

**AGREEMENT BETWEEN  
THE CITY OF SAN DIEGO  
AND  
AVRP STUDIOS, INC.**

**FOR  
DESIGN OF ROBB FIELD COMMUNITY PARK  
IMPROVEMENTS**

**CONTRACT NUMBER: H207196**

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**DESIGN PROFESSIONAL AGREEMENT EXHIBITS**

- Exhibit A - Scope of Services
- Exhibit B - Compensation and Fee Schedule
- Exhibit C - Time Schedule
- Exhibit D - City's Equal Opportunity Contracting Program Consultant Requirements
  - (AA) Disclosure of Discrimination Complaints
  - (BB) Work Force Report
  - (CC) Subcontractors List
- Exhibit E - Determination Form
- Exhibit F - Consultant Performance Evaluation Form
- Exhibit G - Contractor Standards Pledge of Compliance

**AGREEMENT BETWEEN  
THE CITY OF SAN DIEGO  
AND AVR P STUDIOS, INC.  
FOR DESIGN PROFESSIONAL SERVICES**

THIS Agreement is made and entered into between the City of San Diego, a municipal corporation [City], and AVR P Studios, Inc. [Design Professional] for the Design Professional to provide Professional Services to the City for the Design of Robb Field Community Park Improvements [Project].

**RECITALS**

The City wants to retain the services of a professional architectural firm to provide architectural services [Professional Services].

The Design Professional represents that it has the expertise, experience and personnel necessary to provide the Professional Services for the Project.

The City and the Design Professional [Parties] want to enter into an Agreement whereby the City will retain the Design Professional to provide, and the Design Professional shall provide, the Professional Services for the Project [Agreement].

In consideration of the above recitals and the mutual covenants and conditions set forth, herein, and for good and valuable consideration, the sufficiency of which are hereby acknowledged, the Parties hereby set forth their mutual covenants and understandings as follows:

**ARTICLE I  
DESIGN PROFESSIONAL SERVICES**

The above-listed recitals are true and correct and are hereby incorporated by reference.

**1.1 Scope of Services.** The Design Professional shall perform the Professional Services as set forth in the written Scope of Services [Exhibit A] at the direction of the City.

**1.2 Contract Administrator.** The E&CP is the contract administrator for this Agreement. The Design Professional shall provide the Professional Services under the direction of a designated representative of the E&CP. The City's designated representative will communicate with the Design Professional on all matters related to the administration of this Agreement and the Design Professional's performance of the Professional Services rendered hereunder. When this Agreement refers to communications to or with the City, those communications will be with the designated representative, unless the designated representative or the Agreement specifies otherwise. However, when this Agreement refers to an act or approval to be performed by the City, that act or approval shall be performed by the Mayor or his designee, unless the Agreement specifies otherwise.

**1.3 City Modification of Scope of Services.** The City may, without invalidating this Agreement, order changes in the Scope of Services by altering, adding to or deducting from the Professional Services to be performed. All such changes shall be in writing and shall be performed in accordance with the provisions of this Agreement. If any such changes cause an

increase or decrease in the Design Professional's cost of, or the time required for, the performance of any of the Professional Services, the Design Professional shall immediately notify the City. If the City deems it appropriate, an equitable adjustment to the Design Professional's compensation or time for performance may be made, provided that any adjustment must be approved by both Parties in writing in accordance with Section 9.1 of this Agreement.

**1.4 Written Authorization.** Prior to performing any Professional Services in connection with the Project, the Design Professional shall obtain from the City a written authorization to proceed. Further, throughout the term of this Agreement, the Design Professional shall immediately advise the City in writing of any anticipated change in the Scope of Services [Exhibit A], Compensation and Fee Schedule [Exhibit B], or Time Schedule [Exhibit C], and shall obtain the City's written consent to the change prior to making any changes. In no event shall the City's consent be construed to relieve the Design Professional from its duty to render all Professional Services in accordance with applicable laws and accepted industry standards.

**1.5 Confidentiality of Services.** All Professional Services performed by the Design Professional, including but not limited to all drafts, data, correspondence, proposals, reports, and estimates compiled or composed by the Design Professional, pursuant to this Agreement, are for the sole use of the City, its agents and employees. Neither the documents nor their contents shall be released to any third party without the prior written consent of the City. This provision does not apply to information that (a) was publicly known, or otherwise known to the Design Professional, at the time that it was disclosed to the Design Professional by the City, (b) subsequently becomes publicly known through no act or omission of the Design Professional, or (c) otherwise becomes known to the Design Professional other than through disclosure by the City. Except for Subcontractors covered by Section 4.4, neither the documents nor their contents shall be released to any third party without the prior written consent of the City.

**1.6 Competitive Bidding.** The Design Professional shall ensure that any plans and specifications prepared, required, or recommended under this Agreement allow for competitive bidding. The Design Professional shall design such plans or specifications so that procurement of services, labor or materials are not available from only one source, and shall not design plans and specifications around a single or specific product, piece of major equipment or machinery, a specific patented design, or a proprietary process, unless required by principles of sound engineering practice and supported by a written justification that has been approved in writing by the City. The Design Professional shall submit this written justification to the City prior to beginning work on such plans or specifications. Whenever the Design Professional recommends a specific product or equipment for competitive procurement, such recommendation shall include at least two brand names of products that are capable of meeting the functional requirements applicable to the Project.

## ARTICLE II DURATION OF AGREEMENT

**2.1 Term of Agreement.** This Agreement shall be effective on the date it is executed by the last Party to sign the Agreement, and approved by the City Attorney in accordance with San Diego Charter Section 40. Unless otherwise terminated, this Agreement shall be effective until completion of the Scope of Services or for no more than sixty (60) months, whichever is the earliest. Any extension beyond sixty (60) months will require City Council approval via Ordinance.

**2.2 Time of Essence.** Time is of the essence for each provision of this Agreement, unless otherwise specified in this Agreement. The time for performance of the Scope of Services [Exhibit A] is set forth in the Time Schedule [Exhibit C].

**2.3 Notification of Delay.** The Design Professional shall immediately notify the City in writing if the Design Professional experiences or anticipates experiencing a delay in performing the Professional Services within the time frames set forth in the Time Schedule [Exhibit C]. The written notice shall include an explanation of the cause for, and a reasonable estimate of the length of the delay. If in the opinion of the City, the delay affects a material part of the Project, the City may exercise its rights under Sections 2.5–2.7 of this Agreement.

**2.4 Delay.** If delays in the performance of the Professional Services are caused by unforeseen events beyond the control of the Parties, such delay may entitle the Design Professional to a reasonable extension of time, but such delay shall not entitle the Design Professional to damages or additional compensation. Any such extension of time must be approved in writing by the City. The following conditions may constitute such a delay: war; changes in law or government regulation; labor disputes; strikes; fires, floods, adverse weather or other similar condition of the elements necessitating cessation of the Design Professional's work; inability to obtain materials, equipment, or labor; required additional Professional Services; or other specific reasons agreed to between the City and the Design Professional; provided, however, that: (a) this provision shall not apply to, and the Design Professional shall not be entitled to an extension of time for, a delay caused by the acts or omissions of the Design Professional; and (b) a delay caused by the inability to obtain materials, equipment, or labor shall not entitle the Design Professional to an extension of time unless the Design Professional furnishes the City, in a timely manner, documentary proof satisfactory to City of the Design Professional's inability to obtain materials, equipment, or labor.

**2.5 City's Right to Suspend for Convenience.** The City may, at its sole option and for its convenience, suspend all or any portion of the Design Professional's performance of the Professional Services, for a reasonable period of time not to exceed six months. In accordance with the provisions of this Agreement, the City will give written notice to the Design Professional of such suspension. In the event of such a suspension, in accordance with the provisions of Article III of this Agreement, the City shall pay to the Design Professional a sum equivalent to the reasonable value of the Professional Services the Design Professional has satisfactorily performed up to the date of suspension. Thereafter, the City may rescind such suspension by giving written notice of rescission to the Design Professional. The City may then require the Design Professional to resume performance of the Professional Services in compliance with the terms and conditions of this Agreement; provided, however, that the Design Professional shall be entitled to an extension of time equal to the length of the suspension, unless otherwise agreed to in writing by the Parties.

**2.6 City's Right to Terminate for Convenience.** The City may, at its sole option and for its convenience, terminate all or any portion of the Professional Services agreed to pursuant to this Agreement by giving written notice of such termination to the Design Professional. Such notice shall be delivered by certified mail with return receipt for delivery to the City. The termination of the Professional Services shall be effective upon receipt of the notice by the Design Professional. After termination of this Agreement, the Design Professional shall complete any and all additional work necessary for the orderly filing of documents and closing of the Design Professional's Professional Services under this Agreement. For services satisfactorily rendered in completing the work, the Design Professional shall be entitled to fair and reasonable compensation for the Professional Services performed by the Design Professional before the effective date of termination. After filing of



documents and completion of performance, the Design Professional shall deliver to the City all drawings, plans, calculations, specifications and other documents or records related to both the Project and to the Design Professional's Professional Services on the Project. By accepting payment for completion, filing and delivering documents as called for in this paragraph, the Design Professional discharges the City of all of the City's payment obligations and liabilities under this Agreement.

**2.7 City's Right to Terminate for Default.** If the Design Professional fails to satisfactorily perform any obligation required by this Agreement, the Design Professional's failure constitutes a Default. A Default includes the Design Professional's failure to adhere to the Time Schedule. If the Design Professional fails to satisfactorily cure a Default within ten calendar days of receiving written notice from the City specifying the nature of the Default, the City may immediately cancel and/or terminate this Agreement, and terminate each and every right of the Design Professional, and any person claiming any rights by or through the Design Professional under this Agreement. The rights and remedies of the City enumerated in this Section are cumulative and shall not limit, waive, or deny any of the City's rights under any other provision of this Agreement. Nor does this Section otherwise waive or deny any right or remedy, at law or in equity, existing as of the date of this Agreement or hereinafter enacted or established, that may be available to the City against the Design Professional.

### **ARTICLE III COMPENSATION**

**3.1 Amount of Compensation.** The City shall pay the Design Professional for performance of all Professional Services rendered in accordance with this Agreement, including reasonably related expenses, a total contract amount not exceeding \$999,532. The compensation for the Scope of Services shall not exceed \$999,532 and the compensation for Additional Services (described in Section 3.2), if any, shall not exceed \$0.

**3.2 Additional Services.** The City may require that the Design Professional perform additional Professional Services [Additional Services] beyond those described in the Scope of Services [Exhibit A]. Prior to the Design Professional's performance of Additional Services, the City and the Design Professional must agree in writing upon a fee for the Additional Services, including reasonably related expenses, in accordance with the Compensation and Fee Schedule [Exhibit B]. The City will pay the Design Professional for the performance of Additional Services in accordance with Section 3.3.

**3.3 Manner of Payment.** The City shall pay the Design Professional in accordance with the Compensation and Fee Schedule [Exhibit B]. For the duration of this Agreement, the Design Professional shall not be entitled to fees, including fees for expenses, that exceed the amounts specified in the Compensation and Fee Schedule. The Design Professional shall submit one invoice per calendar month in a form acceptable to the City in accordance with the Compensation and Fee Schedule. The Design Professional shall include with each invoice a description of completed Professional Services, reasonably related expenses, if any, and all other information, including but not limited to: the progress percentage of the Scope of Services and/or deliverables completed prior to the invoice date, as required by the City. The City will pay undisputed portions of invoices within thirty calendar days of receipt.

**3.4 Additional Costs.** Additional Costs are those costs that can be reasonably determined to be related to the Design Professional's errors or omissions, and may include Design Professional, City, or Subcontractor overhead, construction, materials, demolition, and related costs. The Design Professional shall not be paid for the Professional Services required due to the Design Professional's errors or omissions, and the Design Professional shall be responsible for any Additional Costs associated with such errors or omissions. These

Additional Costs may be deducted from monies due, or that become due, the Design Professional. Whether or not there are any monies due, or becoming due, the Design Professional shall reimburse the City for Additional Costs due to the Design Professional's errors or omissions.

**3.5 Eighty Percent Notification.** The Design Professional shall promptly notify the City in writing of any potential cost overruns. Cost overruns include, but are not limited to the following: (1) where anticipated costs to be incurred in the next sixty calendar days, when added to all costs previously incurred, will exceed 80 percent of the maximum compensation for this Agreement; or (2) where the total cost for performance of the Scope of Services [Exhibit A] appears that it may be greater than the maximum compensation for this Agreement.

#### **ARTICLE IV DESIGN PROFESSIONAL'S OBLIGATIONS**

**4.1 Industry Standards.** The Design Professional agrees that the Professional Services rendered under this Agreement shall be performed in accordance with the standards customarily adhered to by an experienced and competent professional architectural firm using the degree of care and skill ordinarily exercised by reputable professionals practicing in the same field of service in the State of California. Where approval by the City, the Mayor or his designee, or other representatives of the City is required, it is understood to be general approval only and does not relieve the Design Professional of responsibility for complying with all applicable laws, codes, and good consulting practices.

#### **4.2 Right to Audit.**

**4.2.1 Access.** The City retains the right to review and audit, and the reasonable right of access to Design Professional's and any Subcontractor's premises to review and audit the Design Professional's or Subcontractor's compliance with the provisions of this Agreement [City's Right]. The City's Right includes the right to inspect and photocopy same, and to retain copies, outside of the Design Professional's premises, of any and all Project-related records with appropriate safeguards, if such retention is deemed necessary by the City in its sole discretion. This information shall be kept by the City in the strictest confidence allowed by law.

**4.2.2 Audit.** The City's Right includes the right to examine any and all books, records, documents and any other evidence of procedures and practices that the City determines are necessary to discover and verify that the Design Professional or Subcontractor is in compliance with all requirements under this Agreement.

**4.2.2.1 Cost Audit.** If there is a claim for additional compensation or for Additional Services, the City's Right includes the right to examine books, records, documents, and any and all other evidence and accounting procedures and practices that the City determines are necessary to discover and verify all direct and indirect costs, of whatever nature, which are claimed to have been incurred, or anticipated to be incurred.

**4.2.2.2 Accounting Records.** The Design Professional and all Subcontractors shall maintain complete and accurate records in accordance with Generally Accepted Accounting Practices in the industry. The Design Professional and Subcontractors shall make available to the City for review and audit; all Project-related accounting records and documents, and any other financial data. Upon the City's request, the Design Professional and Subcontractors shall submit exact duplicates of originals of all requested records to the City.

**4.2.3 City's Right Binding on Subcontractors.** The Design Professional shall include the City's Right as described in Section 4.2, in any and all of their subcontracts, and shall ensure that these sections are binding upon all Subcontractors.

**4.2.4 Compliance Required before Mediation or Litigation.** A condition precedent to proceeding with mandatory mediation and further litigation provided for in Article VII is the Design Professional's and Subcontractors full compliance with the provisions of this Section 4.2 within sixty days of the date on which the City mailed a written request to review and audit compliance.

**4.3 Insurance.** The Design Professional shall not begin the Professional Services under this Agreement until it has: (a) obtained, and provided to the City, insurance certificates and endorsements reflecting evidence of all insurance required in Article IV, Section 4.3.1; however, the City reserves the right to request, and the Design Professional shall submit, copies of any policy upon reasonable request by the City; (b) obtained City approval of each company or companies as required by Article IV, Section 4.3.3; and (c) confirmed that all policies contain the specific provisions required in Article IV, Section 4.3.4 of this Agreement. However, failure to obtain the required documents prior to the Professional Services commencing shall not waive Design Professional's obligation to provide them. City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by this Agreement, at any time. Design Professional's liabilities, including but not limited to Design Professional's indemnity obligations, under this Agreement, shall not be deemed limited in any way to the insurance coverage required herein. Except as provided for under California law, all policies of insurance required hereunder must provide that the City is entitled to thirty (30) days prior written notice (10 days for cancellation due to non-payment of premium) of cancellation or non-renewal of the policy or policies. Maintenance of specified insurance coverage is a material element of this Agreement and Design Professional's failure to maintain or renew coverage or to provide evidence of renewal during the term of this Agreement may be treated as a material breach of contract by the City.

Further, the Design Professional shall not modify any policy or endorsement thereto which increases the City's exposure to loss for the duration of this Agreement.

**4.3.1 Types of Insurance.** At all times during the term of this Agreement, the Design Professional shall maintain insurance coverage as follows:

**4.3.1.1 Commercial General Liability.** The Design Professional shall keep in full force and effect Commercial General Liability (CGL) Insurance written on an ISO Occurrence form CG 00 01 07 98 or an equivalent form providing coverage at least as broad which shall cover liability arising from any and all personal injury or property damage in the amount of \$1 million per occurrence and subject to an annual aggregate of \$2 million. There shall be no endorsement or modification of the CGL limiting the scope of coverage for either insured vs. insured claims or contractual liability. All defense costs shall be outside the limits of the policy.

**4.3.1.2 Commercial Automobile Liability.** For all of the Design Professional's automobiles including owned, hired and non-owned automobiles, the Design Professional shall keep in full force and effect, automobile insurance written on an ISO form CA 00 01 12 90 or a later version of this form or an equivalent form providing coverage at least as broad for bodily injury and property damage for a combined single limit of \$1 million per occurrence. Insurance certificate shall reflect coverage for any automobile (any auto). If the Design Professional does not possess owned automobiles then coverage for hired and non-owned automobiles shall be provided.

**4.3.1.3 Workers' Compensation.** For all of the Design Professional's employees who are subject to this Agreement and to the extent required by the applicable state or federal law, the Design Professional shall keep in full force and effect, a Workers' Compensation policy. That policy shall provide a minimum of \$1 million of employers' liability coverage, and the Design Professional shall provide an endorsement that the insurer waives the right of subrogation against the City and its respective elected officials, officers, employees, agents and representatives.

**4.3.1.4 Architects & Engineers Professional Liability.** For all of the Design Professional's employees who are subject to this Agreement, the Design Professional shall keep in full force and effect, Professional Liability coverage for professional liability with a limit of \$1 million per claim and \$2 million annual aggregate. The Design Professional shall ensure both that: (1) the policy retroactive date is on or before the date of commencement of the Professional Services; and (2) the policy will be maintained in force for a period of three years after substantial completion of the Professional Services or termination of this Agreement whichever occurs last. The Design Professional agrees that for the time period defined above, there will be no changes or endorsements to the policy that increase the City's exposure to loss.

**4.3.2 Deductibles.** All deductibles on any policy shall be the responsibility of the Design Professional and shall be disclosed to the City at the time the evidence of insurance is provided.

**4.3.3 Acceptability of Insurers.**

**4.3.3.1** Except for the State Compensation Insurance Fund, all insurance required by this Agreement shall only be carried by insurance companies with a rating of at least "A-, VI" by A.M. Best Company, that are authorized by the California Insurance Commissioner to do business in the State of California, and that have been approved by the City.

**4.3.3.2** The City will accept insurance provided by non-admitted, "surplus lines" carriers only if the carrier is authorized to do business in the State of California and is included on the List of Approved Surplus Lines Insurers (LASLI list). All policies of insurance carried by non-admitted carriers are subject to all of the requirements for policies of insurance provided by admitted carriers described herein.

**4.3.4 Required Endorsements.**

The following endorsements to the policies of insurance are required to be provided to the City before any work is initiated under this Agreement.

**4.3.4.1 Commercial General Liability Insurance Endorsements.**

**ADDITIONAL INSURED.** To the fullest extent allowed by law including but not limited to California Insurance Code Section 11580.04, the policy or policies must be endorsed to include as an Additional Insured the City of San Diego and its respective elected officials, officers, employees, agents and representatives with respect to liability arising out of (a) ongoing operations performed by you or on your behalf, (b) your products, and (c) your work, including but not limited to your completed operations performed by you or on your behalf.

**PRIMARY AND NON-CONTRIBUTORY COVERAGE.** The policy or policies must be endorsed to provide that the insurance afforded by the Commercial General Liability policy or policies is primary to any insurance or self-insurance of the City of San Diego and its elected

officials, officers, employees, agents and representatives as respects operations of the Named Insured. Any insurance maintained by the City of San Diego and its elected officials, officers, employees, agents and representatives shall be in excess of Design Professional's insurance and shall not contribute to it.

#### **4.3.4.2 Worker's Compensation and Employer's Liability Insurance Endorsements.**

**WAIVER OF SUBROGATION.** The Worker's Compensation policy or policies must be endorsed to provide that the insurer will waive all rights of subrogation against the City and its respective elected officials, officers, employees, agents and representatives for losses paid under the terms of this policy or these policies which arise from work performed by the Named Insured for the City.

**4.3.5 Reservation of Rights.** The City reserves the right, from time to time, to review the Design Professional's insurance coverage, limits, deductible and self-insured retentions to determine if they are acceptable to the City. The City will reimburse the Design Professional for the cost of the additional premium for any coverage requested by the City in excess of that required by this Agreement without overhead, profit, or any other markup.

**4.3.6 Additional Insurance.** The Design Professional may obtain additional insurance not required by this Agreement.

**4.3.7 Excess Insurance.** All policies providing excess coverage to the City shall follow the form of the primary policy or policies including but not limited to all endorsements.

**4.4 Subcontractors.** The Design Professional's hiring or retaining of any third parties [Subcontractors] to perform services related to the Project [Subcontractor Services] is subject to prior approval by the City. The Design Professional shall list on the Subcontractor List [Exhibit D, Attachment CC] all Subcontractors known to the Design Professional at the time this Agreement is entered. If at any time after this Agreement is entered into, the Design Professional identifies a need for addition, deletion, or substitution of Subcontractor Services, the Design Professional must submit a written notice to the City requesting approval for the change modifying the Subcontractor Services. The Design Professional's written notice shall include a justification, a description of the scope of services, an estimate of all costs/percentage of contract participation for the Subcontractor Services, and an updated Exhibit D, Attachment CC reflecting the requested change(s). The City agrees to consider such requests in good faith.

**4.4.1 Subcontractor Contract.** All contracts entered into between the Design Professional and any Subcontractor shall contain the information as described in Sections 4.6, 4.7, 4.10.2, and 4.18, and shall also provide as follows:

**4.4.1.1** Design Professional shall require the Subcontractor to obtain insurance policies, as described in Section 4.3.1, and those policies shall be kept in full force and effect during any and all work on this Project and for the duration of this Agreement. Furthermore, Subcontractor policy limits, and required endorsements shall be determined by the Design Professional proportionate to the services performed by the Subcontractor.

**4.4.1.2** The Design Professional is obligated to pay the Subcontractor, for Design Professional and City-approved invoice amounts, out of amounts paid by the City to the Design Professional, not later than fourteen working days from the Design Professional's receipt of payment from the City. Nothing in this paragraph shall be construed to impair the right of the Design Professional and any Subcontractor to negotiate fair and reasonable pricing and payment provisions among themselves.

