Section 5.3(b) and (d), AGENCY shall indemnify CONSULTANT against any loss which may be caused to CONSULTANT by such use and reuse.

8.3 The Drawings, Specifications and other documents prepared by CONSULTANT for this Project are instruments of CONSULTANT’S service for use solely with respect to this Project. CONSULTANT’S Drawings, Specifications or other documents shall not be used by the AGENCY or others on other projects, for additions to this Project or for completion of this Project by others, unless CONSULTANT is indemnified, defended or held harmless by the AGENCY for any reuse of CONSULTANT’S work.

SECTION 9 – INTEREST OF CONSULTANT

9.1 CONSULTANT INDEPENDENT OF AGENCY

a. In accepting this Agreement, CONSULTANT covenants that it presently has no interest, and shall not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. CONSULTANT further covenants that, in the performance of this Agreement, no subconsultant or person having such an interest shall be knowingly employed. CONSULTANT shall require that all such persons or subconsultants stipulate in writing that they have no such interest. CONSULTANT certifies that no one who has or will have any financial interest under this Agreement is an officer or employee of AGENCY.

b. It is expressly agreed that in the performance of the professional services required under this Agreement, CONSULTANT, and any of its subconsultants or employees, shall at all times be considered independent contractors and not agents or employees of AGENCY.

SECTION 10 - INDEMNITY

10.1 CONSULTANT’S DUTY TO INDEMNIFY

a. To the fullest extent permitted by law (including, without limitation, California Civil Code Sections 2782 and 2782.6), CONSULTANT shall defend (with legal counsel reasonably acceptable to the AGENCY), indemnify and hold harmless AGENCY, its Board, commissions, officers, employees and agents (collectively “Indemnitees”), from and against any and all claims, loss, cost, damage, injury (including, without limitation, injury to or death of an employee of CONSULTANT or its subconsultants), expense and liability of every kind, nature and description (including, without limitation, incidental and consequential damages, court costs, attorneys’ fees, litigation expenses and fees of expert consultants or expert witnesses incurred in connection therewith and costs of investigation) that arise out of, pertain to, or relate to, directly or indirectly, in whole or in part, the negligence, recklessness or willful misconduct of CONSULTANT, any subconsultant, anyone directly or indirectly employed by them, or anyone that they control (collectively “Liabilities”). Such obligations to defend, hold harmless and indemnify any Indemnitee shall not apply to the extent that such Liabilities are caused in part by the sole negligence, active negligence, or willful misconduct of such Indemnitee.
b. To the extent there is an obligation to indemnify under this Section 10, CONSULTANT shall be responsible for incidental and consequential damages resulting directly or indirectly, in whole or in part, from CONSULTANT’S negligence, recklessness, or willful misconduct.

10.2 LIABILITY OF THE AGENCY

a. The AGENCY’S liability under this Agreement shall be limited to the payment of the compensation provided for in Section 6, Compensation Provisions of this Agreement. Notwithstanding any other provision of this Agreement, in no event shall the AGENCY be liable, regardless of whether any claim is based on contract or tort, for any special, consequential, indirect or incidental damages, including, but not limited to, lost profits or revenue, arising out of or in connection with this Agreement or the Services performed in connection with this Agreement.

b. The AGENCY shall not be responsible for any damage to persons or property as a result of the use, misuse or failure of any equipment used by CONSULTANT, or by any of its employees, even though such equipment be furnished, rented or loaned to CONSULTANT by the AGENCY. The acceptance or use of such equipment by CONSULTANT or any of its employees shall be construed to mean that CONSULTANT accepts full responsibility for and agrees to exonerate, indemnify, defend and save harmless the AGENCY from and against any and all claims for any damage or injury of any type, including attorneys’ fees and expenses, and consultants’ or experts’ fees and expenses, arising from the use, misuse or failure of such equipment, whether such damage be to the CONSULTANT, its employees, the AGENCY employees or third parties, or to property belonging to any of the above.

c. To the furthest extent permitted by law (including, without limitation, Civil Code Section 2782), the indemnities, releases of liability and limitations of liability, and limitations of remedy expressed throughout this Agreement shall apply even in the event of breach of contract, negligence (active or passive e), fault or strict liability of the party[s] indemnified, released, or limited in liability, and shall survive the termination, rescission, breach, or completion of Project. If CONSULTANT fails to perform any of these defense or indemnity obligations, AGENCY may in its discretion backcharge CONSULTANT for its costs and damages resulting therefrom and withhold such sums from payments due or other contract monies that may become due.