**4.4.1.3** In the case of a deficiency in the performance of Subcontractor Services, the Design Professional shall notify the City in writing of any withholding of payment to the Subcontractor, specifying: (a) the amount withheld; (b) the specific cause under the terms of the subcontract for withholding payment; (c) the connection between the cause for withholding payment and the amount withheld; and (d) the remedial action the Subcontractor must take in order to receive the amount withheld. Once the Subcontractor corrects the deficiency, the Design Professional shall pay the Subcontractor the amount withheld within fourteen working days of the Design Professional's receipt of the City's next payment.

**4.4.1.4** In any dispute between the Design Professional and Subcontractor, the City shall not be made a party to any judicial or administrative proceeding to resolve the dispute. The Design Professional agrees to defend and indemnify the City as described in Article VI of this Agreement in any dispute between the Design Professional and Subcontractor should the City be made a party to any judicial or administrative proceeding to resolve the dispute in violation of this position.

**4.4.1.5** The Subcontractor is bound to the City's Equal Opportunity Contracting Program covenants set forth in Article IV, Section 4.6 and [Exhibit D] of this Agreement.

**4.4.1.6** The City is an intended beneficiary of any work performed by the Subcontractor for purposes of establishing a duty of care between the Subcontractor and the City.

#### **4.5 Contract Records and Reports.**

**4.5.1** The Design Professional shall maintain records of all subcontracts entered into with all firms, all project invoices received from Subcontractors. Records shall show name, telephone number including area code, and business address of each Subcontractor and the total amount actually paid to each firm. Project relevant records, regardless of tier, may be periodically reviewed by the City.

**4.5.2** The Design Professional shall retain all records, books, papers, and documents directly pertinent to the Contract for a period of not less than five (5) years after Completion of the contract and allow access to said records by the City's authorized representatives.

**4.5.3** The Design Professional must submit the following reporting using the City's web-based contract compliance i.e., Prism® portal:

**4.5.3.1** Monthly Employment Utilization. Design Professional and their Subcontractors must submit Monthly Employment Utilization Reporting by the fifth (5th) day of the subsequent month.

**4.5.3.2** Monthly Invoicing and Payments. Design Professional and their Subcontractors must submit Monthly Invoicing and Payment Reporting by the fifth (5th) day of the subsequent month.

**4.5.3.3** To view the City's online tutorials on how to utilize PRISM® for compliance reporting, please visit: <http://stage.prismcompliance.com/etc/vendortutorials.htm>  
Incomplete and/or delinquent reporting may cause payment delays, non-payment of invoice, or both. The Design Professional understands and agrees that violation of this clause shall be

considered a material breach of the contract and may result in contract termination, debarment, or other sanctions.

#### **4.6 Non-Discrimination Requirements.**

##### **4.6.1 Compliance with the City's Equal Opportunity Contracting Program.**

The Design Professional shall comply with the City's Equal Opportunity Contracting Program Design Professional Requirements [Exhibit D]. The Design Professional shall not discriminate against any employee or applicant for employment on any basis prohibited by law. The Design Professional shall provide equal opportunity in all employment practices. The Design Professional shall ensure that its Subcontractors comply with the City's Equal Opportunity Contracting Program Design Professional Requirements. Nothing in this Section shall be interpreted to hold the Design Professional liable for any discriminatory practice of its Subcontractors.

**4.6.2 Non-Discrimination Ordinance.** The Design Professional shall not discriminate on the basis of race, gender, gender expression, gender identity, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring or treatment of Subcontractors, vendors or suppliers. The Design Professional shall provide equal opportunity for Subcontractors to participate in subcontracting opportunities. The Design Professional understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in contract termination, debarment, or other sanctions. This language shall be in contracts between the Design Professional and any Subcontractors, vendors and suppliers.

**4.6.3 Compliance Investigations.** Upon the City's request, the Design Professional agrees to provide to the City, within sixty calendar days, a truthful and complete list of the names of all Subcontractors, vendors, and suppliers that the Design Professional has used in the past five years on any of its contracts that were undertaken within San Diego County, including the total dollar amount paid by the Design Professional for each subcontract or supply contract. The Design Professional further agrees to fully cooperate in any investigation conducted by the City pursuant to the City's Nondiscrimination in Contracting Ordinance (San Diego Municipal Code sections 22.3501-22.3517) The Design Professional understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in remedies being ordered against the Design Professional up to and including contract termination, debarment, and other sanctions for violation of the provisions of the Nondiscrimination in Contracting Ordinance. The Design Professional further understands and agrees that the procedures, remedies and sanctions provided for in the Nondiscrimination Ordinance apply only to violations of said Nondiscrimination Ordinance.

**4.7 Drug-Free Workplace.** By signing this Agreement the Design Professional agrees that it is aware of, and hereby certifies that it agrees to comply with, the City's Drug-Free Workplace requirements set forth in Council Policy 100-17, adopted by San Diego Resolution R-277952 and incorporated into this Agreement by this reference. Council Policy 100-17 is available on line at <https://www.sandiego.gov/city-clerk/officialdocs>.

**4.7.1 Design Professional's Notice to Employees.** The Design Professional shall publish a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the work place, and specifying the actions that will be taken against employees for violations of the prohibition.

**4.7.2 Drug-Free Awareness Program.** The Design Professional shall establish a drug-free awareness program to inform employees about: (1) the dangers of drug abuse in

the work place; (2) the policy of maintaining a drug-free work place; (3) available drug counseling, rehabilitation, and employee assistance programs; (4) the penalties that may be imposed upon employees for drug abuse violations.

**4.7.3 Posting the Statement.** In addition to Section 4.7.1 above, the Design Professional shall post the drug-free policy in a prominent place.

**4.7.4 Subcontractor's Agreements.** The Design Professional further certifies that each contract for Subcontractor Services for this Project shall contain language that binds the Subcontractor to comply with the provisions of Article IV, Section 4.7 of this Agreement, as required by Sections 2.A.(1) through (3) of Council Policy 100-17. Design Professionals and Subcontractors shall be individually responsible for their own drug-free work place program.

**4.8 Title 24/Americans with Disabilities Act Requirements.** Design Professional has sole responsibility for ensuring that all Project plans and other design services comply with all accessibility requirements under Title 24 of the California Code of Regulations, known as the California Building Code (Title 24), and under the Americans with Disabilities Act Accessibility Guidelines (ADAAG) in effect at the time the designs are submitted to the City for review. When a conflict exists between Title 24 and ADAAG, the most restrictive requirement shall be followed by Design Professional (i.e., that which provides the most access). Design Professional warrants and certifies that any and all plans and specifications prepared for the City in accordance with this agreement shall meet all requirements under Title 24 and ADAAG. Design Professional understands that while the City will be reviewing Design Professional's designs for compliance in specific and certain areas under Title 24 and ADAAG prior to acceptance of Design Professional's designs, Design Professional understands and agrees that the City's access review process and its acceptance of Design Professional's designs in no way limits the Design Professional's obligations under this agreement to prepare designs that comply with all requirements under Title 24 and ADAAG.

**4.9 Product Endorsement.** The Design Professional acknowledges and agrees to comply with the provisions of City of San Diego Administrative Regulation 95.65, concerning product endorsement. Any advertisement identifying or referring to the City as the user of a product or service requires the prior written approval of the City.

**4.10 Conflict of Interest.** The Design Professional is subject to all federal, state and local conflict of interest laws, regulations, and policies applicable to public contracts and procurement practices, including but not limited to California Government Code sections 1090, et seq. and 81000, et seq., and the City of San Diego Ethics Ordinance, codified in the San Diego Municipal Code at sections 27.3501 to 27.3595.

**4.10.1** If, in performing the Professional Services set forth in this Agreement, any member of the Design Professional's organization makes, or participates in, a "governmental decision" as described in Title 2, section 18704 of the California Code of Regulations, or performs the same or substantially all the same duties for the City that would otherwise be performed by a City employee holding a position specified in the department's conflict of interest code, the individual shall be subject to a conflict of interest code requiring the completion of one or more statements of economic interests disclosing the individual's relevant financial interests. The determination as to whether any individual members of the Design Professional's organization must make disclosures of relevant financial interests is set forth in the Determination Form [Exhibit E].

**4.10.1.1** If a determination is made that certain individuals must disclose relevant financial interests, the statements of economic interests shall be made on Fair Political Practices Commission Form 700 and filed with the City Clerk. The individual shall



file a Form 700 (Assuming Office Statement) within thirty calendar days of the City's determination that the individuals are subject to a conflict of interest code. Each year thereafter, the individuals shall also file a Form 700 (Annual Statement) on or before April 1, disclosing any financial interests held during the previous calendar year for which the individual was subject to a conflict of interest code. A Form 700 (Leaving Office Statement) shall also be filed when the individual discontinues services under this Agreement.

**4.10.1.2** If the City requires an individual member of the Design Professional's organization to file a statement of economic interests as a result of the Professional Services performed, the individual shall be considered a "City Official" subject to the provisions of the City of San Diego Ethics Ordinance, including the prohibition against lobbying the City for one year following the termination of this Agreement.

**4.10.2** The Design Professional shall establish and make known to its employees and agents appropriate safeguards to prohibit employees from using their positions for a purpose that is, or that gives the appearance of being, motivated by the desire for private gain for themselves or others, particularly those with whom they have family, business, or other relationships.

**4.10.3** The Design Professional and its Subcontractors having subcontracts amounting to 1% or more of the value of the Professional Services agreed to under this Agreement are precluded from participating in design services on behalf of the contractor, construction management, and any other construction services related in any way to these Professional Services without the prior written consent of the City.

**4.10.4** The Design Professional's personnel employed on the Project shall not accept gratuities or any other favors from any Subcontractors or potential Subcontractors. The Design Professional shall not recommend or specify any product, supplier, or contractor with whom the Design Professional has a direct or indirect financial or organizational interest or relationship that would violate conflict of interest laws, regulations, or policies.

**4.10.5** If the Design Professional violates any conflict of interest law or any of the provisions in this Section 4.10, the violation shall be grounds for immediate termination of this Agreement. Further, the violation subjects the Design Professional to liability to the City for attorneys' fees and all damages sustained as a result of the violation.

**4.11 Mandatory Assistance.** If a third party dispute or litigation, or both, arises out of, or relates in any way to the Professional Services provided under this Agreement, upon the City's request, the Design Professional, its agents, officers, and employees agree to assist in resolving the dispute or litigation. The Design Professional's assistance includes, but is not limited to, providing professional consultations, attending mediations, arbitrations, depositions, trials or any event related to the dispute resolution and/or litigation.

**4.12 Compensation for Mandatory Assistance.** The City will compensate the Design Professional for fees incurred for providing Mandatory Assistance as Additional Services under Section 3.2. If, however, the fees incurred for the Mandatory Assistance are determined, through resolution of the third party dispute or litigation, or both, to be attributable in whole, or in part, to the acts or omissions of the Design Professional, its agents, officers, and employees, the Design Professional shall reimburse the City. The City is then entitled to reimbursement of all fees paid to the Design Professional, its agents, officers, and employees for Mandatory Assistance.

**4.13 Attorney Fees related to Mandatory Assistance.** In providing the City with dispute or litigation assistance, the Design Professional or its agents, officers, and employees

may incur expenses and/or costs. The Design Professional agrees that any attorney fees it may incur as a result of assistance provided under Section 4.11 are not reimbursable. The Parties agree this provision does not in any way affect their rights to seek attorney fees under Article VIII, Section 8.8 of this Agreement.

**4.14 Energy Conservation Specifications.** Technological advances in energy conservation devices such as Lighting and Heating, Ventilation, and Air Conditioning (HVAC), enable additional energy savings over that required by the State of California's Energy Efficiency Standards (Title 24, Part 6 of the California Code of Regulations). The Design Professional shall model the energy performance of the building using an acceptable computer model such as Energy Pro, EQuest, DOE-2, Power DOE, HAP 3.22, etc. and present the summary data to the City at or prior to 100 percent design. This analysis should include life cycle cost analysis showing recovery of construction costs through operation and maintenance costs (e.g., electricity and gas savings.) The Design Professional shall prepare a cost savings matrix that lists each device being considered and one, three, five and ten-year Project savings. The comparison shall include, but not be limited to, the following equipment: Lighting, HVAC, Water Heating, and Motors.

The Design Professional shall contact the SDG&E New Construction Program at (858) 636-5725 or the San Diego Regional Energy Office at (619) 595-5634 to integrate them into the design process to ensure maximum energy performance and access to technical resources. Design Professional shall endeavor to obtain from SDG&E a UTIL-1 (Utility Incentive Worksheet) to estimate energy savings and incentives available based on the Design Professional's energy modeling.

**4.15 Notification of Increased Construction Cost.** If, at any time prior to the City's approval of the final plans and specifications, the Design Professional anticipates that the total construction cost will exceed the estimated construction budget, the Design Professional shall immediately notify the City in writing. This written notification shall include an itemized cost estimate and a list of recommended revisions which the Design Professional believes will bring the construction cost to within the estimated construction budget. The City may either: (1) approve an increase in the amount authorized for construction; or (2) delineate a project which may be constructed for the budget amount; or (3) any combination of (1) and (2).

**4.16 Sustainable Building Policy.** The Design Professional shall comply with City Council Policy 900-14 (Sustainable Building Policy) in the performance of the Scope of Services, including but not limited to the requirement that all new or significantly remodeled City facilities shall be designed and constructed to achieve at a minimum the Leadership in Energy and Environmental Design (LEED) "Silver" Level Certification.

**4.17 Design-Build Competition Eligibility.** Any architectural firms, engineering firms, Design Professionals, or individuals retained by the City to assist the City with developing criteria or preparing the preliminary design or the request for proposals for a Design-Build competition shall not be eligible to participate with any Design-Build Entity in that Design-Build competition. Additionally, the City may determine in its sole discretion that a Subcontractor hired to assist with a Design-Build competition, regardless of whether the Subcontractor was hired by the City or hired by an architectural firm, engineering firm, Design Professional, or individual retained by the City, has a competitive advantage and as such is ineligible to participate in that Design-Build competition.

**4.18 Storm Water Management Discharge Control.** Design Professional shall comply with Chapter 4, Article 3, Division 3 of the San Diego Municipal Code, Storm Water Management Discharge Control and the Municipal Storm Water Permit (MS4) Permit, California Regional Water Quality Control Board Order No. R9-2013-0001 (amended by R9-

2015-0001 and R9-2015-0100), Storm Water Standards Manual, as amended from time to time, and any and all Best Management Practice (BMP) guidelines and pollution elimination requirements as may be established by the Enforcement Official. Design Professional warrants and certifies that any and all plans, reports, and specifications prepared for the City in accordance with this agreement shall meet all requirements of the San Diego Municipal Code and Storm Water Standards Manual. Design Professional understands that while the City will be reviewing Design Professional's designs for storm water permit compliance prior to acceptance of Design Professional's designs, Design Professional understands and agrees that the City's Storm Water review process and its acceptance of Design Professional's designs in no way limits the Design Professional's obligations under this agreement to prepare designs that comply with all requirements of the San Diego Municipal Code and MS4 Permit.

The Design Professional shall review the completed Storm Water Applicability Checklist (DS-560) to confirm the project's appropriate storm water requirements. For all applicable projects, and to the maximum extent practicable, the Design Professional shall incorporate and include Source Control and Low Impact Development (LID) design features or Site Design BMPs on the construction plans. In addition, for Priority Development projects, the Design Professional shall prepare a Storm Water Quality Management Plan in accordance with the requirements of the Storm Water Standards Manual and prepare a BMP plan showing all permanent BMPs, LID designs, hydromodification management plan facilities, and include sufficient details and cross sections for construction.

Design Professional shall attend the Pre-construction meeting. The Project Manager will coordinate with the Design Professional on the inspection of the permanent BMP(s) during installation. Design Professional shall inspect and confirm that the permanent BMP was installed in accordance with the details on the plans and that the permanent BMP functions to meet the requirements of the MS4 Permit. Upon notification by the Project Manager, the Design Professional shall sign and stamp the Permanent BMP Self Certification on the plans or the Permanent BMP Self Certification Form (DS-563) prior to final acceptance by the City.

For projects requiring soil-disturbance work such as geotechnical borings, street coring and potholing as component of the design, the Design Professional shall complete a Minor Water Pollution Control Plan (DS-570), if applicable.

**4.19 ADA Certification.** By signing this Agreement the Design Professional agrees that it is aware of, and hereby certifies that it agrees to comply with, the City's Americans With Disabilities Act Compliance/City Contracts requirements set forth in Council Policy 100-04, adopted by San Diego Resolution R-282153 and incorporated into this Agreement by this reference. Council Policy 100-04 is available at <https://www.sandiego.gov/city-clerk/officialdocs>.

**4.20 Prevailing Wage Rates.** Prevailing wage rates apply to this Agreement.

Pursuant to San Diego Municipal Code section 22.3019, construction, alteration, demolition, repair and maintenance work performed under this Agreement is subject to State prevailing wage laws. For construction work performed under this Agreement cumulatively exceeding \$25,000 and for alteration, demolition, repair and maintenance work performed under this Agreement cumulatively exceeding \$15,000, the Design Professional and its subconsultants shall comply with State prevailing wage laws including, but not limited to, the requirements listed below.

**4.20.1 Compliance with Prevailing Wage Requirements.** Pursuant to sections 1720 through 1861 of the California Labor Code, the Design Professional and its subconsultants

shall ensure that all workers who perform work under this Agreement are paid not less than the prevailing rate of per diem wages as determined by the Director of the California Department of Industrial Relations (DIR). This includes work performed during the design and preconstruction phases of construction including, but not limited to, inspection and land surveying work.

**4.20.1.1** Copies of the prevailing rate of per diem wages also may be found at <http://www.dir.ca.gov/OPRL/DPreWageDetermination.htm>. The Design Professional and its subconsultants shall post a copy of the prevailing rate of per diem wages determination at each job site and shall make them available to any interested party upon request.

**4.20.1.2** The wage rates determined by the DIR refer to expiration dates. If the published wage rate does not refer to a predetermined wage rate to be paid after the expiration date, then the published rate of wage shall be in effect for the life of this Agreement. If the published wage rate refers to a predetermined wage rate to become effective upon expiration of the published wage rate and the predetermined wage rate is on file with the DIR, such predetermined wage rate shall become effective on the date following the expiration date and shall apply to this Agreement in the same manner as if it had been published in said publication. If the predetermined wage rate refers to one or more additional expiration dates with additional predetermined wage rates, which expiration dates occur during the life of this Agreement, each successive predetermined wage rate shall apply to this Agreement on the date following the expiration date of the previous wage rate. If the last of such predetermined wage rates expires during the life of this Agreement, such wage rate shall apply to the balance of the Agreement.

**4.20.2 Penalties for Violations.** Design Professional and its subconsultants shall comply with California Labor Code section 1775 in the event a worker is paid less than the prevailing wage rate for the work or craft in which the worker is employed. This shall be in addition to any other applicable penalties allowed under Labor Code sections 1720 – 1861.

**4.20.3 Payroll Records.** Design Professional and its subconsultants shall comply with California Labor Code section 1776, which generally requires keeping accurate payroll records, verifying and certifying payroll records, and making them available for inspection. Design Professional shall require its subconsultants to also comply with section 1776. Design Professional and its subconsultants shall submit weekly certified payroll records online via the City's web-based Labor Compliance Program. Design Professional is responsible for ensuring its subconsultants submit certified payroll records to the City.

**4.20.3.1** In addition to the requirements in 4.20.3, the Design Professional and its subconsultants shall also furnish records specified in Labor Code section 1776 directly to the Labor Commissioner in the manner required by Labor Code section 1771.4.

**4.20.4 Apprentices.** Design Professional and its subconsultants shall comply with California Labor Code sections 1777.5, 1777.6 and 1777.7 concerning the employment and wages of apprentices. Design Professional shall be held responsible for the compliance of their subconsultants with sections 1777.5, 1777.6 and 1777.7.

**4.20.5 Working Hours.** Design Professional and its subconsultants shall comply with California Labor Code sections 1810 through 1815, including but not limited to: (i) restrict working hours on public works contracts to eight (8) hours a day and forty (40) hours a week, unless all hours worked in excess of eight (8) hours per day are compensated at not less than 1½ times the basic rate of pay; and (ii) specify penalties to be imposed on design professionals and subcontractors of \$25 per worker per day for each day the worker works more than eight (8) hours per day and forty (40) hours per week in violation of California Labor Code sections 1810 through 1815.

**4.20.6 Required Provisions for Subcontracts.** Design Professional shall include at a minimum a copy of the following provisions in any contract they enter into with a subconsultant: California Labor Code sections 1771, 1771.1, 1775, 1776, 1777.5, 1810, 1813, 1815, 1860 and 1861.

**4.20.7 Labor Code Section 1861 Certification.** Design Professional in accordance with California Labor Code section 3700 is required to secure the payment of compensation of its employees and by signing this Agreement, Design Professional certifies that "I am aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Agreement."

**4.20.8 Labor Compliance Program.** The City has its own Labor Compliance Program authorized in August 2011 by the DIR. The City will withhold contract payments when payroll records are delinquent or deemed inadequate by the City or other governmental entity, or it has been established after an investigation by the City or other governmental entity that underpayment(s) have occurred.

**4.20.9 Contractor and Subcontractor Registration Requirements.** This project is subject to compliance monitoring and enforcement by the DIR. A Design Professional or subcontractor shall not be qualified to bid on, be listed in a bid or proposal, subject to the requirements of section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Labor Code section 1725.5. It is not a violation of this section for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded.

**4.20.9.1** A Design Professional's inadvertent error in listing a subconsultant who is not registered pursuant to Labor Code section 1725.5 in response to a solicitation shall not be grounds for filing a protest or grounds for considering the bid or proposal non-responsive provided that any of the following apply: (1) the subconsultant is registered prior to proposal due date; (2) within twenty-four hours after the proposal due date, the subconsultant is registered and has paid the penalty registration fee specified in Labor Code section 1725.5; or (3) the subconsultant is replaced by another registered subconsultant pursuant to Public Contract Code section 4107.

**4.20.9.2** By submitting a bid or proposal to the City, Design Professional is certifying that he or she has verified that all subcontractors used on this public work project are registered with the DIR in compliance with Labor Code sections 1771.1 and 1725.5, and Design Professional shall provide proof of registration for themselves and all listed subcontractors to the City at the time of bid or proposal due date or upon request.

**4.20.10 Stop Order.** For Design Professional or its subcontractor(s) engaging in the performance of any public work contract without having been registered in violation of Labor Code sections 1725.5 or 1771.1, the Labor Commissioner shall issue and serve a stop order prohibiting the use of the unregistered Design Professional or unregistered subcontractor(s) on ALL public works until the unregistered Design Professional or unregistered subcontractor(s) is registered. Failure to observe a stop order is a misdemeanor.

**4.20.11 List of all Subcontractors.** The Design Professional shall provide a complete list of subcontractors (regardless of tier) utilized on this Agreement, along with their DIR registration numbers, if applicable, prior to any work being performed on this Agreement,

and Design Professional shall provide a complete list of subcontractors, regardless of tier, with each invoice. Additionally, Design Professional shall provide the City with a complete list of all subcontractors utilized on this Agreement, regardless of tier, within ten working days of the completion of the Agreement, along with their DIR registration numbers, if applicable. The City shall withhold final payment to Design Professional until at least thirty (30) days after this information is provided to the City.

**4.20.12 Exemptions for Small Projects.** There are limited exemptions for installation, alteration, demolition, or repair work done on projects of \$25,000 or less. The Design Professional shall still comply with Labor Code sections 1720 et. seq. The only recognized exemptions are listed below:

**4.20.12.1 Registration.** The Design Professional will not be required to register with the DIR for small projects. (Labor Code section 1771.1).

**4.20.12.2 Certified Payroll Records.** The records required in Labor Code section 1776 shall be required to be kept and submitted to the City of San Diego, but will not be required to be submitted online with the DIR directly. The Design Professional will need to keep those records for at least three years following the completion of the Agreement. (Labor Code section 1771.4).

**4.20.12.3 List of all Subcontractors.** The Design Professional shall not be required to hire only registered subcontractors and is exempt from submitting the list of all subcontractors that is required in section 4.20.11 above. (Labor Code section 1773.3).

## ARTICLE V RESERVED

## ARTICLE VI INDEMNIFICATION

**6.1 Indemnification.** Other than in the performance of design professional services which shall be solely as addressed in Section 6.2 below, to the fullest extent permitted by law, Design Professional shall defend (with legal counsel reasonably acceptable to the City), indemnify and hold harmless the City and its officers, agents, departments, officials, and employees [Indemnified Parties] from and against all claims, losses, costs, damages, injuries (including, without limitation, injury to or death of an employee of Design Professional or its Subcontractors), 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, any services performed under this Agreement by the Design Professional, any Subcontractor, anyone directly or indirectly employed by them, or anyone that they control. The Design Professional's duty to defend, indemnify, protect and hold harmless shall not include any claims or liabilities arising from the active negligence, sole negligence or sole willful misconduct of the Indemnified Parties.

### **6.2 Design Professional Services Indemnification and Defense.**

**6.2.1 Design Professional Services Indemnification.** To the fullest extent permitted by law (including, without limitation, California Civil Code Section 2782.8), with respect to the performance of design professional services, Design Professional shall indemnify and hold harmless the City, its officers, or employees, from all claims, demands or

liability that arise out of, pertain to or relate to the negligence, recklessness, or willful misconduct of Design Professional or Design Professional's officers or employees.

**6.2.2 Design Professional Services Defense.** Parties will work in good faith to procure applicable insurance coverage for the cost of any defense arising from all claims, demands or liability that arise out of, pertain to or relate to the negligence, recklessness, or willful misconduct of Design Professional or Design Professional's officers or employees.

**6.3 Insurance.** The provisions of this Article are not limited by the requirements of Section 4.3 related to insurance.

**6.4 Enforcement Costs.** The Design Professional agrees to pay any and all costs the City incurs enforcing the indemnity and defense provisions set forth in this Article.

## **ARTICLE VII MEDIATION**

**7.1 Mandatory Non-binding Mediation.** With the exception of Sections 2.5-2.7 of this Agreement, if a dispute arises out of, or relates to this Agreement, or the breach thereof, and if said dispute cannot be settled through normal contract negotiations, prior to the initiation of any litigation, the Parties agree to attempt to settle the dispute in an amicable manner, using mandatory mediation under the Construction Industry Mediation Rules of the American Arbitration Association (AAA) or any other neutral organization agreed upon before having recourse in a court of law.

**7.2 Mandatory Mediation Costs.** The expenses of witnesses for either side shall be paid by the Party producing such witnesses. All other expenses of the mediation, including required traveling and other expenses of the mediator [Mediator], and the cost of any proofs or expert advice produced at the direct request of the Mediator, shall be borne equally by the Parties, unless they agree otherwise.

**7.3 Selection of Mediator.** A single Mediator that is acceptable to both Parties shall be used to mediate the dispute. The Mediator will be knowledgeable in construction aspects and may be selected from lists furnished by the AAA or any other agreed upon Mediator. To initiate mediation, the initiating Party shall serve a Request for Mediation on the opposing Party. If the Mediator is selected from a list provided by AAA, the initiating Party shall concurrently file with AAA a "Request for Mediation" along with the appropriate fees, a list of three requested Mediators marked in preference order, and a preference for available dates.

**7.3.1** If AAA is selected to coordinate the mediation, within ten working days from the receipt of the initiating Party's Request for Mediation, the opposing Party shall file the following: a list of preferred Mediators listed in preference order after striking any Mediators to which they have any factual objection, and a preference for available dates. If the opposing Party strikes all of initiating Party's preferred Mediators, opposing Party shall submit a list of three preferred Mediators listed in preference order to initiating Party and Administrator. Initiating Party shall file a list of preferred Mediators listed in preference order, after striking any Mediator to which they have any factual objection. This process shall continue until both sides have agreed upon a Mediator.

**7.3.2** The Administrator will appoint or the Parties shall agree upon the highest, mutually preferred Mediator from the individual Parties' lists who is available to serve within the designated time frame.

7.3.3 If the Parties agree not to use AAA, then a Mediator, date and place for the mediation shall be mutually agreed upon.

7.4 **Conduct of Mediation Sessions.** Mediation hearings will be conducted in an informal manner and discovery will not be allowed. All discussions, statements, or admissions will be confidential to the Party's legal position. The Parties may agree to exchange any information they deem necessary.

7.4.1 Both Parties must have an authorized representative attend the mediation. Each representative must have the authority to recommend entering into a settlement. Either Party may have attorney(s) or expert(s) present. Upon reasonable demand, either Party may request and receive a list of witnesses and notification whether attorney(s) will be present.

7.4.2 Any agreements resulting from mediation shall be documented in writing. All mediation results and documentation, by themselves, shall be "non-binding" and inadmissible for any purpose in any legal proceeding, unless such admission is otherwise agreed upon, in writing, by both Parties. Mediators shall not be subject to any subpoena or liability and their actions shall not be subject to discovery.

## **ARTICLE VIII INTELLECTUAL PROPERTY RIGHTS**

8.1 **Work For Hire.** All original designs, plans, specifications, reports, documentation, and other informational materials, whether written or readable by machine, originated or prepared exclusively for the City pursuant to this Agreement (Deliverable Materials) is "work for hire" under the United States Copyright law and shall become the sole property of the City and shall be delivered to the City upon request. The Design Professional, including its employees, and independent Subcontractor(s), shall not assert any common law or statutory patent, copyright, trademark, or any other intellectual proprietary right to the City to the Deliverable Materials.

8.2 **Rights in Data.** All rights including, but not limited to publication(s), registration of copyright(s), and trademark(s) in the Deliverable Materials, developed by the Design Professional, including its employees, agents, talent and independent Subcontractors pursuant to this Agreement are the sole property of the City. The Design Professional, including its employees, agents, talent, and independent Subcontractor(s), may not use any such Deliverable Materials mentioned in this article for purposes unrelated to Design Professional's work on behalf of the City without prior written consent of the City.

8.3 **Intellectual Property Rights Assignment.** Design Professional, its employees, agents, talent, and independent Subcontractor(s) agree to promptly execute and deliver, upon request by City or any of its successors or assigns at any time and without further compensation of any kind, any power of attorney, assignment, application for copyright, patent, trademark or other intellectual property right protection, or other papers or instruments which may be necessary or desirable to fully secure, perfect or otherwise protect to or for the City, its successors and assigns, all right, title and interest in and to the content of the Deliverable Materials; and cooperate and assist in the prosecution of any action or opposition proceeding involving said rights and any adjudication of the same.

8.4 **Moral Rights.** Design Professional, its employees, agents, talent, and independent Subcontractor(s) hereby irrevocably and forever waives, and agrees never to assert, any Moral Rights in or to the Deliverable Materials which Design Professional, its employees, agents, talent, and independent Subcontractor(s), may now have or which may



accrue to Design Professional, its employees, agents, talent, and independent Subcontractor(s)' benefit under U.S. or foreign copyright laws and any and all other residual rights and benefits which arise under any other applicable law now in force or hereafter enacted. The term "Moral Rights" shall mean any and all rights of paternity or integrity in or to the Deliverable Materials and the right to object to any modification, translation or use of said content, and any similar rights existing under judicial or statutory law of any country in the world or under any treaty, regardless of whether or not such right is denominated or referred to as a moral right.

**8.5 Subcontracting.** In the event that Design Professional utilizes a Subcontractor(s) for any portion of the Work that is in whole or in part of the specified Deliverable Materials to the City, the agreement between Design Professional and the Subcontractor [Subcontractor Agreement] shall include a statement that identifies that the Deliverable Materials/Work product as a "work-for hire" as defined in the Act and that all intellectual property rights in the Deliverable Materials/Work product, whether arising in copyright, trademark, service mark or other belongs to and shall vest solely with the City. Further, the Subcontractor Agreement shall require that the Subcontractor, if necessary, shall grant, transfer, sell and assign, free of charge, exclusively to the City, all titles, rights and interests in and to said Work/Deliverable Materials, including all copyrights and other intellectual property rights. City shall have the right to review any Subcontractor agreement for compliance with this provision.

**8.6 Publication Design.** Design Professional may not publish or reproduce any Deliverable Materials, for purposes unrelated to Design Professional's work on behalf of the City without prior written consent of the City.

**8.7 Intellectual Property Warranty and Indemnification.** Design Professional represents and warrants that any materials or deliverables, including all Deliverable Materials, provided under this contract are either original, not encumbered and do not infringe upon the copyright, trademark, patent or other intellectual property rights of any third party, or are in the public domain. If Deliverable Materials provided hereunder become the subject of a claim, suit or allegation of copyright, trademark or patent infringement, City shall have the right, in its sole discretion, to require Design Professional to produce, at Design Professional's own expense, new non-infringing materials, deliverables or Works as a means of remedying any claim of infringement in addition to any other remedy available to the City under law or equity. Design Professional further agrees to indemnify and hold harmless the City, its elected officials, officers, employees and agents from and against any and all claims, actions, costs, judgments or damages of any type alleging or threatening that any materials, deliverables, supplies, equipment, services, Deliverable Materials, or Works provided under this contract infringe the copyright, trademark, patent or other intellectual property or proprietary rights of any third party (Third Party Claims of Infringement). If a Third Party Claim of Infringement is threatened or made before Design Professional receives payment under this contract, City shall be entitled, upon written notice to Design Professional, to withhold some or all of such payment.

**8.8 Enforcement Costs.** The Design Professional agrees to pay any and all costs the City incurs enforcing the indemnity and defense provisions set forth in Article 8, including but not limited to, attorneys' fees.

#### ARTICLE IX MISCELLANEOUS

**9.1 Notices.** In all cases where written notice is required under this Agreement, service shall be deemed sufficient if the notice is deposited in the United States mail, postage

paid. Proper notice shall be effective on the date it is mailed, unless provided otherwise in this Agreement. For the purpose of this Agreement, unless otherwise agreed in writing, notice to the City shall be addressed to: Engineering & Capital Projects Department, c/o Juliana Grotzinger, 525 B Street, Suite 750, San Diego, CA 92101, and notice to the Design Professional shall be addressed to: AVR Studio, Inc., Randy Robbins, 703 16<sup>th</sup> Street, Suite 200, San Diego, CA 92101, rrobbins@avrstudios.com.

**9.2 Headings.** All article headings are for convenience only and shall not affect the interpretation of this Agreement.

**9.3 Non-Assignment.** The Design Professional shall not assign the obligations under this Agreement, whether by express assignment or by sale of the company, nor any monies due or to become due, without the City's prior written approval. Any assignment in violation of this paragraph shall constitute a Default and is grounds for immediate termination of this Agreement, at the sole discretion of the City. In no event shall any putative assignment create a contractual relationship between the City and any putative assignee.

**9.4 Independent Contractors.** The Design Professional and any Subcontractors employed by the Design Professional shall be independent contractors and not agents of the City. Any provisions of this Agreement that may appear to give the City any right to direct the Design Professional concerning the details of performing the Professional Services, or to exercise any control over such performance, shall mean only that the Design Professional shall follow the direction of the City concerning the end results of the performance.

**9.5 Design Professional and Subcontractor Principals for Professional Services.** It is understood that this Agreement is for unique Professional Services. Retention of the Design Professional's Professional Services is based on the particular professional expertise of the following members of the Design Professional's organization: Randy Robbins, David Thompson, and Barbara Jetzer [Project Team]. Accordingly, performance of Professional Services under this Agreement may not be delegated to other members of the Design Professional's organization or to Subcontractors without the prior written consent of the City. It is mutually agreed that the members of the Project Team are the principal persons responsible for delivery of all Professional Services and may not be removed from the Project Team without the City's prior written approval. Removal of any member of the Project Team without notice and approval by the City may be considered a default of the terms and conditions of this Agreement by the Design Professional. In the event any member of the Project Team becomes unavailable for any reason, the City must be consulted as to any replacement. If the City does not approve of a proposed replacement, the City may terminate this Agreement pursuant to section 2.6 of this Agreement. Further, the City reserves the right, after consultation with the Design Professional, to require any of the Design Professional's employees or agents to be removed from performance of the Scope of Services.

**9.6 Additional Design Professionals or Contractors.** The City reserves the right to employ, at its own expense, such additional Design Professionals or contractors as the City deems necessary to perform work or to provide the Professional Services on the Project.

**9.7 Employment of City Staff.** This Agreement may be unilaterally and immediately terminated by the City, at its sole discretion, if the Design Professional employs an individual who, within the last twelve months immediately preceding such employment did, in the individual's capacity as an officer or employee of the City, participate in, negotiate with, or otherwise have an influence on the recommendation made to the City Council or Mayor in connection with the selection of the Design Professional.

**9.8 Covenants and Conditions.** All provisions of this Agreement, expressed as either covenants or conditions on the part of the City or the Design Professional, shall be deemed to be both covenants and conditions.

**9.9 Compliance with Controlling Law.** The Design Professional shall comply with all laws, ordinances, regulations, and policies of the federal, state, and local governments applicable to this Agreement, including California Labor Code section 1720 relating to the payment of prevailing wages during the design and preconstruction phases of a project, including inspection and land surveying work. In addition, the Design Professional shall comply immediately with all directives issued by the City or its authorized representatives under authority of any laws, statutes, ordinances, rules, or regulations. The laws of the State of California shall govern and control the terms and conditions of this Agreement.

**9.10 Jurisdiction.** The jurisdiction and applicable laws for any suit or proceeding concerning this Agreement, the interpretation or application of any of its terms, or any related disputes shall be in accordance with the laws of the State of California without regard to the conflicts or choice of law provisions thereof.

**9.11 Successors in Interest.** This Agreement and all rights and obligations created by this Agreement shall be in force and effect whether or not any Parties to the Agreement have been succeeded by another entity, and all rights and obligations created by this Agreement shall be vested and binding on any Party's successor in interest.

**9.12 Integration.** This Agreement and the Exhibits and references incorporated into this Agreement fully express all understandings of the Parties concerning the matters covered in this Agreement. No change, alteration, amendment, or modification of the terms or conditions of this Agreement, and no verbal understanding of the Parties, their officers, agents, or employees shall be valid unless made in the form of a written change agreed to in writing by both Parties. All prior negotiations and agreements are merged into this Agreement.

**9.13 Counterparts.** This Agreement may be executed in counterparts, which when taken together shall constitute a single signed original as though all Parties had executed the same page.

**9.14 No Waiver.** No failure of either the City or the Design Professional to insist upon the strict performance by the other of any covenant, term or condition of this Agreement, nor any failure to exercise any right or remedy consequent upon a breach of any covenant, term, or condition of this Agreement, shall constitute a waiver of any such breach of such covenant, term or condition. No waiver of any breach shall affect or alter this Agreement, and each and every covenant, condition, and term hereof shall continue in full force and effect without respect to any existing or subsequent breach.

**9.15 Severability.** The unenforceability, invalidity, or illegality of any provision of this Agreement shall not render any other provision of this Agreement unenforceable, invalid, or illegal.

**9.16 Municipal Powers.** Nothing contained in this Agreement shall be construed as a limitation upon the powers of the City as a chartered city of the State of California.

**9.17 Drafting Ambiguities.** The Parties agree that they are aware that they have the right to be advised by counsel with respect to the negotiations, terms and conditions of this Agreement, and the decision of whether or not to seek advice of counsel with respect to this Agreement is a decision which is the sole responsibility of each Party. This Agreement shall not

be construed in favor of or against either Party by reason of the extent to which each Party participated in the drafting of the Agreement.

**9.18 Conflicts Between Terms.** If an apparent conflict or inconsistency exists between the main body of this Agreement and the Exhibits, the main body of this Agreement shall control. If a conflict exists between an applicable federal, state, or local law, rule, regulation, order, or code and this Agreement, the law, rule, regulation, order, or code shall control. Varying degrees of stringency among the main body of this Agreement, the Exhibits, and laws, rules, regulations, orders, or codes are not deemed conflicts, and the most stringent requirement shall control. Each Party shall notify the other immediately upon the identification of any apparent conflict or inconsistency concerning this Agreement.

**9.19 Design Professional Evaluation.** City will evaluate Design Professional's performance of Professional Services on the Project using the Consultant Evaluation Form [Exhibit F].

**9.20 Exhibits Incorporated.** All Exhibits referenced in this Agreement are incorporated into the Agreement by this reference.

**9.21 Survival of Obligations.** All representations, indemnifications, warranties and guarantees made in, required by or given in accordance with this Agreement, as well as all continuing obligations indicated in this Agreement, shall survive, completion and acceptance of the Professional Services and termination or completion of the Agreement.

**9.22 Contractor Standards.** This Agreement is subject to the Contractor Standards clause of the Municipal Code Chapter 2, Article 2, Division 30 adopted by Ordinance No. O-20316. All consultants are required to complete the Contractor Standards Pledge of Compliance included herein as Exhibit G.

**9.23 Equal Benefits Ordinance.** Unless an exception applies, Design Professional shall comply with the Equal Benefits Ordinance (EBO) codified in the San Diego Municipal Code (§22.4304(f)). Failure to maintain equal benefits is a material breach of this Agreement. By signing this Agreement, Design Professional certifies that Design Professional is aware of, and will comply with, this City-mandated clause throughout the duration of the Agreement.

**9.24 Public Records.** By Signing this Agreement the Design Professional agrees that it is aware that the contents of this Agreement and any documents pertaining to the performance of the Agreement requirements/Scope of Services resulting from this Agreement are public records, and therefore subject to disclosure unless a specific exemption in the California Public Records Act applies.

If the Design Professional submits information **clearly marked** confidential or proprietary, the City of San Diego (City) may protect such information and treat it with confidentiality only to the extent permitted by law. However, it will be the **responsibility of the Design Professional** to provide to the City the specific legal grounds on which the City can rely in withholding information requested under the California Public Records Act, should the City choose to withhold such information.

General references to sections of the California Public Records Act will not suffice. Rather, the Design Professional must provide a **specific and detailed legal basis, including applicable case law that clearly establishes** the requested information is exempt from the disclosure requirements of the California Public Records Act.

If the Design Professional does not provide a specific and detailed legal basis for withholding the requested information within a time specified by the City, the City will release the information as required by the California Public Records Act and the **Design Professional will hold the City harmless** for release of this information.

It will be the **Design Professional's obligation to defend**, at Design Professional's expense, any legal actions or challenges seeking to obtain from the City any information requested under the California Public Records Act withheld by the City at the Design Professional's request. Furthermore, the Design Professional shall **indemnify** the City and **hold it harmless** for any claim or liability, and **defend any action** brought against the City, resulting from the City's refusal to release information requested under the Public Records Act withheld at Design Professional's request.


Nothing in this Agreement creates any obligation for the City to notify the Design Professional or obtain the Design Professional's approval or consent before releasing information subject to disclosure under the California Public Records Act.

**9.25 Equal Pay Ordinance.** Unless an exception applies, Design Professional shall comply with the Equal Pay Ordinance (EPO) codified in the San Diego Municipal Code (SDMC) at section 22.4801 through 22.4809. Design Professional shall require all of its subconsultants to certify compliance with the EPO in their written subcontracts. Design Professional must post a notice informing its employees of their rights under the EPO in their workplace or job site. By signing this Agreement with the City of San Diego, Design Professional acknowledges the EPO requirements and pledges ongoing compliance with the requirements of SDMC Division 48, section 22.4801 et seq., throughout the duration of this Agreement.

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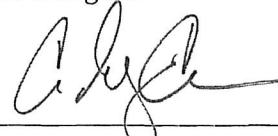
IN WITNESS WHEREOF, this Agreement is executed by the City of San Diego, acting by and through its Mayor, pursuant to San Diego Municipal Code 22.3207, authorizing such execution, and by the Design Professional pursuant to AVR Studio's, Inc.'s signature authority document.

I HEREBY CERTIFY I can legally bind AVR Studio's, Inc. and that I have read all of this Agreement, this 9th day of February, 2022.

By   
Randy Robbins, AIA, LEED AP  
Principal-in-charge

Dated this 15th day of June, 2022.

THE CITY OF SAN DIEGO  
Mayor or Designee

By   
Cindy Crocker  
Acting Deputy Director  
Purchasing & Contracting Department

I HEREBY APPROVE the form of the foregoing Agreement this 20th day of June, 2022.

MARA W. ELLIOTT, City Attorney

By   
Deputy City Attorney

**DESIGN PROFESSIONAL AGREEMENT**  
**EXHIBITS**

# SCOPE OF SERVICES

## DESIGN OF ROBB FIELD COMMUNITY PARK IMPROVEMENTS (H207196)

### 1.0 BACKGROUND - ROBB FIELD PROJECTS

Robb Field Projects are inclusive but not limited to:

#### 1.1 ROBB FIELD COMFORT STATION

This project provides for the design and bid award / construction support for the Robb Field Comfort Station in Ocean Beach.

This project provides for the replacement of the existing comfort station located in the Ocean Beach Athletic Area, also known as Robb Field. This particular comfort station is referred to as the old comfort station within the park and is more specifically located on the east side of the park's entry drive of Bacon St. The new comfort station should, at minimum:

- Match the capacity of the existing comfort station and shall include larger storage rooms(s) as determined by the Parks and Recreation staff,
- The existing comfort station contains 2 electric rooms so the new comfort station shall also accommodate the needs of the existing electrical systems,
- The project shall include all path of travel improvements from the parking lot to the comfort station. Note this is an ADA Transition Plan Project. The existing accessible parking spaces near the existing comfort station do not comply with the current accessibility standards and are frequently flooded during rain events. The parking lot does not have curbs or gutters,
- All improvements shall be designed and constructed in such a manner as to blend with the park surroundings and avoid a 'retrofit' appearance.