SECTION 11 – INSURANCE

CONSULTANT shall acquire and maintain Workers’ Compensation, employer’s liability, commercial general liability, owned and non-owned and hired automobile liability, and professional liability insurance coverage relating to CONSULTANT’S services to be performed hereunder covering AGENCY’S risks in form subject to the approval of the AGENCY’S General Counsel and AGENCY’S Risk Manager. The minimum amounts of coverage corresponding to the aforesaid categories of insurance per insurable event shall be as follows:

<table>
<thead>
<tr>
<th>Insurance Category</th>
<th>Minimum Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workers’ Compensation</td>
<td>Statutory minimum</td>
</tr>
<tr>
<td>Employer’s Liability</td>
<td>$1,000,000 per accident for bodily injury or disease</td>
</tr>
</tbody>
</table>
Commercial General Liability $1,000,000 per occurrence and $2,000,000 aggregate for bodily injury, personal injury, and property damage

Automobile Liability $1,000,000 per accident for bodily injury and property damage (coverage required to the extent applicable to CONSULTANT’S vehicle usage in performing services hereunder)

Professional Liability $2,000,000 per claim and aggregate

Concurrently with the execution of this Agreement, CONSULTANT shall, on the Insurance Coverage form provided in Exhibit “F”, furnish AGENCY with certificates and copies of information or declaration pages of the insurance required hereunder and, with respect to evidence of commercial general liability and automobile liability insurance coverage, original endorsements:

a. Precluding cancellation or reduction in per occurrence limits before the expiration of thirty (30) days (10 days for nonpayment) after AGENCY shall have received written notification of cancellation in coverage or reduction in per occurrence limits by first class mail;

b. Naming the South Bayside Waste Management Authority, its Board, officers, commissions, employees and agents, as additional insureds; and

c. Providing that CONSULTANT’S insurance coverage shall be primary insurance with respect to AGENCY, its Board, officers, commissions, employees and agents, and any insurance or self-insurance maintained by AGENCY for itself, its Board, officers, commissions, employees or agents shall be in excess of CONSULTANT’S insurance and not contributory with it.

SECTION 12 – WORKERS’ COMPENSATION

CONSULTANT certifies that it is aware of the provisions of the Labor Code of the State of California which require every employer to be insured against liability for workers’ compensation or to undertake self-insurance in accordance with the provisions of that Code, and CONSULTANT certifies that it will comply with such provisions before commencing the performance of the work of this Agreement.

SECTION 13 – AGREEMENT BINDING

The terms, covenants, and conditions of this Agreement shall apply to, and shall bind, the heirs, successors, executors, administrators, assigns, and subcontractors of both parties.

SECTION 14 – NONASSIGNABILITY

14.1 PERSONAL SERVICES OF CONSULTANT

Both parties hereto recognize that this Agreement is for the personal services of CONSULTANT and cannot be transferred, assigned, or subcontracted in whole or in part by CONSULTANT without the prior written consent of AGENCY.

SECTION 15 – WAIVERS

The waiver by either party of any breach or violation of any term, covenant, or condition of this Agreement or of any provisions of any ordinance or law shall not be deemed to be a waiver of such term, covenant, condition, ordinance or law or of any subsequent breach or violation of the same or of any
other term, covenant, condition, ordinance or law. The subsequent acceptance by either party of any fee or other money which may become due hereunder shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, covenant, or condition of this Agreement or of any applicable law or ordinance.

SECTION 16 – COSTS AND ATTORNEY’S FEES

The prevailing party in any action brought to enforce the terms of this Agreement or arising out of this Agreement may recover from the other party its reasonable costs and attorney’s fees expended in connection with such action.

SECTION 17 - NONDISCRIMINATION; PENALTY

17.1 DUTY OF CONSULTANT

The CONSULTANT will not discriminate against any employee or applicant for employment because of race, color, national origin, ancestry, religion or sex. The CONSULTANT will take affirmative action to insure that applicants are employed and the employees are treated during employment without regard to their race, color, national origin, ancestry, religion or sex. Such action shall include, but not be limited to the following: employment, advancement, demotion, transfer, recruitment, or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The CONSULTANT shall at all times be in compliance with the requirements of the Federal Americans With Disabilities Act (Public Law 101-336), which prohibits discrimination on the basis of disability. The CONSULTANT agrees to post in conspicuous places available to employees and applicants for employment any notices provided by the AGENCY setting forth the provisions of this non-discrimination clause.

17.2 PENALTY FOR DISCRIMINATION

a. If CONSULTANT is found in violation of the non-discrimination provisions of the State of California Fair Employment Practices Act or similar provisions of federal law or executive order in the performance of this Agreement, it shall thereby be found in material breach of this Agreement. Thereupon, AGENCY shall have the power to cancel or suspend this Agreement, in whole or in part, or to deduct from the amount payable to CONSULTANT the sum of Twenty-five Dollars ($25) for each person for each calendar day during which such person was discriminated against, as damages for said breach of contract, or both. Only a finding of the State of California Fair Employment Practices Commission or the equivalent federal agency or officer shall constitute evidence of violation of contract under this section.

b. If CONSULTANT is found in violation of the non-discrimination provision of this Agreement or the applicable affirmative action guidelines pertaining to this Agreement, CONSULTANT shall be found in material breach of this Agreement. Thereupon AGENCY shall have the power to cancel or suspend this Agreement, in whole or in part, or to deduct from the amount payable to CONSULTANT the sum of Two Hundred Fifty Dollars ($250) for each calendar day during which CONSULTANT is found to have been in such noncompliance as damages for said breach of contract or both.