This may include the removal and replacement of paved surfaces beyond what may be necessary to accommodate the new comfort station,

- Should any modifications to the existing landscaped areas occur, the project is to include landscape repairs and irrigation design and construction support as necessary to provide head to head irrigation coverage which blends into the existing irrigation systems not disturbed by the project. Note:

Design Professional shall provide two (2) alternate designs at conceptual design subphase, one factory-built alternative and one site built alternative.

## **1.2 ROBB FIELD PLAYGROUND**

This project provides for the design and bid award / construction support for the Robb Field Playground in Ocean beach.

This project provides for the replacement and possible expansion of the existing playground within the Ocean Beach Athletic Area, commonly referred to as Robb Field. The playground improvements are to provide:

- Play structures for children 2 to 12 years of age as separate play areas,
- The playground area shall adhere to universal play principals and shall avoid thematic play, unless desired by the Robb Field Recreation Advisory Group,
- Play area improvements are to include accessible picnic facilities, benches, and drinking fountain. Shade should be considered in the playground design because there aren't shade trees in the immediate area,
- The project is to include all necessary path of travel accessibility upgrades from the existing parking lot to the playground which includes, but is not limited to, curb ramps, parking spaces, and the removal and replacement walkways to address cross slope issues. To address accessible parking, some reconfiguration of the existing parking lot may be required. The walkway from between the recreation center and the playground may require accessibility improvements since the recreation center has the closest restrooms to the playground,

- Should any modifications to the existing landscaped areas occur, the project is to include landscape repairs and irrigation design and construction support as necessary to provide head to head irrigation coverage which blends into the existing irrigation systems not disturbed by the project,
- All accessibility improvements are to be coordinated with the parking lot improvements and the recreation center improvement projects.

Design Professional shall provide two (2) alternate designs during schematic design phase.

### **1.3 ROBB FIELD TURF & IRRIGATION IMPROVEMENTS**

This project provides for the design and bid award / construction support for the Robb Field Turf & Irrigation Improvements in Ocean Beach.

The design and bid award / construction support scope includes but is not limited to:

- Removal of the existing turf,
- Agronomic soil testing to determine what soil amendments need to be added,
- Amending the existing soil,
- Installing a new irrigation system, including a centralized control system and booster pump,
- Finish grading of the turf areas,
- Fine grading of ballfield infields to ensure proper drainage,
- Planting new hybrid Bermuda turf, hydroseed or sod depending on time of year planting occurs,

- Upgrading existing ballfield lights with energy efficient fixtures and computer control system, including remote access and monitoring capability,
- Refurbish and reuse existing light poles, if possible,
- Replace bleachers to meet accessibility requirements,
- Modify dugouts to meet accessibility requirements,
- Provide fence repair at conditions to be identified.

**1.4 ROBB FIELD PARKING LOT**

This project provides for the design and bid award / construction support for the Robb Field Parking Lots in Ocean Beach.

This project provides the repaving of Robb Field parking lots. It will provide new stripping but trying to maintain the existing stripping layout (same # of spaces). Drainage issues will need to be evaluated and ADA considerations taken.

- Repave designated existing parking lots and driveways to address drainage and accessibility deficiencies,
- Replace designated sidewalks/walkways – Provide new sidewalks where indicated in graphic 1 – Projects Elements Location Plan,
- Provide trees as required to conform with the City tree ordinance for heat island effect in parking lots – where attempting to maintain current number of parking spaces,
- Provide general path-of-travel lighting (walkways and parking lots).

**1.5 ROBB FIELD RECREATION CENTER**

This project provides for the schematic design only for the Robb Field Recreation Center in Ocean beach.

The Robb Field Recreation Center, facility number 001027, is approximately 47 years old and was rated as poor in a 2014 facility assessment. The current configuration of the recreation center no longer meets the Parks and Recreation Department nor the community's needs.

The following scope is only to provide a general guideline of what is needed. The final scope will need to be determined by the Design Professional team through the production of schematic designs.

The improvements to the recreation center may include, but not be limited to:

- Review of the 2014 Facility Condition Assessment Report and subsequent site visit to determine the extent of the building system upgrades needed and confirmation of costs identified in the report.
- Consultant to meet with City staff and the operator of the Robb Fitness Center to hear ideas on how to remodel or replace the recreation center.

These ideas may include:

- Moving the restrooms so they are accessible from the outside when the rec. center is closed. Single stall restrooms with sinks on the outside is the preferred style,
- Reconfiguration of the locker rooms and restrooms so the space can be made into meeting room(s)/craft room/game room or other use identified by staff,
- Introducing more natural light into the building,
- Making the staff office space more efficient,
- Possible reconfiguration of the Robb Fitness Club space to make it more efficient,
- Placing a solid roof over the patio fitness area,
- Enhancing the exterior space to make the center more inviting and better connected to the site including site lighting,

## EXHIBIT A

- Providing cameras so staff can more easily monitor the site from the staff office,
  - Providing sufficient storage space for staff use, including individual lockable storage space for individual staff members and their small maintenance equipment,
  - Providing storage space for larger park maintenance equipment (Robb Field is 61 acres and requires a significant amount of maintenance equipment). This would include access to a storage room from the exterior of the building with double wide doors,
  - Install new HVAC system to serve the entire building,
  - Replace/repair floor drains, and
  - Possible expansion of the building.
- Consultant may need to make presentations to the Robb Field and Ocean Beach Recreation Advisory Groups and the Mission Bay Park Committee of schematic designs for the recreation center and surrounding area.
  - All improvements shall blend with the surrounding park, so the recreation center looks like it has always been there.
  - All landscape and irrigation repairs and adjustments needed to accommodate rec. center improvements shall blend smoothly with existing park landscape and irrigation.
  - The path of travel for the parking lot to the recreation center shall be upgraded to meet all accessibility requirements, including addressing current site drainage issues.
  - This project is to be carefully coordinated with the playground and parking lot improvement projects.
  - Replacement of the basketball court fence fabric.
  - Design Professional shall provide two (2) alternate designs: 1) Renovation alternative; 2) Replacement alternative.

Note: This is an ADA Transition Plan project.

**1.6 ROBB FIELD COMMUNITY GARDEN**

The anticipated design and bid award / construction support scope for the community garden may include, but not be limited to:

**1.6.1 IRRIGATION**

- Sub-Meter (include Additive Alternate for dedicated meter),
- Back-flow preventer with enclosure,
- Master Valve,
- Flow Sensor,
- Globe valves (quantity to be determined in design),
- Irrigation controller (solar or battery operated if no access to nearby electrical connection),
- Quick couplers (4 or 5 evenly spaced through garden bed area), and
- Remote control valves (quantity to be determined in design). One will be required for existing and proposed trees.

**1.6.2 ADA IMPROVEMENTS**

- ADA parking space(s) in Parking Lot #1,
- Path of travel from parking space(s) to accessible garden beds, tool shed and gathering area,
- Path of travel to comfort station or (new ADA porta-potty), if required, and
- Accessible raised garden beds (1 ADA accessible bed per 25 plots).

**1.6.3 FENCING**

- Chain-link fencing (6' high) on two sides of garden (existing fencing can be utilized),
- One vehicular gate on NE side of garden, and

- One pedestrian gate (close to ADA parking).

**1.6.4 GATHERING/EDUCATIONAL SPACE**

- Area for groups of up to +/-40 people to gather. Include economical ADA accessible surfacing such as stabilized DG. Seating will be provided by users, and
- New edible shade trees (+/-3) adjacent to gathering space to provide shade (include trees as Additive Alternate). If possible, locate gathering space in shade of existing trees.

**1.6.5 TOOL STORAGE**

- Provide area for tool storage (include tool shed as Additive Alternate).

**1.6.6 COMPOST AREA**

- Provide area for composting and deliveries of mulch and bulk soil supplies.

**1.6.7 TRASH/RECYCLING**

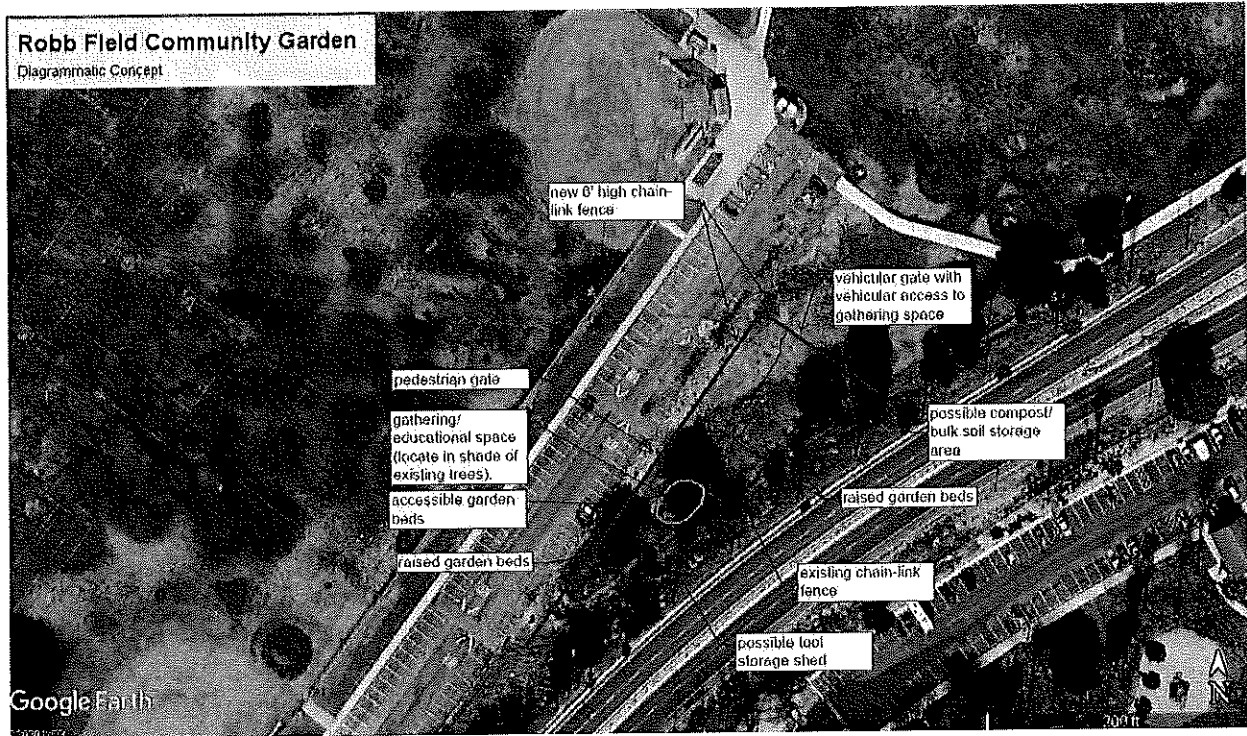
- Provide one trash/recycling unit near entrance to garden (include as Additive Alternate).

See City of San Diego Parks & Rec Community Garden General Information:

<https://www.sandiego.gov/park-and-recreation/general-info/communitygarden>

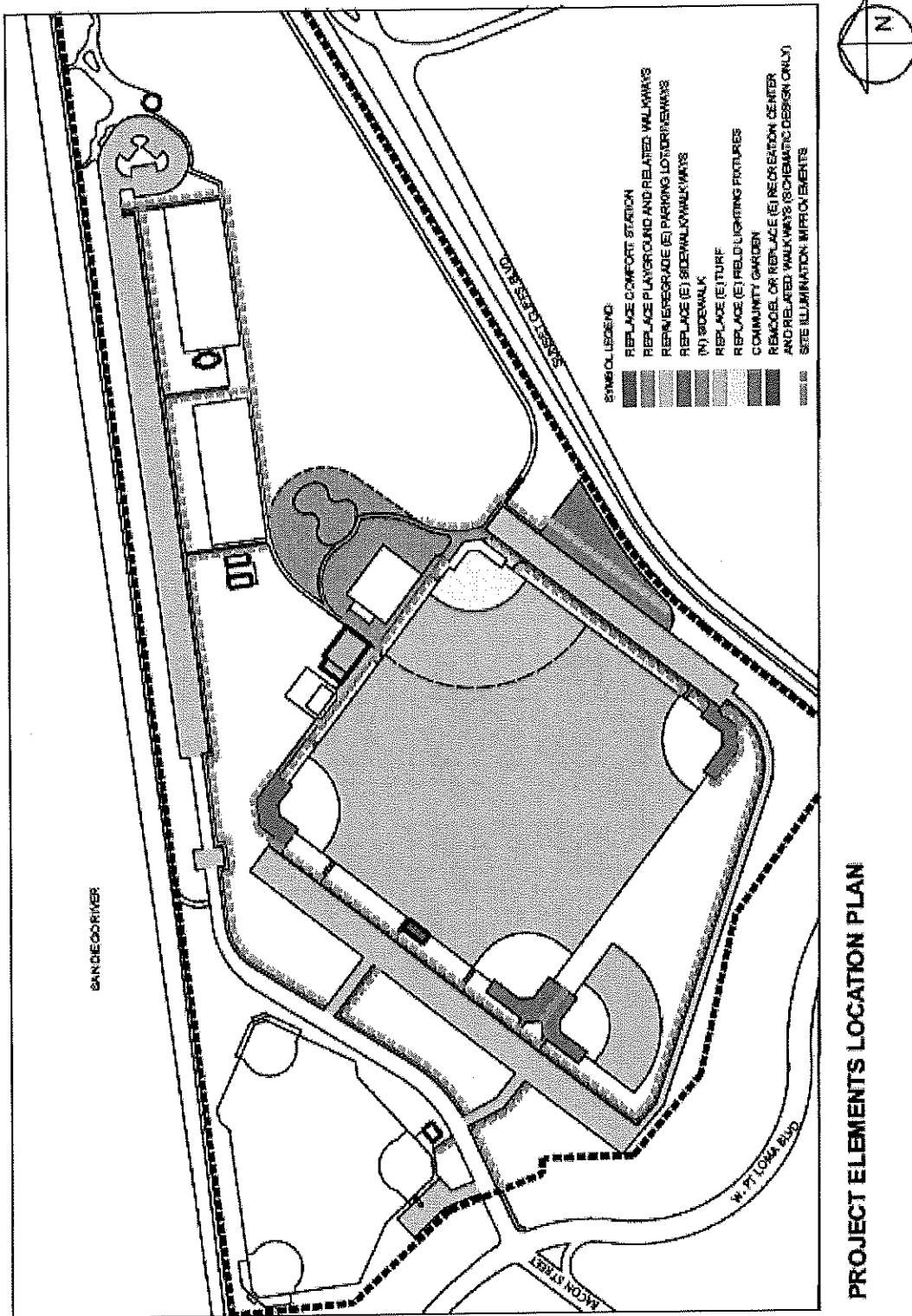
Community Garden Diagram

“The final community garden layout will be based on input from the City and the community and is subject to change.”

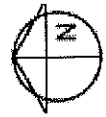
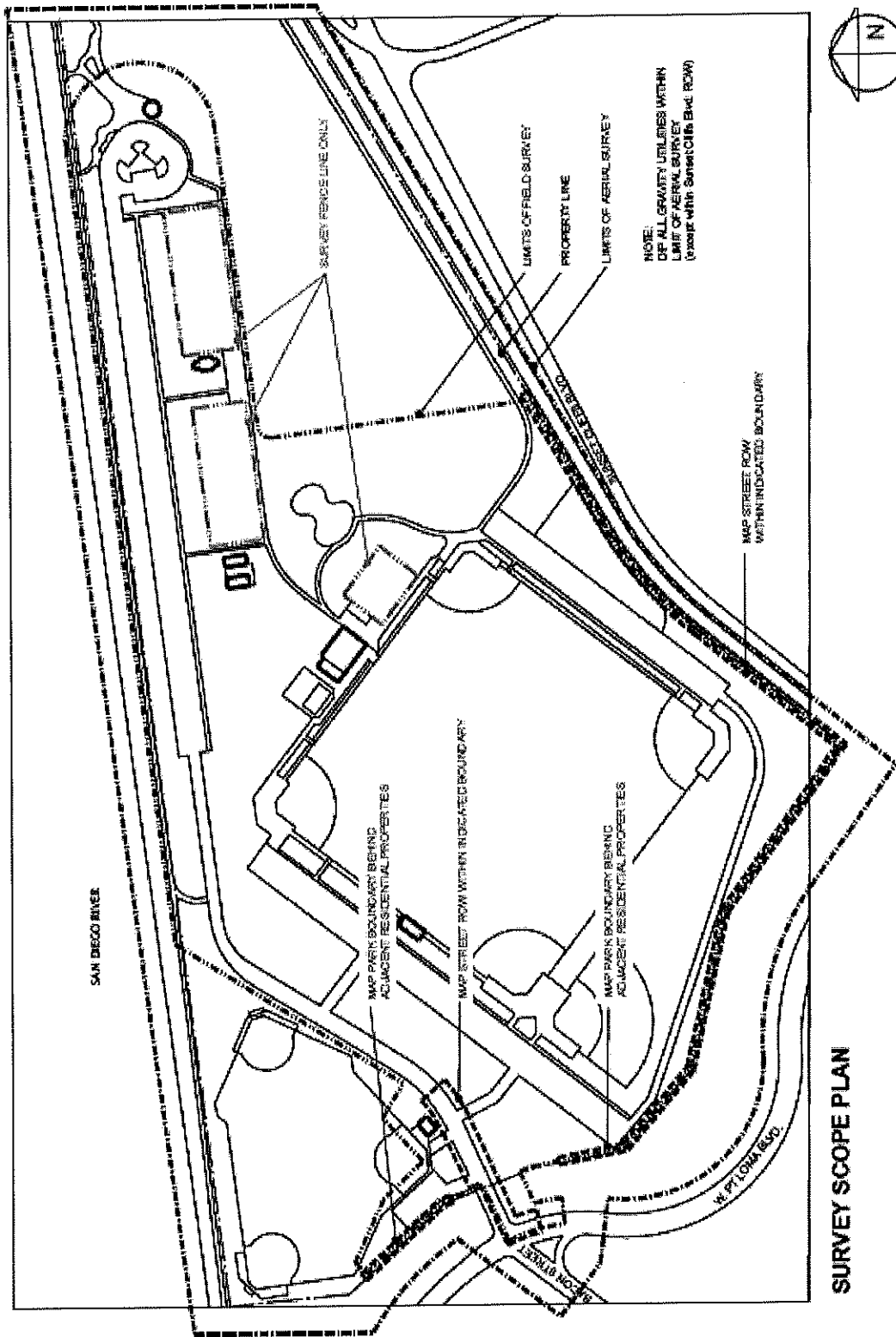




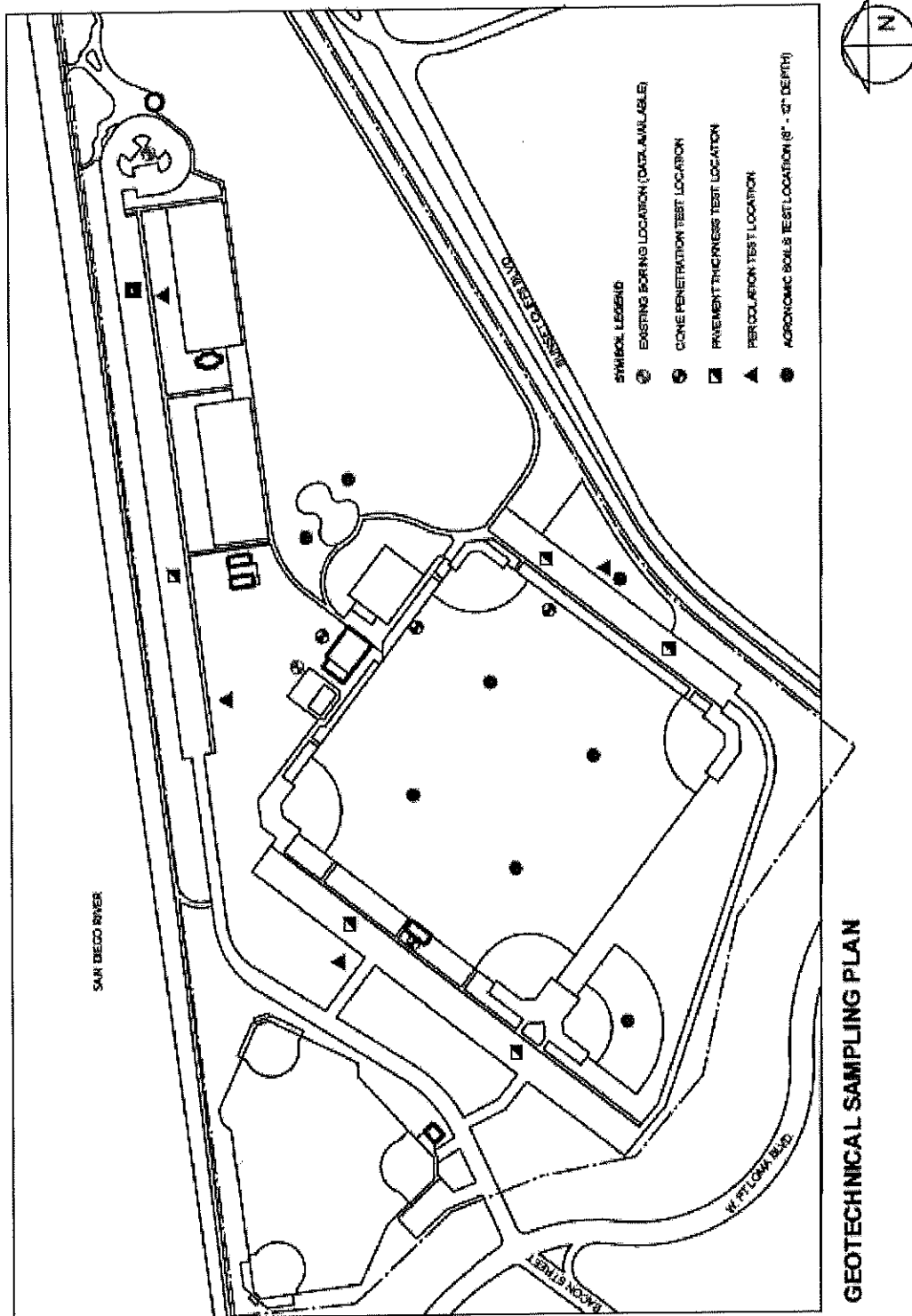
Graphic 1 – Project Elements Location Plan



Graphic 2 – Survey Scope Plan



Graphic 3 – Geotechnical Sampling Plan



**2.0 SCOPE OF BASIC DESIGN SERVICES**

Scope of Services Robb Field Projects, inclusive but not limited to:

**2.1 SCHEMATIC DESIGN SUBMITTAL AND COMMUNITY INPUT**

- 2.1.1 Develop programmatic requirements for the site elements identified in the GDP and not identified in the GDP like the Community Garden. The Community Garden will require a GDP amendment, including 3 community meetings to discuss and approve design alternates + 1 meeting to present the GDP amendment to the Parks & Rec Board.
  - 2.1.1.1 Develop 2 alternate options for the recreation center, playground, comfort station, and community garden,
  - 2.1.1.2 Attend 3 community workshops for input (informative meetings),
  - 2.1.1.3 Meet with City stakeholders for input, and
  - 2.1.1.4 Programming document establishing project facts, goals and needs.
- 2.1.2 Document research and agency consultation and review.
- 2.1.3 Integrated design team meetings and coordination.
- 2.1.4 Schematic Design development site plans, building plans and elevations, outline specifications, Owners' Project Requirements.
- 2.1.5 Develop Schematic Design Drawings,
- 2.1.6 Prepare presentation drawings,
- 2.1.7 Attend progress meetings,
- 2.1.8 Submit statement of probable costs, and
- 2.1.9 Submit project schedule.

**2.2 30% DESIGN SUBMITTAL (DD)**

- 2.2.1 Agency consultation and review,
- 2.2.2 Develop design based on approved Schematic Design,
- 2.2.3 Develop Design Development drawings,
- 2.2.4 Initial materials/systems selections,
- 2.2.5 Outline Specifications,
- 2.2.6 Attend progress meetings,
- 2.2.7 Design Phase Commissioning, and
- 2.2.8 Coordinate with other disciplines.
- 2.2.9 Deliverables:
  - 2.2.9.1 Completed design technical studies,
  - 2.2.9.2 30% design drawings,
  - 2.2.9.3 Update statement of probable costs, and
  - 2.2.9.4 Update project schedule.

**2.3 60% DESIGN SUBMITTAL (CD)**

- 2.3.1 Develop design based on approved 30% Submittal,
- 2.3.2 Develop 60% CD drawings and preliminary specifications,
- 2.3.3 Develop Materials/systems,
- 2.3.4 Attend progress meetings, and
- 2.3.5 Coordinate with other disciplines.
- 2.3.6 Deliverables:

- 2.3.6.1 60% design drawings,
- 2.3.6.2 Written responses to the City's 30% design review comments,
- 2.3.6.3 Coastal Development Permit Drawings
- 2.3.6.4 Update statement of probable costs,
- 2.3.6.5 Update project schedule, if applicable.

**2.4 100% DESIGN SUBMITTAL (FOR CITY-WIDE PLAN CHECK AND DSD/DEH SUBMITTAL)**

- 2.4.1 Agency consultation and review,
- 2.4.2 Develop Construction Documents,
- 2.4.3 Prepare technical specification,
- 2.4.4 Attend progress meetings,
- 2.4.5 Coordinate with other disciplines,
- 2.4.6 Update statement of probable costs,
- 2.4.7 Update project schedule, and
- 2.4.8 Final document cross check and coordination.
- 2.4.9 Deliverables:
  - 2.4.9.1 100% design drawings,
  - 2.4.9.2 Completed Specifications master markup #1 using the City's latest boilers and master bid list which shall have all applicable sections, appendix information and updated construction estimate attached,
  - 2.4.9.3 Written responses to the City's 60% design review comments, and

2.4.9.4 QA/QC package submitted for review,

2.4.9.4.1. Field constructability review package submitted for their review.

**2.5 FINAL DESIGN SUBMITTAL**

2.5.1 Submit and Process plans through DSD and DEH, and

2.5.2 Pick up all City and other Agency review comments.

2.5.3 Deliverables:

2.5.3.1 Final specifications in Microsoft Word files,

2.5.3.2 Final construction documents,

2.5.3.3 A final construction statement of probable costs,

2.5.3.4 Updated, final project schedule, and

2.5.3.5 A suggested sequence of work incorporating the acquisition of all permits, moratoriums, project coordination issues and phasing requirements demonstrating the construction completion by allowed working days in the contract.

**2.6 RELATED DESIGN SERVICES**

Includes the following services the Design Professional deems required for performance of the project.

2.6.1 Topographic Survey,

2.6.2 Underground Dry Utility Base Mapping,

2.6.3 Drainage Study and SWQMP, including DS-560

2.6.4 Geotechnical,

2.6.5 DSD 511 – Limited Site Reconnaissance,

- 2.6.6 Noise Review,
- 2.6.7 Voluntary Seismic Upgrades, and
- 2.6.8 Commissioning Per Title 24 Part 6 &11 and LEED 2009 Reimbursables (SD through Final Design Submittal.)

**3.0 SCOPE OF BID AND CONSTRUCTION SERVICES**

**3.1 BID SUPPORT**

- 3.1.1 RFI responses,
- 3.1.2 Attend pre-bid meeting and site walk, if requested,
- 3.1.3 Prepare addenda, and
- 3.1.4 Review bid results.

**3.2 CONSTRUCTION SUPPORT**

Project delivery method is Design/Bid/Build through the City's contract bid process.

- 3.2.1 Attend pre-construction meeting,
- 3.2.2 Visit site to review progress, attend bi-weekly construction progress meetings,
- 3.2.3 RFI responses,
- 3.2.4 Review construction submittals (one review, one re-review),
- 3.2.5 Construction phase Commissioning,
- 3.2.6 Review Change Orders, and
- 3.2.7 Prepare final punch list.



**3.3 RECORD DOCUMENTS**

3.3.1 Review O&M Manuals,

3.3.2 Occupancy Phase Commissioning, and

3.3.3 Prepare Record Documents from the Contractor's accurate red-marked as-built drawings.

## DETAILED TASK &amp; DELIVERY LIST

Schematic Design Phase	
Site Investigation/Data Gathering	
Provide Documents to Design Team	
As-Built Drawings for Park Site (Including underground utilities) and Buildings	
Franchise Utility Maps	
Provide Title Report(s) as needed to identify (and define) property boundaries and site restrictions	
Secure Aerial Photogrammetry	
Site Survey	
Boundaries and Easements (See Scope Summary 'Survey Scope Plan' for extent)	
Site Topography (See Scope Summary 'Survey Scope Plan' for extent)	
Site Improvements (locate the following on survey)	
Boundaries, easements and restrictions (from City provided Title report(s))	
Buildings and Site Structures	
Fences and Gates	
Pavements and Pavement Markings	
Curbs and Gutters	
Drainage Structures	
Above and Below Grade Utilities	
Fire Hydrants	
Traffic Signs and Signals	
Field and General Site Lighting Pole Locations	
Landscaped Areas	
Geotechnical Evaluation Report (See 'Geotechnical Boring/Trenching Locations' Plan)	
Subsurface Investigation of Existing Soils Conditions and Existing Pavement Profiles	
Laboratory Testing of Existing Soils (including agronomic analysis and soil permeability)	
Summary of Geologic Conditions	
Design Recommendations Pertaining to Geologic Conditions, Including:	
Earthwork	
Seismic Design	
Foundations	
Slabs on Grade	
Retaining Walls	
Concrete Flatwork	
Corrosion	
Concrete Flatwork	
Drainage Structures	
Pavement Design	
Surface Water Absorption, Permeable Pavement and Bio-Basins	
Building Condition Assessment	
Comfort Station	
pre-demolition assessment	
Recreation Center	
code compliance	
finishes	
weatherproofing systems	
structure	
heating	
plumbing	
electrical	
Underground Utilities Conditions Assessment	
Sanitary Sewer (CCTV)	
Electrical and Communications Utilities Conditions Assessment	
Site distribution	
Playfield lighting system	
Irrigation and Landscape Planting Conditions Assessment	
Hazardous Materials Survey (Asbestos, Lead Paint and PCBs)	
Existing Comfort Station	
Recreation Center	
Environmental	
Prepare preview package for Coastal Commission Consultation	
Research Existing Noise Data	
Collect Current Noise Data	
Site Photo Documentation	
Structures	
Pavement	
Landscape	
Prepare Base Drawing Files	
Existing Site Plan	
Existing Comfort Station	
Existing Recreation Center	
Complete Storm Water Requirements Applicability Checklist (DS-560) Form	
Agency Review	
Coastal Commission Scope Meeting	

**Schematic Design Phase (Continued)**

- Design Team Meetings (via Zoom)
  - Project Kick-Off
  - Initiate Conceptual Design
  - Concept Coordination
  - Initiate Schematic Design
  - Schematic Design Coordination
- Client Meetings/Presentations (Via Zoom)
  - Every Other Week Progress Review
  - Conceptual Presentation to City Staff (Prior to Community Workshop 1)
  - Community Workshop 1 (Concept Presentation)
    - Review Project Scope and schedule
    - Present Concept Alternatives
    - Identify Community Preferences
    - Secure Community Commentary
  - Community Workshop 1 Debrief (Determine Remodel or Replacement of Recreation Center)
  - Schematic Design Presentation to City Staff
  - Community Workshop 2 (Schematic Design Presentation)
    - Summary of Workshop 1 Content/Results
    - Present Schematic Design
    - Secure Community Commentary
  - Community Workshop 2 Debrief
- Design
  - Conceptual Design
    - Overall
    - Structures
      - Comfort Station (Site Built and Factory Built Options)
      - Recreation Center (Remodel and Replacement Options)
    - Pavement/Site Accessibility Improvements
    - Landscape/Play Element Improvements
  - Schematic Design
    - Overall
    - Replace Comfort Station (assume factory-built option)
    - Replace Children's Playground
    - Renovate Designated Baseball Fields
    - Replace Field Lighting at Designated Baseball Field
    - Parking Lot and General Site Accessibility Improvements (including general site lighting)
    - Construct Community Garden
    - Recreation Center (remodel or replacement option)
- Drawings
  - Concept Drawings
    - Site Reference Plan
    - Turf Replacement
      - Landscape Site Plan
    - Comfort Station
      - Premanufactured Option
        - Plan, Section and Exterior Elevations
      - Site Built Option
        - Plan, Section and Exterior Elevations
    - Parking and Pavement Modifications/Replacement
      - Parking and Pavement Plan
    - Field Lighting Replacement
      - Electrical Site Plan
    - Playground Replacement
      - Site Reference Plan
        - Option 1 Area Plan
        - Option 2 Area Plan
      - Equipment Illustrations
    - Community Garden
      - Landscape Area Plan
      - Precedent Images
      - Plant Materials Images
    - Field Lighting Replacement
      - Electrical Site Plan
    - Site Lighting Plan
      - Recreation Center
        - Remodel Option
          - Floor Plan, Section and Exterior Elevations
        - Replacement Option
          - Floor Plan, Section and Exterior Elevations

**Schematic Design Phase (Continued)**

- Schematic Drawings
  - Existing Site Plan
  - Site Improvements Reference Plan
  - Preliminary Grading and Paving Plan(s) (Matchlined)
  - Playfield
  - Playground Plan
  - Community Garden Plan
  - Planting Plan(s)
  - Playfield and Site Lighting Plan
  - Comfort Station (assumes Factory Manufactured Option)
    - Site Area Pavement Plan
    - Site Area Landscape Plan
    - Demolition Plan
    - Floor Plan, Ceiling Plan and Roof Plan
    - Building Sections and Exterior Elevations
    - Finish Schedule, Door Schedule and Window Schedule
    - Diagrammatic Foundation and Framing Plan
    - Diagrammatic Mechanical Plan
    - Diagrammatic Plumbing Plan
    - Diagrammatic Electrical Plan
  - Recreation Center (remodel or replacement option TBD following Community Workshop #1)
    - Site Area Pavement Plan
    - Site Area Landscape Plan
    - Demolition Plan
    - Floor Plan, Ceiling Plan and Roof Plan
    - Building Sections and Exterior Elevations
    - Finish Schedule, Door Schedule and Window Schedule
    - Schematic Foundation and Framing Plan
    - Schematic Mechanical Plan
    - Schematic Plumbing Plan
    - Schematic Electrical Plan
- Outline Specifications
  - Civil
  - Landscape
  - Architectural
  - Structural
  - Mechanical
  - Plumbing
  - Electrical
- Cost Estimating
  - Concept Level Estimate (Break out costs for project components [including alternates])
  - Schematic Level Estimate (break out costs for project components [no alternates])
- Schedule Update
- Coordination Review and Document Update
  - Concept Coordination and Review (Prior to City Staff Presentation)
    - Document Update
  - Concept Coordination and Review (Following City Staff Review/Prior to Community Workshop 1)
    - Document Update
  - Concept Coordination and Review (Following Community Workshop 1)
    - Document Update
  - Schematic Coordination and Review (Prior to City Staff Presentation)
    - Document Update
  - Schematic Coordination and Review (Following City Staff Review/Prior to Community Workshop 2)
    - Document Update
  - Schematic Coordination and Review (Following Community Workshop 2)
    - Document Update
- Deliverables
  - Land Survey
    - Topographic Map (.dwg and .xml)
    - Survey Calibrations Sheet (.pdf)
  - Geotechnical Report
  - Hazmat Survey
  - Concept Design Package
    - Drawings
    - Cost Estimate
  - Workshop 1 Presentation and Comments Summary
  - Schematic Design Phase Completion Package
    - Drawings
    - Outline Specification
    - Cost Estimate
    - Schedule Update
  - Workshop 2 Presentation and Comments Summary
- Milestone Approvals
  - Concept Design Approval
  - Schematic Design Phase Approval

**Schematic Design Phase (Continued)**

EOCP Compliance Reporting

Phase Management/Team Coordination

**30% Construction Document Phase**

Design Team Meetings (via Zoom)

Phase Kick-Off

Document Coordination (Prior to City Staff Presentation)

Document Coordination prior to Community Workshop 3

Debrief following Community Workshop 3

Client Meetings/Presentations (Via Zoom)

Every Other Week Progress Review

Presentation of Draft DD Package to City Staff (Including color and material selections)(Prior to Community Meeting 3)

Community Workshop 3 (Design Approval)

Summary of Workshop 1 and 2 Content/Results

Present Updated Design Package (Including color/material selections)

Secure Community Commentary

Community Workshop 3 Debrief

Presentation to Park and Recreation Board (GDP amendment)

Technical Meetings with Commissioning Agent

Progress Meeting - Update Design Check List

Agency Meetings

Coastal Commission Update

Design/Engineering

Overall

Replace Comfort Station

Replace Childrens' Playground

Renovate Designated Baseball Fields

Replace Field Lighting at Designated Baseball Field

Parking Lot and General Site Accessibility Improvements (Including general site lighting)

Construct Community Garden

Color and Materials Selections

Drawings

Cover Sheet/Project Information

Building Code Notes and Diagrams

Accessibility Code Notes and Diagrams

Cal Green Notes

Phasing Diagrams

Existing Site Plan

Site Demotion Plans (Matchlined)

Site Improvement Reference Plans (Matchlined)

Grading and Pavement Plans (Matchlined)

Domestic Water and Sewer Lateral Plans (2 sheets)

Irrigation Plans (Matchlined)

Pedestrian Pavement Layouts

Planting Plans (Matchlined)

Comfort Station

Demolition Plan

Floor Plan, Ceiling Plan and Roof Plan

Building Sections and Exterior Elevations

Finish, Door, Window and Accessory Schedules

Interior Elevations

Structural Diagrams and Notes

Mechanical Diagrams and Notes

Plumbing Diagrams and Notes

Electrical Diagrams and Notes

Update Outline Specifications

CIVIL

Landscape

Architectural

Structural

Mechanical

Plumbing

Electrical

Cost Estimating

30% CD Cost Estimate

Schedule Update

Coordination Review and Document Update

Document Coordination and Review (Prior to City Staff Presentation)

Document Update

Document Coordination and Review (Following City Staff Review/Prior to Community Workshop 3)

**50% Construction Document Phase (Continued)**

- Document Update
- Document Coordination and Review (Following Community Workshop 3)
- Document Update
- Design Presentation Coordination and Review (Prior to Parks And Recreation Board Presentation)
- Document Update
- Permit Application
  - Coastal Permit
    - Prepare Application
    - Prepare Graphic Support
    - Submit
    - Respond to Review Comments
    - Secure Approval.
- Deliverables
  - Workshop 3 Presentation and Comments Summary
  - 30% CD Progress Approval Package
    - Drawings
    - Updated Outline Specification
    - Color and Materials Board
    - Cost Estimate
    - Schedule Update
  - Park and Recreation Board GDP Amendment Presentation Package
    - Presentation Drawings
- Milestone Approvals
  - 30% CD Progress Approval
- EOCP Compliance Reporting
- Phase Management/Team Coordination

**60% Construction Document Phase**

- Design Team Meetings (Via Zoom)
  - Phase Kick-Off
  - Mid Phase Coordination Meeting
- Client Meetings/Presentations (Via Zoom)
  - Every Other Week Progress Review
- Technical Meeting with Commissioning Agent
  - Progress Meeting - Update Design Check List
- Utility Coordination
  - Coordinate Wet Utilities with City
  - Coordinate Dry Utilities with SDG&E
- Design/Engineering
  - Overall
    - Replace Comfort Station
    - Replace Childrens' Playground
    - Renovate Designated Baseball Fields
    - Replace Field Lighting at Designated Baseball Field
    - Parking Lot and General Site Accessibility Improvements (including general site lighting)
    - Construct Community Garden
- Drawings
  - Cover Sheet/Project Information
  - Building Code Notes and Diagrams
  - Accessibility Code Notes and Diagrams
  - Cal Green Notes
  - Phasing Diagrams
  - Existing Site Plan
  - Site Demolition Plans (Matchlined)
  - Site Demolition Details
  - Site Improvement Reference Plans (Matchlined)
  - Grading and Drainage Plans (Matchlined)
  - ADA Staking Plans (6 sheets - matchlined)
  - BMP Plans (4 sheets)
  - Domestic Water and Sewer Lateral Plans (2 sheets)
  - Civil Details (1 sheet)
  - Irrigation Plans (Matchlined)
  - Irrigation Details
  - Pedestrian Pavement Layouts
  - Pedestrian Pavement Layout Details
  - Site Furniture/Equipment Schedules
  - Site Furniture/Equipment Plan (Matchlined)
  - Planting Plans (Matchlined)
  - Planting Details
  - Comfort Station
    - Demolition Plan
    - Floor Plan, Ceiling Plan and Roof Plan

**90% Construction Document Phase (Continued)**

- Building Sections and Exterior Elevations
- Finish, Door, Window and Accessory Schedules
- Interior Elevations
- Structural Diagrams and Notes
- Mechanical Diagrams and Notes
- Plumbing Diagrams and Notes
- Electrical Diagrams and Notes
- Technical Specifications (CSI) - First Draft
- Cover/TOC
  - assume 3 Sections
- Architectural
  - assume 24 Sections
- Landscape
  - assume 3 Sections
- Structural
  - assume 3 Sections
- Mechanical
  - assume 5 Sections
- Plumbing
  - assume 11 Sections
- Electrical
  - assume 13 Sections
- Coord.
  - assume 65 sections
- Cost Estimating
  - 60% CD Cost Estimate
- Site Drainage Study and SWQMP
- Coordination Review and Document Update
  - Document Coordination and Review (Prior to Submittal to City)
  - Document Update
- Deliverables
  - 60% CD Progress Package
    - Drawings
      - Draft Technical Specifications
      - Cost Estimate
      - Draft Drainage Report
      - Draft PDP SWQMP
    - Survey Deliverables Package
    - Written Response to City-Wide 30% Review Comments
    - CAP Consistency Checklist
- Milestone Approvals
  - 60% CD Progress
- EOCP Compliance Reporting
- Phase Management/Team Coordination

**100% Construction Document Phase**

- Design Team Meetings (Via Zoom)
  - Phase Kick-Off
- Client Meetings/Presentations (Via Zoom)
  - Every Other Week Progress Review
- Technical Meeting with Commissioning Agent
  - Progress Meeting - Update Design Check List
- Design/Engineering
  - Overall
    - Replace Childrens' Playground
    - Renovate Designated Baseball Fields
    - Replace Field Lighting at Designated Baseball Field
    - Parking Lot and General Site Accessibility Improvements (including general site lighting)
    - Construct Community Garden
- Drawings
  - Cover Sheet/Project Information
  - Building Code Notes and Diagrams
  - Accessibility Code Notes and Diagrams
  - Cal Green Notes
  - Phasing Diagrams
  - Existing Site Plan
  - Site Demolition Plans (Matchlined)
  - Site Improvement Reference Plans (Matchlined)
  - Grading and Pavement Plans (Matchlined)
  - Grading and Pavement Details
  - Erosion Control Plans (7 sheets)
  - ADA Staking Plans (6 sheets - matchlined)
  - BLP Plans (4 sheets)
  - Site Wet Utility Plans (Matchlined)

**100% Construction Document Phase (Continued)**

- Irrigation Plans (Match/Inset)
- Irrigation Details
- Pedestrian Pavement Layouts
- Pedestrian Pavement Layout Details
- Site Furniture/Equipment Schedules
- Site Furniture/Equipment Plan (Match/Inset)
- Site Furniture/Equipment Details
- Planting Plans (Match/Inset)
- Planting Details
- Comfort Station
- Demolition Plan
- Floor Plan, Ceiling Plan and Roof Plan
- Building Sections and Exterior Elevations
- Finish, Door, Window and Accessory Schedules
- Interior Elevations
- Structural Diagrams and Notes
- Mechanical Diagrams and Notes
- Plumbing Diagrams and Notes
- Electrical Diagrams and Notes
- Technical Specifications - Progress Draft
- Cover/TOC
- assume 3 Sections
- Division 1
- assume 12 Sections
- Architectural
- assume 24 Sections
- Landscape
- assume 3 Sections
- Structural
- assume 3 Sections
- Mechanical
- assume 5 Sections
- Plumbing
- assume 11 Sections
- Electrical
- assume 13 Sections
- Coord.
- assume 74 sections
- Cost Estimating
- 100% Cost Estimate
- Coordination Review and Document Update
- Independent In-House QA/QC Review
- Document Update
- Deliverables
- 100% CD Progress Package
- Drawings
- Technical Specifications
- Cost Estimate
- Engineering Reports
- Draft Drainage Report
- Draft PDP SWQMP
- Survey Deliverables Package
- CAP Consistency Checklist
- Written Response to City-Wide 60% Review Comments
- Milestone Approvals
- 100% CD Progress
- EOCP Compliance Reporting
- Phase Management/Team Coordination

**Final Construction Documents Phase**

- Design Team Meetings (via Zoom)
- Phase Kick-Off
- Client Meetings/Presentations (via Zoom)
- Every Other Week Progress Review
- Technical Meeting with Commissioning Agent
- Design Phase Close-Out: Confirm Design Elements of Commissioning Process are complete
- Design/Engineering
- Overall
- Replace Childrens' Playground
- Renovate Designated Baseball Fields
- Replace Field Lighting at Designated Baseball Field
- Parking Lot and General Site Accessibility Improvements (including general site lighting)
- Construct Community Garden
- Drawings
- Cover Sheet/Project Information