SECTION 18 – GOVERNING LAW
This Agreement shall be governed by the laws of the State of California and any suit or action initiated by either party shall be brought in the City of San Carlos of San Mateo, California. In the event of litigation between the parties hereto to enforce any provision of the Agreement, the unsuccessful party will pay the reasonable attorney’s fees and expenses of litigation of the successful party.

SECTION 19 – MEDIATION

Should any dispute arise out of this Agreement, the parties shall meet in mediation and attempt to reach a resolution with the assistance of a mutually acceptable mediator. Neither party shall be permitted to file legal action without first meeting in mediation and making a good faith effort to reach a mediated resolution. The costs of the mediator, if any, shall be paid equally by the parties. If a mediated settlement is reached neither party shall be deemed the prevailing party for purposes of the settlement, and each party shall bear its own legal costs.

SECTION 20 – CONFLICT OF INTEREST

CONSULTANT may serve other clients, but none who are active within the South Bayside Waste Management Authority or who conduct business that would place CONSULTANT in a “conflict of interest” as that term is defined in State law.

SECTION 21 – NOTICES

All notices or documents hereunder specifically requested by the AGENCY shall be given in writing and mailed, postage prepaid, by certified mail, addressed as follows:

To AGENCY: South Bayside Waste Management Authority
610 Elm Street, Suite 202
San Carlos, CA 94070
Attention: Executive Director

All correspondence to CONSULTANT shall be addressed to:

Attention: , Principal in Charge

SECTION 22 – ALL COVENANTS AND CONDITIONS

All provisions of this Agreement are expressly made conditions.

SECTION 23 – AGREEMENT CONTAINS ALL UNDERSTANDINGS; AMENDMENT

23.1 This document represents the entire and integrated agreement between AGENCY and CONSULTANT and supersedes all prior negotiations, representations, and agreements either written or oral.

23.2 This document may be amended only by written instrument, signed by both AGENCY and CONSULTANT.
SECTION 24 – GOVERNING LAW

This Agreement shall be governed by the laws of the State of California. IN WITNESS WHEREOF, AGENCY and CONSULTANT have executed this Agreement the day and year first above written.

SOUTH BAYSIDE WASTE MANAGEMENT AUTHORITY

Dated: ________________

Joe LaMariana, Executive Director

ATTEST:

Dated: ________________

Cyndi Urman, Clerk of the Board

APPROVED AS TO FORM

Dated: ________________

Jean Savaree, Legal Counsel

CONSULTANT

Dated: ________________

[Type Name & Title of CONSULTANT Authorized to Sign]
Attachments:

EXHIBIT “A” – STATEMENT OF CONSULTANT SERVICES
EXHIBIT “B” – WORK TO BE DONE BY OTHERS
EXHIBIT “C” – PROJECT SCHEDULE
EXHIBIT “D” – SCHEDULE OF COSTS
EXHIBIT “E” – KEY CONSULTANT STAFF AND SUBCONSULTANT INSURANCE FORMS
EXHIBIT “G” – ELECTRONIC PDF DRAWINGS OF 1245 SAN CARLOS AVE BUILDING
EXHIBIT “H” – KRJ DESIGN GROUP TEST FIT SPACE PLANNING FEASIBILITY STUDY
EXHIBIT “I” - BUEHLER ENGINEERING STRUCTURAL EVALUATION
EXHIBIT “A”

STATEMENT OF CONSULTANT SERVICES

(To Be Provided By Consultant)
EXHIBIT B

WORK TO BE DONE BY OTHERS

The following work is anticipated to be required and is not included in the CONSULTANT’S scope of work:

1. Moving of and or discarding any FF&E from the current office.
EXHIBIT C
PROJECT SCHEDULE

SCHEDULE

Design Contract Award September 28, 2023
Completion of bid documents November 2023 (tentative)
Construction Contract Award January 2024 (tentative)
Completion Construction June 2024 (tentative)
EXHIBIT D

SCHEDULE OF COSTS

(To Be Provided By Consultant)
EXHIBIT E

KEY CONSULTANT STAFF AND SUBCONSULTANTS

(To Be Provided By Consultant)
EXHIBIT F

INSURANCE FORMS FOR
DESIGN SERVICES
(To Be Provided By Consultant)

CONSULTANT shall provide Certificates of Insurance and original Endorsements affecting the coverages specified in Section 11 - INSURANCE of the Agreement on the attached forms.

ATTACHED:

1. Certificate of Insurance
2. General Liability Endorsement
3. Automobile Liability Endorsement
EXHIBIT G

ELECTRONIC PDF DRAWINGS OF 1245 SAN CARLOS AVE. BUILDING
EXHIBIT H

KRJ DESIGN GROUP TEST FIT SPACE PLANNING FEASIBILITY STUDY

(To be issued in an Addendum by SBWMA)
EXHIBIT I

BUEHLER ENGINEERING STRUCTURAL EVALUATION

(To be issued in an Addendum by SBWMA)