**Final Construction Documents Phase (Continued)**

- Building Code Notes and Diagrams
- Accessibility Code Notes and Diagrams
- Cal Green Notes
- Phasing Diagrams
- Existing Site Plan
- Site Demolition Plans (Matchlined)
- Site Improvement Reference Plans (Matchlined)
- Grading and Pavement Plans (Matchlined)
- Grading and Pavement Profiles
- Grading and Pavement Details
- ADA Staking Plans (5 sheets - matchlined)
- Drawings, Continued
- EMAP Plans (4 sheets)
- Site Wet Utilities Plan
- Irrigation Plans (Matchlined)
- Irrigation Details
- Site Furniture/Equipment Schedules
- Site Furniture/Equipment Plan (Matchlined)
- Site Furniture/Equipment Details
- Planting Plans (Matchlined)
- Planting Details
- Comfort Station
- Demolition Plan
- Floor Plan, Ceiling Plan and Roof Plan
- Building Sections and Exterior Elevations
- Finish, Door, Window and Accessory Schedules
- Interior Elevations
- Structural Diagrams and Notes
- Mechanical Diagrams and Notes
- Plumbing Diagrams and Notes
- Electrical Diagrams and Notes
- Technical Specifications - Final Draft
- Cover/TOC
- assume 3 Sections
- Division 1
- assume 12 Sections
- Architectural
- assume 24 Sections
- Landscape
- assume 3 Sections
- Structural
- assume 3 Sections
- Mechanical
- assume 5 Sections
- Plumbing
- assume 11 Sections
- Electrical
- assume 13 Sections
- Coord.
- Permit Processing
- DSD
- Organize Submittal Documents
- Prepare Application Forms
- Complete Application Checklist
- Assemble Calculations
- Prepare PDF Drawing File
- Make Submittals (Electronic Plan Review)
- Collect/Compile/Distribute Review Comments
- Respond to Review Comments/Attend Backcheck
- Secure Backcheck Approval
- Collect Approval Signatures
- Secure Approved Electronic Drawing and Specification Files
- Engineering
- Organize Submittal Documents
- Make Submittals (Electronic Plan Review)
- Collect and Review Plan Review Comments
- Respond to Plan Review Comments
- Secure Backcheck Approval
- Collect Approval Signatures
- Cost Estimating
- Final Cost Estimate
- Deliverables
- Permit Application
- Permit Drawings
- Calculations
- Title 24 Documentation
- Final CD Progress Package

**Final Construction Documents Phase (Continued)**

- Drawings
- Technical Specifications
- Cost Estimate
- Engineering Reports
- Drainage Report
- POP SWQMP
- Survey Deliverables Package
- Written Response to City-Wide 100% Review Comments
- Milestone Approvals
- Permit Approvals
- Phase Approval
- EOPC Compliance Reporting
- Phase Management/Team Coordination

**Bid Support**

- Assist with Preparation of Bid Documents
- Prepare for and Attend Job Walk
- Respond to Bid RFIs
- Prepare Addenda
- Participate in Bid Analysis
- Client Phase Sign-off
- EOPC Compliance Reporting
- Phase Management/Coordination

**Construction Support**

- Attend Pre-Construction Conference
- Attend Construction Bi-Weekly Progress Meetings (assume 40 meetings)
- Make Intermittent Progress Site Visits/Produce Observation Reports
  - assume 6 Progress Reports
  - assume 4 Progress Reports
  - assume 2 Progress Reports
  - assume 1 Progress Report
- Process Submittals (assume 61 original submittals and 48 resubmittals)
- Review Submittals
  - Architectural (assume 24 original submittals and 18 resubmittals)
    - Door Hardware (assume 2 original submittal and 1 resubmittal)
  - Landscape (assume 3 original submittals and 2 resubmittals)
  - Structural (assume 3 original submittals and 2 resubmittals)
  - Mechanical (assume 5 original submittals and 3 resubmittals)
  - Plumbing (assume 11 original submittals and 8 resubmittals)
  - Electrical (assume 13 original submittals and 9 resubmittals)
- Respond to RFIs
  - Manage and Process RFIs (assume 100)
    - Architectural (assume 20)
    - Structural (assume 5)
    - Mechanical (assume 10)
    - Plumbing (assume 5)
    - Electrical (assume 15)
    - Civil (assume 20)
    - Landscape (assume 25)
- Manage and Process Construction Change Directives (assume 8)
- Prepare Construction Change Directives
  - Architectural (assume 2)
  - Structural (assume 1)
  - Mechanical (assume 1)
  - Plumbing (assume 1)
  - Electrical (assume 1)
  - Civil (assume 1)
  - Landscape (assume 1)
- Commissioning
  - Mechanical
  - Electrical
- Review Contractor Payment Applications (assume 16)
- Perform Completion Review and One (1) Backcheck
- Milestone Approvals
  - Phase Approval
- EOPC Compliance Reporting
- Phase Management/Team Coordination

**Record Documents/Project Closeout**

- Prepare Record Drawings from RFI's, CCD's and Contractor Mark Ups
- Prepare Record Drawings of City ROW Improvement Drawings from RFI's, CCD's and Contractor Mark-Ups
- Print As-Built Drawings Full Size on Mylar
- Review Project Manuals
- Milestone Approvals
  - Phase Approval
- EOCP Compliance Reporting
- Phase Management/Team Coordination

**Assumptions**

- 1 Project team shall be entitled to rely upon the completeness and accuracy of all information provided by the City, including Title Report(s), and As-Built Drawings (site and buildings).
- 2 Site Drawings will be produced using the following software:
  - Site Demolition, Site Improvement, Irrigation, Planting and Landscape Drawings - AutoCAD 2021
  - Civil Drawings - AutoCAD 3D 2021
- 3 The plotting of easements shall be limited to those documented in the Title Report(s) and within the immediate vicinity of the proposed park improvements.
- 4 Topography and parcel mapping will be performed only as indicated on the survey scoping exhibit
- 5 Readily accessible gravity utility structures within the survey limits will be dipped, with the exception of locations that may require traffic control and utilities within the Sunset Circle Blvd right-of-way
- 6 The domestic water and sewer laterals serving the Comfort Station will be removed and replaced while the domestic water and sewer laterals will be extended to the facility from Bacon Street
- 7 The replacement of storm drain facilities will be limited to those locations where proposed park improvements require such changes.
- 8 Civil Engineering Specifications will be prepared in Whitebook/Greenbook Format
- 9 Landscape Specifications shall be prepared in Whitebook/Greenbook format except Playground Equipment and Park/Playground Surfacing
- 10 It is assumed that parking lot top of curb and/or roadway profiles will not be required
- 11 It is assumed that only proposed storm drains, 18" in diameter or larger, will be profiled.
- 12 It is assumed that water and sanitary sewer profiles will not be required
- 13 It is assumed that retaining walls will not be required. It is assumed that retaining walls will not be required.
- 14 Drainage Study: The proposed drainage study will be prepared in accordance with the 2017 City of San Diego Drainage Design Manual to analyze pre- and post-development runoff flows for the park, as well as hydraulic calculations for new or modified storm drain facilities larger than 18-inch in diameter. It is anticipated that any increase in peak runoff resulting from the project will be mitigated on-site. Analysis of storm drain facilities that convey flow from outside the park is excluded from this scope of work. It is assumed that no new connections to the San Diego River will be proposed and that there will be no improvements or impacts to the existing levee as part of this project.
- 15 Storm Water Drainage Standards: This proposal is based upon the use of the 2016 Storm Water Standards Manual. Any significant additional work associated with the application of the 2021 Standards (or any other future version of the Standards) will be subject to fee adjustment.
- 16 PDP SWQMP: Per the City's October 1, 2016 Storm Water Standards Manual (SWSM), it is assumed that this project will be considered a Priority Development Project (PDP) and, as such, it will be exempt from hydromodification management requirements due to the direct discharge from the park to the San Diego River at the Pacific Ocean and that the project will implement site design and source control BMPs in accordance with City standards, and will size and locate structural BMPs to treat the remaining required runoff volume. Additionally, it is anticipated that the project's geotechnical evaluation will determine that full infiltration is infeasible to due substandard depth to groundwater. This proposal excluded the preparation of a WPCP and/or SWPPP.
- 17 It is assumed that the City will provide or engage a OSP to monitor the Contractor erosion control measures during construction
- 18 This proposal assumes that crosswalks or similar improvements will not be a part of the project scope.
- 19 Survey Deliverables: A package of materials in conformance with the City of San Diego Survey Deliverable Guidelines (v2.5) and the Survey Deliverables Checklist (v1.6) will be prepared. It is anticipated that adherence with the Survey Deliverable Guidelines will require the creation of Horizontal Control Plans, Alignment Data Table Plans, and Vertical Profile Plans. These additional sheets will apply to only the following proposed linear objects:
  - Top of curb
  - Retaining wall layout line
  - Sawcut lines (no vertical profile - horizontal control only)
  - Back of sidewalk
  - Point tables will be included on the Alignment Data Plans to depict proposed building corners, light poles and fence posts.
- 20 This proposal excludes the services of a utility locator - all utilities will be located in the survey using as-built information provided by the City
- 21 This proposal excludes: a) the preparation of pre and post corner records; b) filing of a record of survey; c) construction surveying and staking; d) Traffic Engineering; and, e) Traffic Control Plans
- 22 This proposal does not include any services associated with LEED certification in any form
- 23 This proposal excludes the design of or planning for the inclusion of Photovoltaic systems
- 24 This proposal excludes the provision of archaeological and/or paleontological monitoring during construction - a separate proposal will be provided for this service.
- 25 This proposal excludes the payment of any fees.
- 26 This proposal excludes any tasks or services not specifically indicated as being provided.

- 27 This proposal assumes support for the Coastal Development Permit application which includes development of the notking package (list of addresses; stamped and addressed envelopes; and, parcel map(s) demarcating properties within 100' of the property line containing the project);  
Simulated 3D rendering of the comfort station and play structures (this has come up at various projects in close proximity to the water);  
Assistance with completion of Step 2 of the CAP Checklist;  
A photometric plan showing the casting of light (measured in candle-foot) only if new or replacement lighting is proposed. Also, light fixtures (bulbs) would need to have a 3,000 Kelvin temperature limit per CCC requirements; and  
Unearthed conduit in the project design for the installation of future EV charging stations.

END OF SCOPE OF SERVICES

# COMPENSATION AND FEE SCHEDULE

## Fee

AVRP Studios, Inc. shall provide the services described below for a fixed fee of Nine Hundred Ninety-Nine Thousand Five Hundred Thirty-Two Dollars (\$999,532.00).

## Basic Services

Schematic Design .....	\$191,576
30% CD .....	\$109,086
60% CD .....	\$179,248
100% CD .....	\$151,487
Final CD/Permitting (fee allowance).....	\$103,526
Bid Support (fee allowance) .....	\$19,035
Construction Support (fee allowance) .....	\$107,788
Record Drawings.....	\$21,817

## Basic Services

Total.....\$883,563

## Specialized Services

Survey .....	\$65,000
Geotechnical .....	\$15,848
Hazmat .....	\$14,446
Environmental.....	\$20,675

## Specialized Services

Total.....\$115,969

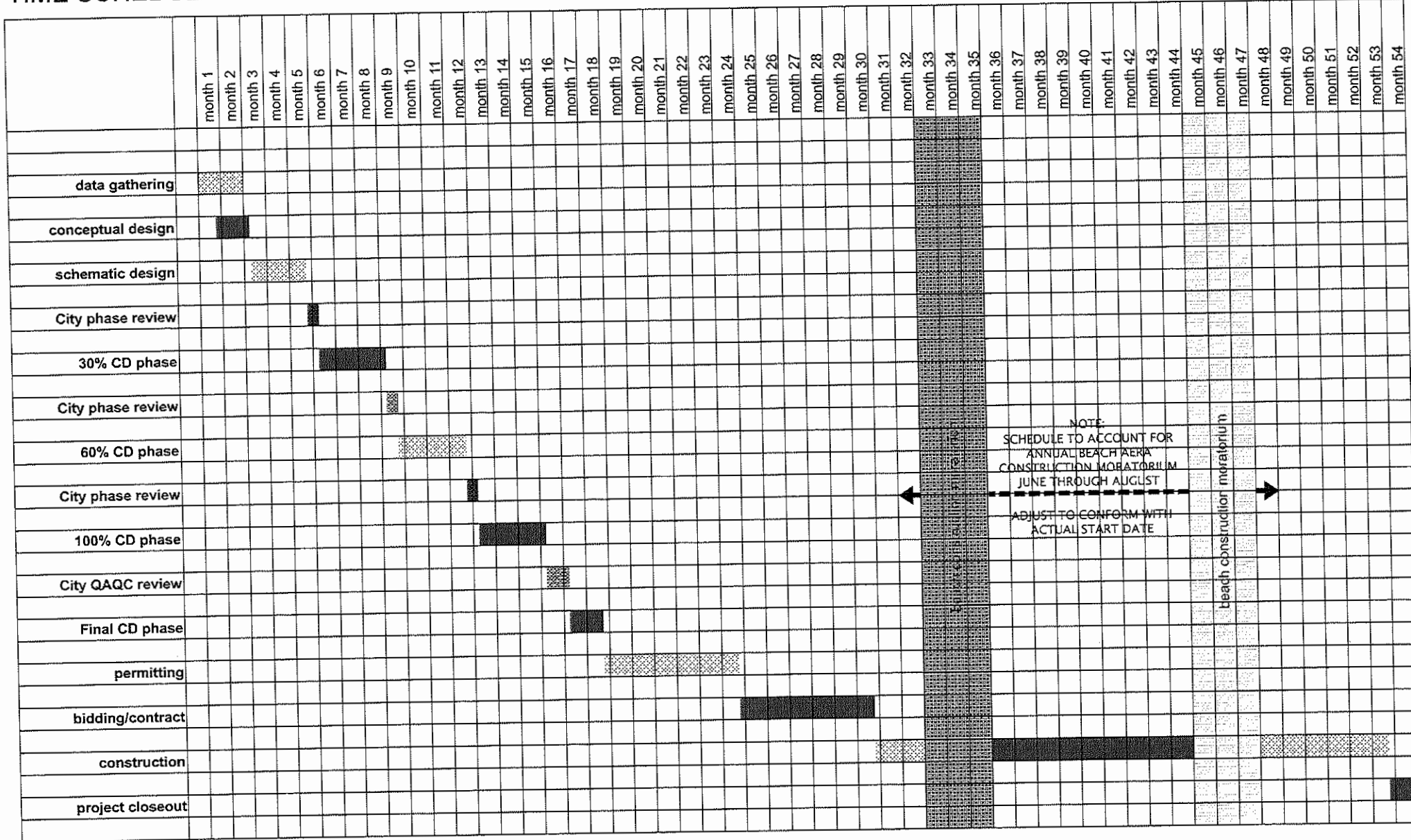
Scope of Services Total.....\$999,532

Additional Services Total.....\$0

Contract Amount Total..... \$999,532

# TIME SCHEDULE

TIME SCHEDULE



EQUAL OPPORTUNITY CONTRACTING PROGRAM (EOCP)

CONSULTANT REQUIREMENTS

TABLE OF CONTENTS

I. City’s Equal Opportunity Commitment.....1

II. Nondiscrimination in Contracting Ordinance .....1

III. Equal Employment Opportunity Outreach Program .....2

IV. Small and Local Business Program.....2

V. Demonstrated Commitment to Equal Opportunity.....3

VI. Definitions.....4

VII. Certification.....5

VIII. List of Attachments.....5

    AA. Disclosure of Discrimination Complaints .....6

    BB. Work Force Report.....10

    CC. Subcontractors List.....11

I. **City’s Equal Opportunity Commitment.** The City of San Diego (City) is strongly committed to equal opportunity for employees and Subcontractors of Consultants doing business with the City. The City encourages its Consultants to share this commitment. Consultants are encouraged to take positive steps to diversify and expand their Subcontractor solicitation base and to offer consulting opportunities to all eligible Subcontractors. Consultants are encouraged to take positive steps to diversify and expand their subcontractor and supplier solicitation base and to offer opportunities to all eligible business firms.

*Failure to submit the required EOCP documentation indicated below shall result in a determination of the Consultant being non-responsive.*

II. **Nondiscrimination in Contracting Ordinance.** All Consultants doing business with the City, and their Subcontractors, must comply with requirements of the City’s *Nondiscrimination in Contracting Ordinance*, San Diego Municipal Code Sections 22.3501 through 22.3517.

A. **Disclosure of Discrimination Complaints (Attachment AA).** As part of its bid or proposal, Consultant shall provide to the City a list of all instances within the past ten (10) years where a complaint was filed or pending against Consultant in a legal or administrative proceeding alleging that Consultant discriminated against its employees, Subcontractors, vendors, or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.



- B. Contract Language. The following language shall be included in contracts for City projects between the Consultant and any Subcontractors, vendors, and suppliers:

Contractor shall not discriminate on the basis of race, gender, gender expression, gender identity, religion, national origin, ethnicity, sexual orientation, age, or disability in the solicitation, selection, hiring, or treatment of subcontractors, vendors, or suppliers. Consultant shall provide equal opportunity for Subcontractors to participate in opportunities. Consultant understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in contract termination, debarment, or other sanctions.

- C. Contract Disclosure Requirements. Upon the City's request, Consultant agrees to provide to the City, within sixty (60) calendar days, a truthful and complete list of the names of all Subcontractors, vendors, and suppliers that Consultant has used in the past five (5) years on any of its contracts that were undertaken within County of San Diego, including the total dollar amount paid by Consultant for each subcontract or supply contract. Consultant further agrees to fully cooperate in any investigation conducted by the City pursuant to the City's Nondiscrimination in Contracting Ordinance, Municipal Code Sections 22.3501 through 22.3517. Consultant understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in remedies being ordered against the Consultant up to and including contract termination, debarment and other sanctions.

**III. Equal Employment Opportunity Outreach Program.** Consultants shall comply with requirements of San Diego Municipal Code Sections 22.2701 through 22.2707. Consultants shall submit with their proposal a Work Force Report for approval by the Program Manager of the City of San Diego Equal Opportunity Contracting Program (EOCP).

- A. Nondiscrimination in Employment. Consultant shall not discriminate against any employee or applicant for employment on any basis prohibited by law. Contractor shall provide equal opportunity in all employment practices. Consultants shall ensure that their subcontractors comply with this program. Nothing in this Section shall be interpreted to hold a Consultant liable for any discriminatory practice of its subcontractors.
- B. Work Force Report. If based on a review of the Work Force Report (Attachment BB) submitted an EOCP staff Work Force Analysis determines there are under representations when compared to County Labor Force Availability data, then the Consultant will also be required to submit an Equal Employment Opportunity (EEO) Plan to the Program Manager of the City of San Diego Equal Opportunity Contracting Program (EOCP) for approval.
- C. Equal Employment Opportunity Plan. If an Equal Employment Opportunity Plan is required, the Program Manager of EOCP will provide a list of plan requirements to Consultant.

**IV. Small and Local Business Program Requirements.** The City has adopted a Small and Local Business Enterprise (SLBE) program for consultant contracts. SLBE program requirements for consultant contracts are set forth Council Policy 100-10.

A. SLBE and ELBE Participation for Contracts Valued Over \$50,000:

1. For all consultant contracts, the City shall apply a maximum of an additional 12 points for SLBE or ELBE participation, to the proposer's subtotal maximum evaluation points..

Additional points will be awarded as follows to achieve the proposer's final maximum evaluation points :

- a. If the proposer achieves 20% participation, apply 5 points to the proposer's score; or
  - b. If the proposer achieves 25% participation, apply 10 points to the proposer's score; or
  - c. If the prime consultant is a SLBE or an ELBE, apply 12 points to the proposer's score.
- B. Subcontractor Participation List. The Subcontractor Participation List (Attachment CC) shall indicate the Name and Address, Scope of Services, Percent of Total Proposed Contract Amount, Certification Status and Where Certified for each proposed Subcontractor/Subconsultant.

#### V. Maintaining Participation Levels.

- A. Bid discounts and additional points are based on the Consultant's level of participation prior to the award of goods, services, or consultant contract. Consultants are required to achieve and maintain the SLBE or ELBE participation levels throughout the duration of the goods, services, or consultant contract.
- B. If the City modifies the original specifications, the Consultant shall make reasonable efforts to maintain the SLBE or ELBE participation for which the bid discount or additional points were awarded. The City must approve in writing the reduction in SLBE or ELBE participation levels.
- C. The Consultant shall notify and obtain written approval from the City in advance of any reduction in subcontract scope, termination, or substitution for a designated SLBE or ELBE subcontractor.
- D. Consultant's failure to maintain SLBE or ELBE participation levels as specified in the goods, services, or consultant contract shall constitute a default and grounds for debarment under Chapter 2, Article 2, Division 8, of the San Diego Municipal Code.
- E. The remedies available to the City under Council Policy 100-10 are cumulative to all other rights and remedies available to the City.

#### VI. Definitions.

**Commercially Useful Function:** a Small Local Business Enterprise or Emerging Local Business Enterprise (SLBE/ELBE) performs a commercially useful function when it is responsible for execution of the work and is carrying out its responsibilities by actually performing, managing, and supervising the work involved. To perform a commercially useful function, the SLBE/ELBE shall also be responsible, with respect to materials and supplies used on the contract, for negotiating price, determining quantity and quality, ordering the material, and installing (where applicable) and paying for the material itself.

To determine whether an SLBE/ELBE is performing a commercially useful function, an evaluation will be performed of the amount of work subcontracted, normal industry practices, whether the amount the SLBE/ELBE firm is to be paid under the contract is commensurate with the work it is actually performing and the SLBE/ELBE credit claimed for its performance of the work, and other relevant factors. Specifically, a SLBE/ELBE does not perform a commercially useful function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of meaningful and useful SLBE/ELBE participation, when in similar transactions in which SLBE-ELBE firms do not participate, there is no such role performed.

**Disadvantaged Business Enterprise (DBE):** a certified business that is (1) at least fifty-one (51%) owned by socially and economically Disadvantaged Individuals, or, in the case of a publicly owned business at least fifty-one percent (51%) of the stock is owned by one or more socially and economically Disadvantaged Individuals; and (2) whose daily business operations are managed and directed by one or more socially and economically disadvantaged owners. Disadvantaged Individuals include Black Americans, Hispanic Americans, Asian Americans, and other minorities, or individual found to be disadvantaged by the Small Business Administration pursuant to Section 8 of the Small Business Reauthorization Act.

**Disabled Veteran Business Enterprise (DVBE):** a certified business that is (1) at least fifty-one percent (51%) owned by one or more disabled veterans; and (2) business operations must be managed and controlled by one or more disabled veterans. Disabled Veteran is a veteran of the U.S. military, naval, or air service; the veteran must have a service-connected disability or at least 10% or more; and the veteran must reside in California. The firm shall be certified by the State of California's Department of General Services, Office of Small and Minority Business.

**Emerging Business Enterprise (EBE):** a business whose gross annual receipts do not exceed the amount set by the City Manager, and which meets all other criteria set forth in the regulations implementing the City's Small and Local Business Preference Program. The City Manager shall review the threshold amount for EBEs on an annual basis, and adjust as necessary to reflect changes in the marketplace.

**Emerging Local Business Enterprise (ELBE):** a Local Business Enterprise that is also an Emerging Business Enterprise.

**Local Business Enterprise (LBE):** a firm having a Principal Place of Business and a Significant Employment Presence in San Diego County, California, that has been in operation for 12 consecutive months and a valid business tax certificate. This definition is subsumed within the definition of Small Local Business Enterprise.

**Minority Business Enterprise (MBE):** a certified business that is (1) at least fifty-one percent (51%) owned by one or more minority individuals, or, in the case of a publicly owned business at least fifty-one percent (51%) of the stock is owned by one or more minority individuals; and (2) whose daily business operations are managed and directed by one or more minorities owners. Minorities include the groups with the following ethnic origins: African, Asian Pacific, Asian Subcontinent, Hispanic, Native Alaskan, Native American, and Native Hawaiian.

**Other Business Enterprise (OBE):** any business which does not otherwise qualify as Minority, Woman, Disadvantaged or Disabled Veteran Business Enterprise.

**Principal Place of Business:** a location wherein a firm maintains a physical office and through which it obtains no less than fifty percent (50%) of its overall customers or sales dollars.

**Significant Employee Presence:** no less than twenty-five percent (25%) of a business's total number of employees are domiciled in San Diego County.

**Small Business Enterprise (SBE):** a business whose gross annual receipts do not exceed the amount set by the City Manager, and that meets all other criteria set forth in regulations implementing the City's Small and Local Business Preference Program. The City Manager shall review the threshold amount for SBEs on an annual basis, and adjust as necessary to reflect changes in the marketplace. A business

certified as a DVBE by the State of California, and that has provided proof of such certification to the City Manager, shall be deemed to be an SBE.

**Small Local Business Enterprise (SLBE):** a Local Business Enterprise that is also a Small Business Enterprise.

**Women Business Enterprise (WBE):** a certified business that is (1) at least fifty-one percent (51 %) owned by a woman or women, or, in the case of a publicly owned business at least fifty-one percent (51%) of the stock is owned by one or more women; and (2) whose daily business operations are managed and directed by one or more women owners.

**VII. Certifications.**

The City accepts certifications of MBE, WBE, DBE or DVBE from the following certifying agencies:

Current certification by the State of California Department of Transportation (CALTRANS) as DBE.

Current MBE or WBE certification from the California Public Utilities Commission.

DVBE certification is received from the State of California's Department of General Services, Office of Small and Minority Business.

Current certification by the City of Los Angeles as DBE, WBE or MBE.

Current certification by the U.S. Small Business Association as SDB, WOSB, SDVOSB, or Hubzone.

Subcontractors' valid proof of certification status e.g., copy of MBE, WBE, DBE, or DVBE certification must be submitted with RFP. MBE, WBE, DBE, or DVBE certifications are listed for informational purposes only.

**VIII. List of Attachments.**

- AA. Disclosure of Discrimination Complaints**
- BB. Work Force Report**
- CC. Subcontractors List**

**DISCLOSURE OF DISCRIMINATION COMPLAINTS**

As part of its proposal, the Consultant must provide to the City a list of all instances within the past 10 years where a complaint was filed or pending against the Consultant in a legal or administrative proceeding alleging that Consultant discriminated against its employees, subcontractors, vendors or suppliers, and a description of the status or resolution of that complaint, including any remedial action taken.

CHECK ONE BOX ONLY.

- The undersigned certifies that within the past 10 years the Consultant has NOT been the subject of a complaint or pending action in a legal administrative proceeding alleging that Consultant discriminated against its employees, subcontractors, vendors or suppliers.
- The undersigned certifies that within the past 10 years the Consultant has been the subject of a complaint or pending action in a legal administrative proceeding alleging that Consultant discriminated against its employees, subcontractors, vendors or suppliers. A description of the status or resolution of that complaint, including any remedial action taken and the applicable dates is as follows:

DATE OF CLAIM	LOCATION	DESCRIPTION OF CLAIM	LITIGATION (Y/N)	STATUS	RESOLUTION/REMEDIAL ACTION TAKEN

Consultant Name AVRP Studios, Inc

Certified By Ana Becerra

Title Exec Assistant/HR

Name

Ana Becerra

Date 12/10/2021

Signature

USE ADDITIONAL FORMS AS NECESSARY

**EQUAL OPPORTUNITY CONTRACTING (EOC)**

1200 Third Avenue, Suite 200 • San Diego, CA 92101  
Phone: (619) 236-6000 • Fax: (619) 236-5904

**WORK FORCE REPORT**

The objective of the *Equal Employment Opportunity Outreach Program*, San Diego Municipal Code Sections 22.3501 through 22.3517, is to ensure that contractors doing business with the City, or receiving funds from the City, do not engage in unlawful discriminatory employment practices prohibited by State and Federal law. Such employment practices include, but are not limited to unlawful discrimination in the following: employment, promotion or upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rate of pay or other forms of compensation, and selection for training, including apprenticeship. Contractors are required to provide a completed *Work Force Report (WFR)*.

**NO OTHER FORMS WILL BE ACCEPTED  
CONTRACTOR IDENTIFICATION**

Type of Contractor:  Construction  Vendor/Supplier  Financial Institution  Lessee/Lessor  
 Consultant  Grant Recipient  Insurance Company  Other

Name of Company: AVRP Studios, Inc.

ADA/DBA: \_\_\_\_\_

Address (Corporate Headquarters, where applicable): 703 16th Street, Suite 200

City: San Diego County: San Diego State: CA Zip: 92101

Telephone Number: (619) 704-2700 Fax Number: (619) 704-2699

Name of Company CEO: Douglas H. Austin

Address(es), phone and fax number(s) of company facilities located in San Diego County (if different from above):

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

City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: dhaustin@avrpstudios.com

Type of Business: Architecture, Planning & Interior Design Type of License: Architectural

The Company has appointed: Ana Becerra

As its Equal Employment Opportunity Officer (EEOO). The EEOO has been given authority to establish, disseminate and enforce equal employment and affirmative action policies of this company. The EEOO may be contacted at:

Address: 703 16th Street, Suite 200, San Diego, CA 92101

Telephone Number: (619) 704-2660 Fax Number: (619) 704-2699 Email: abecerra@avrpstudios.com

- One San Diego County (or Most Local County) Work Force - Mandatory
- Branch Work Force \*
- Managing Office Work Force

Check the box above that applies to this WFR.

\*Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.

I, the undersigned representative of AVRP Studios, Inc.

(Firm Name)

San Diego, CA hereby certify that information provided

(County)

(State)

herein is true and correct. This document was executed on this 10th day of December, 2021

*Ana Becerra*

(Authorized Signature)

Ana Becerra

(Print Authorized Signature Name)

WORK FORCE REPORT - Page 2

NAME OF FIRM: AVRP Studios, Inc.

DATE: 12/08/2021

OFFICE(S) or BRANCH(ES): San Diego

COUNTY: San Diego

INSTRUCTIONS: For each occupational category, indicate number of males and females in every ethnic group. Total columns in row provided. Sum of all totals should be equal to your total work force. Include all those employed by your company on either a full or part-time basis. The following groups are to be included in ethnic categories listed in columns below:

- (1) Black or African-American
- (2) Hispanic or Latino
- (3) Asian
- (4) American Indian or Alaska Native
- (5) Native Hawaiian or Pacific Islander
- (6) White
- (7) Other race/ethnicity; not falling into other groups

Definitions of the race and ethnicity categories can be found on Page 4

ADMINISTRATION OCCUPATIONAL CATEGORY	(1) Black or African American		(2) Hispanic or Latino		(3) Asian		(4) American Indian/ Nat. Alaskan		(5) Pacific Islander		(6) White		(7) Other Race/ Ethnicity		
	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	(M)	(F)	
Management & Financial												3			1
Professional			1		2							7	4		
A&E, Science, Computer						1						5	2	1	
Technical															
Sales															
Administrative Support				1									4		
Services															
Crafts															
Operative Workers															
Transportation															
Laborers*															

\*Construction laborers and other field employees are not to be included on this page

Totals Each Column			1	1	2	1						15	10	1	1
--------------------	--	--	---	---	---	---	--	--	--	--	--	----	----	---	---

Grand Total All Employees

32

Indicate by Gender and Ethnicity the Number of Above Employees Who Are Disabled:

Disabled															
----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Non-Profit Organizations Only:

Board of Directors															
Volunteers															
Artists															

## Work Force Report

### HISTORY

The Work Force Report (WFR) is the document that allows the City of San Diego to analyze the work forces of all firms wishing to do business with the City. We are able to compare the firm's work force data to County Labor Force Availability (CLFA) data derived from the United States Census. CLFA data is a compilation of lists of occupations and includes the percentage of each ethnicity we track (American Indian or Alaska Native, Asian, Black or African-American, Native Hawaiian or Pacific Islander, White, and Other) for each occupation. Currently, our CLFA data is taken from the 2010 Census. In order to compare one firm to another, it is important that the data we receive from the consultant firm is accurate and organized in the manner that allows for this fair comparison.

### WORK FORCE & BRANCH WORK FORCE REPORTS

When submitting a WFR, especially if the WFR is for a specific project or activity, we would like to have information about the firm's work force that is actually participating in the project or activity. That is, if the project is in San Diego and the work force is from San Diego, we want a San Diego County Work Force Report<sup>1</sup>. By the same token, if the project is in San Diego, but the work force is from another county, such as Orange or Riverside County, we want a Work Force Report from that county<sup>2</sup>. If participation in a San Diego project is by work forces from San Diego County and, for example, from Los Angeles County and from Sacramento County, we ask for separate Work Force Reports representing your firm from each of the three counties.

### MANAGING OFFICE WORK FORCE

Equal Opportunity Contracting may occasionally ask for a Managing Office Work Force (MOWF) Report. This may occur in an instance where the firm involved is a large national or international firm but the San Diego or other local work force is very small. In this case, we may ask for both a local and a MOWF Report<sup>1,3</sup>. In another case, when work is done only by the Managing Office, only the MOWF Report may be necessary.<sup>3</sup>

### TYPES OF WORK FORCE REPORTS:

Please note, throughout the preceding text of this page, the superscript numbers one <sup>1</sup>, two <sup>2</sup> & three <sup>3</sup>. These numbers coincide with the types of work force report required in the example. See below:

- <sup>1</sup> One San Diego County (or Most Local County) Work Force – Mandatory in most cases
- <sup>2</sup> Branch Work Force \*
- <sup>3</sup> Managing Office Work Force

*\*Submit a separate Work Force Report for all participating branches. Combine WFRs if more than one branch per county.*

### RACE/ETHNICITY CATEGORIES

**American Indian or Alaska Native** – A person having origins in any of the peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment.

**Asian** – A person having origins in any of the peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**Black or African American** – A person having origins in any of the Black racial groups of Africa.

**Native Hawaiian or Pacific Islander** – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White** – A person having origins in any of the peoples of Europe, the Middle East, or North Africa.

**Hispanic or Latino** – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin.



**Exhibit A: Work Force Report Job categories-Administration**

Refer to this table when completing your firm's Work Force Report form(s).

**Management & Financial**

Advertising, Marketing, Promotions, Public  
Relations, and Sales Managers  
Business Operations Specialists  
Financial Specialists  
Operations Specialties Managers  
Other Management Occupations  
Top Executives

**Professional**

Art and Design Workers  
Counselors, Social Workers, and Other  
Community and Social Service Specialists  
Entertainers and Performers, Sports and Related  
Workers  
Health Diagnosing and Treating Practitioners  
Lawyers, Judges, and Related Workers  
Librarians, Curators, and Archivists  
Life Scientists  
Media and Communication Workers  
Other Teachers and Instructors  
Postsecondary Teachers  
Primary, Secondary, and Special Education  
School Teachers  
Religious Workers  
Social Scientists and Related Workers

**Architecture & Engineering, Science, Computer**

Architects, Surveyors, and Cartographers  
Computer Specialists  
Engineers  
Mathematical Science Occupations  
Physical Scientists

**Technical**

Drafters, Engineering, and Mapping Technicians  
Health Technologists and Technicians  
Life, Physical, and Social Science Technicians  
Media and Communication Equipment Workers

**Sales**

Other Sales and Related Workers  
Retail Sales Workers  
Sales Representatives, Services  
Sales Representatives, Wholesale and  
Manufacturing  
Supervisors, Sales Workers

**Administrative Support**

Financial Clerks  
Information and Record Clerks  
Legal Support Workers

Material Recording, Scheduling, Dispatching, and  
Distributing Workers  
Other Education, Training, and Library  
Occupations  
Other Office and Administrative Support Workers  
Secretaries and Administrative Assistants  
Supervisors, Office and Administrative Support  
Workers

**Services**

Building Cleaning and Pest Control Workers  
Cooks and Food Preparation Workers  
Entertainment Attendants and Related  
Workers  
Fire Fighting and Prevention Workers  
First-Line Supervisors/Managers, Protective  
Service Workers  
Food and Beverage Serving Workers  
Funeral Service Workers  
Law Enforcement Workers  
Nursing, Psychiatric, and Home Health Aides  
Occupational and Physical Therapist  
Assistants and Aides  
Other Food Preparation and Serving Related  
Workers  
Other Healthcare Support Occupations  
Other Personal Care and Service Workers  
Other Protective Service Workers  
Personal Appearance Workers  
Supervisors, Food Preparation and Serving  
Workers  
Supervisors, Personal Care and Service  
Workers  
Transportation, Tourism, and Lodging  
Attendants

**Crafts**

Construction Trades Workers  
Electrical and Electronic Equipment  
Mechanics, Installers, and Repairers  
Extraction Workers  
Material Moving Workers  
Other Construction and Related Workers  
Other Installation, Maintenance, and Repair  
Occupations  
Plant and System Operators  
Supervisors of Installation, Maintenance, and  
Repair Workers  
Supervisors, Construction and Extraction  
Workers  
Vehicle and Mobile Equipment Mechanics,  
Installers, and Repairers

Woodworkers

**Operative Workers**

Assemblers and Fabricators  
Communications Equipment Operators  
Food Processing Workers  
Metal Workers and Plastic Workers  
Motor Vehicle Operators  
Other Production Occupations  
Printing Workers  
Supervisors, Production Workers  
Textile, Apparel, and Furnishings Workers

**Transportation**

Air Transportation Workers  
Other Transportation Workers  
Rail Transportation Workers  
Supervisors, Transportation and Material  
Moving Workers  
Water Transportation Workers

**Laborers**

Agricultural Workers  
Animal Care and Service Workers  
Fishing and Hunting Workers  
Forest, Conservation, and Logging Workers  
Grounds Maintenance Workers  
Helpers, Construction Trades  
Supervisors, Building and Grounds Cleaning  
and Maintenance Workers  
Supervisors, Farming, Fishing, and Forestry  
Workers

## SUBCONTRACTOR PARTICIPATION LIST

This list shall include the name and complete address of all Subcontractors who qualify as SLBEs or ELBEs. Consultants must also list participation by any MBE, WBE, DBE, DBVE and OBE firms. However, no additional points will be awarded for participation by these firms, except that DVBEs that are certified by the City as local businesses shall be counted as SLBEs.

Subcontractors shall be used in the percentages listed. **NOTE:** If percentages are listed as a range, the **minimum number identified** in the range will be used to calculate overall subcontractor participation.

No changes to this Participation List will be allowed without prior written City approval. The Consultant understands and agrees that violation of this clause shall be considered a material breach of the contract and may result in contract termination, debarment, or other sanctions.

NAME AND ADDRESS SUBCONTRACTORS	SCOPE OF SERVICES	PERCENT OF CONTRACT	SLBE/ELBE (MBE/ WBE/DBE/ DVBE/OBE*)	WHERE CERTIFIED**
Chen-Ryan Associates 3900 Fifth Avenue, Suite 310 San Diego, CA 92103	Civil Engineer	32	SLBE/DBE	City of San Diego
Schmidt Design Group, Inc. 1310 Rosecrans Street, Suite G San Diego, CA 92106	Landscape Architect	16	SLBE	City of San Diego
Aark Engineering, Inc. 1870 Cordell Court, Suite 202 El Cajon, CA 92020	Structural Engineering	.7	SLBE	City of San Diego
BSE Engineering Inc. 10680 Trenea Street, Suite 100 San Diego, CA 92131	Mechanical Electrical Plumbing	10	SLBE	City of San Diego
Geocon, Inc. 6960 Flanders Drive San Diego, CA 92121	Geotechnical	3	N/A	N/A
BRG Consulting 304 Ivy Street San Diego, CA 92101	Environmental	2	SLBE/WBE	City of San Diego
Campbell-Anderson & Associates\ 4660 La Jolla Village Drive, Suite 775 San Diego, CA 92122	Cost Management/Value Engineering	3	N/A	N/A
PS Consulting LLC 8741 Salvada Avenue Las Vegas, NV 89148	Door Hardware	.3	N/A	N/A
Architectural Specifications, Inc. 1160 N. Coast Hwy 101 Encinitas, CA 92023	Construction Specifications	1	N/A	N/A

List of Abbreviations:

**Small Local Business Enterprise**  
**Emerging Local Business Enterprise**  
 Certified Minority Business Enterprise  
 Certified Woman Business Enterprise  
 Certified Disadvantaged Business Enterprise  
 Certified Disabled Veteran Business Enterprise  
 Other Business Enterprise

**SLBE**  
**ELBE**  
**MBE\***  
**WBE\***  
**DBE\***  
**DVBE\***  
**OBE\***

**INSTRUCTION SHEET FOR**  
**DISCLOSURE DETERMINATION FOR CONSULTANT**  
**(Form CC-1671)**

Use the “Disclosure Determination for Consultant” form (CC-1671) to report the disclosure requirement for any consultant hired to provide services to the City of San Diego or the boards, commissions and agencies that fall under the City of San Diego’s jurisdiction.

2 California Code of Regulations defines a “consultant” as an individual who, pursuant to a contract with a state or local government agency, either makes a governmental decision or serves in a staff capacity with the state or local government agency and in that capacity participates in making a governmental decision.

The “Disclosure Determination for Consultant” form is completed for all consultants under contract with the City of San Diego or the boards, commissions and agencies that fall under the City of San Diego’s jurisdiction. Please follow the step-by-step directions:

1. List the department, board, commission or agency requesting the consultant service.
2. List the consulting company. If known, also list the individual(s) who will be providing the consultant services.
3. List the mailing address.
4. List the e-mail address of individual(s) providing the consultant service.
5. Provide the date the individual(s) will start providing the consultant service.
6. List all duties/responsibilities the consultant will have. This list will enable you to determine the disclosure requirement for the consultant.
7. Determine the consultant’s disclosure category. Your consultant should be required to disclose only those economic interests which could potentially create a conflict of interest as he/she performs his/her contractual obligations. For ideas about possible disclosure categories, review those in your department’s, board’s, commission’s or agency’s conflict of interest code, available at:

[www.sandiego.gov/city-clerk/elections/eid/codes.shtml](http://www.sandiego.gov/city-clerk/elections/eid/codes.shtml)

Please fill out the entire “Disclosure Determination for Consultant” form, and have it signed by the appropriate authority. (Individuals with signing authority are described in your conflict of interest code as part of the disclosure requirement for Consultants.) Forward the original form to the City Clerk’s Office, MS 2A.

### DISCLOSURE DETERMINATION FOR CONSULTANT

*\*Must be signed by department director, agency president or other individual authorized by the appropriate conflict of interest code regarding consultants.*

- 1. Department / Board / Commission / Agency Name: Engineering & Capital Projects Department
- 2. Name of Specific Consultant & Company: AVRP Studios, Inc.
- 3. Address, City, State, ZIP: 703 16th Street, San Diego, CA 92101
- 4. Project Title (as shown on 1472, "Request for Council Action"): Design of Robb Field Community Park Improvements
- 5. Consultant Duties for Project: Architecture, Landscape Architecture, and Engineering Services.

6. Disclosure Determination [**select applicable disclosure requirement**]:

Consultant will not be "making a governmental decision" or "serving in a staff capacity." No disclosure required.

- or -

Consultant will be "making a governmental decision" or "serving in a staff capacity." Consultant is required to file a Statement of Economic Interests with the City Clerk of the City of San Diego in a timely manner as required by law. [**Select consultant's disclosure category.**]

Full: Disclosure is required pursuant to the broadest disclosure category in the appropriate Conflict of Interest Code.

- or -

Limited: Disclosure is required to a limited extent. [**List the specific economic interests the consultant is required to disclose.**]

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By: [Signature] [Signature] 2/2/2022  
[Name/Title]\* DIRECTOR [Date]

*Once completed, with all questions answered and an authorized signature affixed, please forward the original form to the City Clerk's Office, MS 2A. Keep a copy with the contract.*

## DEFINITION OF "CONSULTANT"

2 California Code of Regulations defines a "consultant" as an individual who, pursuant to a contract with a state or local government agency:

- (A) Makes a governmental decision whether to:
1. Approve a rate, rule or regulation;
  2. Adopt or enforce a law;
  3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order, or similar authorization or entitlement;
  4. Authorize the City to enter into, modify, or renew a contract provided it is the type of contract that requires City approval;
  5. Grant City approval to a contract that requires City approval and to which the City is a party, or to the specifications for such a contract;
  6. Grant City approval to a plan, design, report, study, or similar item;
  7. Adopt, or grant City approval of, policies, standards, or guidelines for the City, or for any subdivision thereof; or
- (B) Serves in a staff capacity with the City and in that capacity participates in making a governmental decision as defined in Regulation 18702.2 or performs the same or substantially all the same duties for the City that would otherwise be performed by an individual holding a position specified in the City's Conflict of Interest Code.

An individual "serves in a staff capacity" if he or she performs substantially all the same tasks that normally would be performed by staff member of a governmental entity. In most cases, individuals who work on only one project or a limited range of projects for an agency are not considered to be working in a "staff capacity." The length of the individual's service to the agency is relevant. Also, the tasks over the relevant period of time must be substantially the same as a position that is or should be specified in the City's conflict of interest code.

An individual "participates in making a governmental decision" if he or she: (1) negotiates, without substantive review, with a governmental entity or private person regarding the decision; or (2) advises or makes recommendations to the decision-maker, by conducting research or an investigation, preparing or presenting a report, analysis or opinion which requires the exercise of judgment on the part of the individual and the individual is attempting to influence the decision.

1/28/2006

**CITY OF SAN DIEGO CONSULTANT PERFORMANCE EVALUATION**

The purpose of this form is to evaluate the consultant's performance and will be retained by Public Works Contracts for five years to provide historical data to City staff when selecting consultants.

**Section I PROJECT INFORMATION**

1. PROJECT DATA	2. CONSULTANT DATA
1a. Project (title, location):	2a. Name, address, phone & email of Consultant:
1b. Brief Description:	2b. Consultant's Project Manager:
1c. Contract Amount: \$ WBS/IO:	Phone: (        ) Email:
3. CITY DEPARTMENT RESPONSIBLE	
3a. Department (include Division):  Deputy Director:	3b. Project Manager (name, address, phone & email address):  Phone: (        ) Email:

**Section II SPECIFIC RATINGS**

PERFORMANCE EVALUATION	EXCELLENT	SUBSIDIARY	UN-SUBSIDIARY	N/A
<b>1. Quality of Report, Study, Plans, Specifications, etc. [Deliverables] of Scope as noted:</b>				
• Deliverables submitted were complete in all respects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• All comments and review requests were adequately incorporated into Deliverables.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Deliverables were properly formatted and well-coordinated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Writing style/presentation and terminology was clear and straightforward with adequate backup provided.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Ability to adhere to contract schedule, budget, and overall timely responses as noted:</b>				
• Deliverables prepared in accordance with the agreed upon schedule(s).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Consultant alerted the City to possible schedule problems well in advance of delays.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Consultant suggested solutions there were cost effective, appropriate and were provided in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Consultant provided responses to RFI's/emails/request for proposals, etc. in a timely manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Ability to manage project team, Subconsultants, and coordinate with City staff as noted:</b>				
• The Consultant was reasonable and fair during negotiations of the Agreement and/or on Task Orders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Consultant followed direction and chain of responsibility.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Consultant reviewed and analyzed Subconsultant Deliverables and oversaw their work in an appropriate manner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Consultant provided adequate support/attendance during meetings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section II

SPECIFIC RATINGS Continued

PERFORMANCE EVALUATION	EXCELLENT	SAISFACTORY	UN-SATISFACTORY	N/A
<b>4. Ability to manage responsibilities in the regulatory/approval process as noted:</b>				
• The Consultant researched and adhered to the necessary Federal/State/City code/regulations & requirements needed for the Deliverable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Consultant advise the City the necessary regulatory restrictions that needed to be adhered to.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Quality of Construction/Design Support as noted:</b>				
• The drawings/plans reflected existing conditions accurately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Consultant provided direction/support to the Resident Engineer and work cooperatively with them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• The Consultant provide adequate support for As-Built drawings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Change orders due to design deficiencies were kept to a minimum.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section III

SUPPLEMENTAL INFORMATION

(Please ensure to attach additional documentation as needed.)

(Supporting documentation attached: Yes  No )

Section IV

FINAL RATING

4. OVERALL RATING			
Consultant Rating	Excellent	Satisfactory	Unsatisfactory
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. AUTHORIZING SIGNATURES			
5a. Project Manager	_____		_____
	Name	Signature	Date
5b. Deputy Director	_____		_____
	Name	Signature	Date
5c. Provided to Consultant	_____		_____
	Name of Recipient	Signature	Date Provided
Consultant Concurrence*: Yes <input type="checkbox"/> No <input type="checkbox"/>			
*Note: Consultant has the right to appeal the contents of this evaluation. Please refer to SDMC 22.0811(a) for more details.			



City of San Diego
CONTRACTOR STANDARDS
Pledge of Compliance

The City of San Diego has adopted a Contractor Standards Ordinance (CSO) codified in section 22.3004 of the San Diego Municipal Code (SDMC). The City of San Diego uses the criteria set forth in the CSO to determine whether a bidder or proposer has the capacity to fully perform the contract requirements and the business integrity to justify the award of public funds. This completed Contractor Standards Pledge of Compliance (Pledge of Compliance) signed under penalty of perjury must be submitted with each bid and proposal. If an informal solicitation process is used, the bidder must submit this completed Pledge of Compliance to the City prior to execution of the contract. All responses must be typewritten or printed in ink. If an explanation is requested or additional space is required, Respondents must provide responses on Attachment "A" to the Pledge of Compliance and sign each page. Failure to submit a signed and completed Pledge of Compliance may render the bid or proposal non-responsive. In the case of an informal solicitation, the contract will not be awarded unless a signed and completed Pledge of Compliance is submitted. A submitted Pledge of Compliance is a public record and information contained within will be available for public review except to the extent that such information is exempt from disclosure pursuant to applicable law.

A. BID/PROPOSER/SOLICITATION TITLE:

The City of San Diego Request for Proposal for As-Needed Architectural Services for The Public Works Department
Design of Robb Field Community Park Improvements (H207196)

B. BIDDER PROPOSER INFORMATION

Table with 4 columns: Field, Value, DBA, Zip. Rows include: Legal Name (AVRP Studios, Inc.), Street Address (703 16th Street, Suite 200), Contact Person, Title (Douglas H. Austin, CEO), Phone ((619) 704-2700), Fax ((619) 704-2699), and Zip (92101).

Provide the name, identity, and precise nature of the interest\* of all persons who are directly or indirectly involved\*\* in this proposed transaction (SDMC § 21.0103). Use additional pages if necessary.

\* The precise nature of the interest includes:

- the percentage ownership interest in a party to the transaction,
• the percentage ownership interest in any firm, corporation, or partnership that will receive funds from the transaction,
• the value of any financial interest in the transaction,
• any contingent interest in the transaction and the value of such interest should the contingency be satisfied, and
• any philanthropic, scientific, artistic, or property interest in the transaction.

\*\* Directly or Indirectly involved means pursuing the transaction by:

- communicating or negotiating with City officers or employees,
• submitting or preparing applications, bids, proposals or other documents for purposes of contracting with the City, or
• directing or supervising the actions of persons engaged in the above activity.

David Thompson Architect  
 Name Title/Position  
 San Diego, California  
 City and State of Residence Employer (if different than Bidder/Proposer)  
 Communicating or negotiating with City officers or employees, submitting or preparing applications, bids, proposals or other documents  
 for purposes of contracting with the city, directing or supervising the actions of persons engaged in the above activity, and interview.  
 Interest in the transaction – 0 %

Randy Robbins Principal  
 Name Title/Position  
 San Diego, California  
 City and State of Residence Employer (if different than Bidder/Proposer)  
 Directing or supervising the actions of persons engaged in the above activity, interview  
 Interest in the transaction – 8.5 %

Barbara Jetzer Architect  
 Name Title/Position  
 San Diego, California  
 City and State of Residence Employer (if different than Bidder/Proposer)  
 Interview  
 Interest in the transaction – 0%

Name Title/Position  
 City and State of Residence Employer (if different than Bidder/Proposer)  
 Interest in the transaction

Name Title/Position  
 City and State of Residence Employer (if different than Bidder/Proposer)  
 Interest in the transaction

Name Title/Position  
 City and State of Residence Employer (if different than Bidder/Proposer)  
 Interest in the transaction

Name Title/Position  
 City and State of Residence Employer (if different than Bidder/Proposer)  
 Interest in the transaction

Use Attachment "A" if additional pages are necessary.

C. OWNERSHIP AND NAME CHANGES:

1. In the past five (5) years, has your firm changed its name?

Yes  No

If Yes, use Attachment "A" to list all prior legal and DBA names, addresses, and dates each firm name was used. Explain the specific reasons for each name change.

2. In the past five (5) years, has a firm owner, partner, or officer operated a similar business?

Yes  No

If Yes, use Attachment "A" to list names and addresses of all businesses and the person who operated the business. Include information about a similar business only if an owner, partner, or officer of your firm holds or has held a similar position in another firm.

D. BUSINESS ORGANIZATION/STRUCTURE:

Indicate the organizational structure of your firm. Fill in only one section on this page. Use Attachment "A" if more space is required.

Corporation Date incorporated: 06/17/2008 State of incorporation: California

List corporation's current officers:

President: Douglas Austin  
Vice Pres.: Christopher Veum  
Secretary: Randy Robbins  
Treasurer: \_\_\_\_\_

Is your firm a publicly traded corporation?  Yes  No

If Yes, name those who own ten percent (10%) or more of the corporation's stocks:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Limited Liability Company Date formed: mm/dd/yyyy State of formation: \_\_\_\_\_

List names of members who own ten percent (10%) or more of the company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Partnership

Date formed: mm/dd/yyyy State of formation: \_\_\_\_\_

List names of all firm partners:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sole Proprietorship Date started: mm/dd/yyyy

List all firms you have been an owner, partner or officer with during the past five (5) years. Do not include ownership of stock in a publicly traded company:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Joint Venture Date formed: mm/dd/yyyy

List each firm in the joint venture and its percentage of ownership:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: To be responsive, each member of a Joint Venture must complete a separate Pledge of Compliance.

**E. FINANCIAL RESOURCES AND RESPONSIBILITY:**

1. Is your firm preparing to be sold, in the process of being sold, or in negotiations to be sold?

Yes  No

If Yes, use Attachment "A" to explain the circumstances, including the buyer's name and principal contact information.

2. In the past five (5) years, has your firm been denied bonding?

Yes  No

If Yes, use Attachment "A" to explain specific circumstances; include bonding company name.

3. In the past five (5) years, has a bonding company made any payments to satisfy claims made against a bond issued on your firm's behalf or a firm where you were the principal?

Yes  No

If Yes, use Attachment "A" to explain specific circumstances.

4. In the past five (5) years, has any insurance carrier, for any form of insurance, refused to renew the insurance policy for your firm?

Yes  No

If Yes, use Attachment "A" to explain specific circumstances.

5. Within the last five (5) years, has your firm filed a voluntary petition in bankruptcy, been adjudicated bankrupt, or made a general assignment for the benefit of creditors?

Yes  No

If Yes, use Attachment "A" to explain specific circumstances.

6. Please provide the name of your principal financial institution for financial reference. By submitting a response to this Solicitation Contractor authorizes a release of credit information for verification of financial responsibility.

Name of Bank: Pacific Premier Bank  
Point of Contact: John Howard  
Address: 875 Prospect Street, #201 La Jolla, CA 92037  
Phone Number: (858) 729-7736

7. By submitting a response to a City solicitation, Contractor certifies that he or she has sufficient operating capital and/or financial reserves to properly fund the requirements identified in the solicitation. At City's request, Contractor will promptly provide to City a copy of Contractor's most recent balance sheet and/or other necessary financial statements to substantiate financial ability to perform.

F. PERFORMANCE HISTORY:

1. In the past five (5) years, has your firm been found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement, for defaulting or breaching a contract with a government agency?

Yes  No

If Yes, use Attachment "A" to explain specific circumstances.

2. In the past five (5) years, has a public entity terminated your firm's contract for cause prior to contract completion?

Yes  No

If Yes, use Attachment "A" to explain specific circumstances and provide principal contact information.

3. In the past five (5) years, has your firm entered into any settlement agreement for any lawsuit that alleged contract default, breach of contract, or fraud with or against a public entity?

Yes  No

If Yes, use Attachment "A" to explain specific circumstances.

4. Is your firm currently involved in any lawsuit with a government agency in which it is alleged that your firm has defaulted on a contract, breached a contract, or committed fraud?

Yes  No

If Yes, use Attachment "A" to explain specific circumstances.

5. In the past five (5) years, has your firm, or any firm with which any of your firm's owners, partners, or officers is or was associated, been debarred, disqualified, removed, or otherwise prevented from bidding on or completing any government or public agency contract for any reason?

Yes  No

If Yes, use Attachment "A" to explain specific circumstances.

6. In the past five (5) years, has your firm received a notice to cure or a notice of default on a contract with any public agency?

Yes  No

If Yes, use Attachment "A" to explain specific circumstances and how the matter resolved.

7. Performance References:

Please provide a minimum of three (3) references familiar with work performed by your firm which was of a similar size and nature to the subject solicitation within the last five (5) years.

Company Name: Riverside Community College District

Contact Name and Phone Number: Michael Stephens (951) 300-0254

Contact Email: currently a Principal at DLR Group

Address: 450 E. Allesandro Blvd., Riverside, CA 92508

Contract Date: 2009-2011

Contract Amount: 9.6 million (Construction Cost)

Requirements of Contract: Architecture, Master Planning and Engineering of Aquatics Complex

Company Name: San Diego Unified School District - Hoover High School

Contact Name and Phone Number: Julio Ramos (619) 952-1562

Contact Email: julioramos99@yahoo.com

Address: 4860 Ruffner Street, San Diego, CA 92111

Contract Date: 2016 - 2020

Contract Amount: 38.9 million (Construction Cost)

Requirements of Contract: Architecture, Master Planning and Engineering of New Theatre and 3-Story Classroom

Company Name: San Diego Unified School District - Correia Middle School Sports Complex

Contact Name and Phone Number: Analynn "Lynn" Roxas

Contact Email: aroxas@sandl.net

Address: 4860 Ruffner Street, San Diego, CA 92111

Contract Date: 2015-2018

Contract Amount: 9.7 million (Construction Cost)

Requirements of Contract: Architecture, Master Planning and Engineering of New Sports Complex

**G. COMPLIANCE:**

1. In the past five (5) years, has your firm or any firm owner, partner, officer, executive, or manager been criminally penalized or found civilly liable, either in a court of law or pursuant to the terms of a settlement agreement, for violating any federal, state, or local law in performance of a contract, including but not limited to, laws regarding health and safety, labor and employment, permitting, and licensing laws?
- Yes       No

If Yes, use Attachment "A" to explain specific circumstances surrounding each instance. Include the name of the entity involved, the specific infraction(s) or violation(s), dates of instances, and outcome with current status.

2. In the past five (5) years, has your firm been determined to be non-responsible by a public entity?
- Yes       No

If Yes, use Attachment "A" to explain specific circumstances of each instance. Include the name of the entity involved, the specific infraction, dates, and outcome.

**H. BUSINESS INTEGRITY:**

1. In the past five (5) years, has your firm been convicted of or found liable in a civil suit for making a false claim or material misrepresentation to a private or public entity?
- Yes       No

If Yes, use Attachment "A" to explain specific circumstances of each instance. Include the entity involved, specific violation(s), dates, outcome and current status.

2. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a crime, including misdemeanors, or been found liable in a civil suit involving the bidding, awarding, or performance of a government contract?
- Yes       No

If Yes, use Attachment "A" to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

3. In the past five (5) years, has your firm or any of its executives, management personnel, or owners been convicted of a federal, state, or local crime of fraud, theft, or any other act of dishonesty?
- Yes       No

If Yes, use Attachment "A" to explain specific circumstances of each instance; include the entity involved, specific infraction(s), dates, outcome and current status.

**I. WAGE COMPLIANCE:**

In the past five (5) years, has your firm been required to pay back wages or penalties for failure to comply with the federal, state or local prevailing, minimum, or living wage laws?

Yes       No

If Yes, use Attachment "A" to explain the specific circumstances of each instance. Include the entity involved, the specific infraction(s), dates, outcome, and current status.

**J. STATEMENT OF SUBCONTRACTORS:**

Please provide the names and information for all subcontractors used in the performance of the proposed contract, and what portion of work will be assigned to each subcontractor. Subcontractors may not be substituted without the written consent of the City. Use Attachment "A" if additional pages are necessary. If no subcontractors will be used, please check here  Not Applicable.

Company Name: Schmidt Design Group  
 Contact Name and Phone Number: Jeff Justus, PLA, QSP/QSD | 619-236-1462  
 Contact Email: jjustus@schmidtdesign.com  
 Address: 1310 Rosecrans Street, Suite G | San Diego, CA 92106  
 Contract Date: TBD  
 Contract Amount: \$161,815  
 Requirements of Contract: Landscape Architecture Services  
 What portion of work will be assigned to this subcontractor: Landscape Architecture Services

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE, or OBE? (Check One) Yes  No

If Yes, Contractor must provide valid proof of certification with the response to the bid or proposal.

**K. STATEMENT OF AVAILABLE EQUIPMENT:**

List all necessary equipment to complete the work specified using Attachment "A". In instances where the required equipment is not owned by the Contractor, Contractor shall explain how the equipment will be made available before the commencement of work. The City of San Diego reserves the right to reject any response when, in its opinion, the Contractor has not demonstrated he or she will be properly equipped to perform the work in an efficient, effective manner for the duration of the contract period.

If no equipment is necessary to complete the work specified, please check here  Not Applicable.

**L. TYPE OF SUBMISSION: This document is submitted as:**

Pledge of Compliance Initial submission.

OR

Update to prior Pledge of Compliance dated

06/03/2019

Complete all questions and sign below.



Under penalty of perjury under the laws of the State of California, I certify that I have read and understand the questions contained in this Pledge of Compliance, that I am responsible for completeness and accuracy of the responses contained herein, and that all information provided is true, full and complete to the best of my knowledge and belief. I agree to provide written notice to the Purchasing Agent within five (5) business days if, at any time, I learn that any portion of this Pledge of Compliance requires an updated response. Failure to timely provide the Purchasing Agent with written notice is grounds for Contract termination.

I, on behalf of the firm, further certify that I and my firm will comply with the following provisions of SDMC section 22.3004:

(a) I and my firm will comply with all applicable local, State and Federal laws, including health and safety, labor and employment, and licensing laws that affect the employees, worksite or performance of the contract.

(b) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of receiving notice that a government agency has begun an investigation of me or my firm that may result in a finding that I or my firm is or was not in compliance with laws stated in paragraph (a).

(c) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of a finding by a government agency or court of competent jurisdiction of a violation by the Contractor of laws stated in paragraph (a).

(d) I and my firm will notify the Purchasing Agent in writing within fifteen (15) calendar days of becoming aware of an investigation or finding by a government agency or court of competent jurisdiction of a violation by a subcontractor of laws stated in paragraph (a).

(e) I and my firm will cooperate fully with the City during any investigation and agree to respond to a request for information within ten (10) working days.

Failure to sign and submit this form with the bid/proposal shall make the bid/proposal non-responsive. In the case of an informal solicitation, the contract will not be awarded unless a signed and completed Pledge of Compliance is submitted.

DOUGLAS AUSTIN CEO  12/09/2021  
Name and Title Signature Date

City of San Diego  
**CONTRACTOR STANDARDS**  
**Pledge of Compliance Attachment "A"**

Provide additional information in space below. Use additional Attachment "A" pages as needed. Each page must be signed. Print in ink or type responses and indicate question being answered.

If not using this Attachment "A", please check here  Not Applicable.

**Firm Legal Name is "AVRP Studios, Inc."**

DBA Names Include:

**AVRP Skyport Studios** – In November 2016, company name was changed when "Skyport Studios" staff joined AVRP Studios, Inc.

**AVRP Skyport, Inc.** – In September 2017, company name was simplified to AVRP Skyport, Inc., dropping the word "Studios"

**AVRP Studios and AVRP** – In April 2021, company names filed in addition to prior DBA "AVRP Skyport, Inc."

Address has remained the same.

An officer of the firm is partner in a similar business:

Douglas H. Austin in co-owner of AVRP Architecture Canada in Vancouver, Canada.

Statement of Subcontractors:

Company Name: BRG Consulting, Inc.

Contact Name and Phone Number: Erich R. Lathers, 619-298-7127 ext. 101

Contact E-mail: erich@brginc.net

Address: 304 Ivy Street, San Diego, CA 92101

Contract Date: TBD

Sub-Contract Dollar Amount: \$20,675

Requirements of Contract: Environmental Consulting

What portion of work will be assigned to this subcontractor: Environmental Consulting

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE or OBE: Yes WBE, SLBE

Company Name: Campbell-Anderson & Associates, Inc.

Contact Name and Phone Number: Graham C. Anderson, 858-455-8086 Contact E-mail:

gcanderson@campbellanderson.com

Address: 4660 La Jolla Village Drive, Suite 775, San Diego, CA 92122

Contract Date: TBD

Sub-Contract Dollar Amount: \$29,726

Requirements of Contract: Cost Management

What portion of work will be assigned to this subcontractor: Cost Management

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE or OBE: No

Company Name: Chen Ryan Associates

Contact Name and Phone Number: Matt Capuzzi, 619-795-6086

Contact E-mail: mcapuzzi@chenryanmobility.com

Address: 3900 Fifth Avenue, Suite 310, San Diego, CA 92103

Contract Date: TBD

Sub-Contract Dollar Amount: \$317,260

Requirements of Contract: Survey and Civil Engineer

What portion of work will be assigned to this subcontractor: Survey and Civil Engineering

Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE or OBE: Yes. SLBE and DBE

Company Name: Aark Engineering, Inc.  
 Contact Name and Phone Number: Mark Van Bibber, 619-312-6336  
 Contact E-mail: vanbibber@aarkengineering.com  
 Address: 1870 Cordell Court, Suite 202, El Cajon, CA 92020  
 Contract Date: TBD  
 Sub-Contract Dollar Amount: \$7,056  
 Requirements of Contract: Structural Engineering Services  
 What portion of work will be assigned to this subcontractor: Structural Engineering Services  
 Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE or OBE: Yes, SLBE

Company Name: BSE Engineering Inc.  
 Contact Name and Phone Number: Alan Brown, 858-800-6030  
 Contact E-mail: abrown@BSEengineering.com  
 Address: 10680 Treena Street, Suite 100, San Diego, CA 92131  
 Contract Date: TBD  
 Sub-Contract Dollar Amount: \$101,743  
 Requirements of Contract: Mechanical, Plumbing and Electrical Design Services  
 What portion of work will be assigned to this subcontractor: Mechanical, Plumbing and Electrical Design Services  
 Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE or OBE: Yes, SLBE

Company Name: PS Consulting LLC  
 Contact Name and Phone Number: Patricia Smith, 702-321-1004  
 Contact E-mail: patricia.smith415@gmail.com  
 Address: 8741 Salvada Avenue, Las Vegas, NV 89148  
 Contract Date: TBD  
 Sub-Contract Dollar Amount: \$3,200  
 Requirements of Contract: Door Hardware Consulting  
 What portion of work will be assigned to this subcontractor: Door Hardware Consulting  
 Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE or OBE: No

Company Name: Archtecturaal Specifications, Inc.  
 Contact Name and Phone Number: Helga Brown, 760-271-3787  
 Contact E-mail: archspecs@mac.com  
 Address: 1160 N. Coast Hwy 101 #232456, Encinitas, CA 92023  
 Contract Date: TBD  
 Sub-Contract Dollar Amount: \$9,519  
 Requirements of Contract: Construction Specifications  
 What portion of work will be assigned to this subcontractor: Construction Specifications  
 Is the Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE or OBE: No

Company Name: Geocon Inc.  
 Contact Name and Phone Number: Joe Vettel, 619-818-0207  
 Contact E-mail: vettel@geocon.com  
 Address: 6960 Flanders Drive, San Diego, CA 92121  
 Contract Date: TBD  
 Sub-Contract Dollar Amount: \$30,294  
 Requirements of Contract: Geotechnical Engineering, Hazmat Survey and Consulting  
 What portion of work will be assigned to this subcontractor: Geotechnical Engineering, Hazmat Survey and Consulting  
 Is this Subcontractor a certified SLBE, ELBE, MBE, DBE, DVBE or OBE: No

I have read the matters and statements made in this Pledge of Compliance and Attachment "A"(s) there to and I know the same to be true of my own knowledge, except as to those matters stated upon information or belief and as to such matters, I believe the same to be true. I certify under penalty of perjury that the foregoing is true and correct.

DOUGLAS AUSTIN CEO  
Print Name, Title

  
Signature

12/09/2021  
Date