

PROFESSIONAL SERVICES AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 2020, by the **CITY OF GARDEN GROVE**, a municipal corporation, ("CITY") and **Dewberry Architects, Inc.**, herein after referred to as "CONTRACTOR".

RECITALS

The following recitals are a substantive part of this Agreement:

1. This Agreement is entered into pursuant to Garden Grove COUNCIL AUTHORIZATION, DATED _____.
2. CITY desires to utilize the services of CONTRACTOR to Provide a Comprehensive City Hall Security Enhancement Design in response to City of Garden per RFP S-1261.
3. CONTRACTOR is qualified by virtue of experience, training, education and expertise to accomplish services.

AGREEMENT

THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **Term and Termination** The term of the agreement shall be for period of 16 months from the date of full execution. This agreement may be terminated by the CITY without cause. In such event, the CITY will compensate CONTRACTOR for work performed to date in accordance with proposal which is attached as Attachment A and is hereby incorporated by reference. Contractor is required to present evidence to support performed work.
2. **Services to be Provided.** The services to be performed by CONTRACTOR shall consist of tasks as set forth in the Scope of Work and the Proposal. The Scope of Work is attached as Attachment "A" and the CONTRACTOR's Proposal is attached as Attachment "D", and is incorporated herein by reference. The Scope of Work, the Contractor's Proposal, and this Agreement do not guarantee any specific amount of work.
3. **Compensation.** CONTRACTOR shall be compensated as follows:
 - 3.1 **AMOUNT.** Total Compensation under this agreement shall not exceed (NTE) amount of Two Hundred Nineteen Thousand Nine Hundred Twenty Five Dollars (\$219,925.00), payable in arrears and in accordance with Pricing Proposal in Attachment "B".
 - 3.2 **Payment.** For work under this Agreement, payment shall be made per invoice for work completed. Within 45 day of delivery of goods or completion of performance of services, CONTRACTOR must promptly

render an invoice to CITY or payment may be significantly delayed. For extra work not a part of this Agreement, a written authorization by CITY will be required, and payment shall be based on schedule included in Pricing Proposal (Attachment "B").

- 3.3 Records of Expenses. CONTRACTOR shall keep complete and accurate records of all costs and expenses incidental to services covered by this Agreement. These records will be made available at reasonable times to CITY.
- 3.4 Termination. CITY and CONTRACTOR shall have the right to terminate this agreement, without cause, by giving thirty (30) days written notice of termination. If the Agreement is terminated by CITY, then the provisions of paragraph 3 would apply to that portion of the work completed.

4. Insurance requirements.

- 4.1 COMMENCEMENT OF WORK. CONTRACTOR shall not commence work under this Agreement until all certificates and endorsements have been received and approved by the CITY. All insurance required by this Agreement shall contain a Statement of Obligation on the part of the carrier to notify the CITY of any material change, cancellation, or termination at least thirty (30) days in advance.
- 4.2 WORKERS COMPENSATION INSURANCE. During the duration of this Agreement, CONTRACTOR and all subcontractors shall maintain Workers Compensation Insurance in the amount and type required by law, if applicable.
- 4.3 INSURANCE AMOUNTS. CONTRACTOR shall maintain the following insurance for the duration of this Agreement:
- (a) Commercial general liability in an amount of \$1,000,000.00 per occurrence (**claims made and modified occurrence policies are not acceptable**); Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A-Class VII or better, as approved by the CITY.
 - (b) Automobile liability in an amount of \$1,000,000.00 combined single limit (**claims made and modified occurrence policies are not acceptable**); Insurance companies must be acceptable to CITY and have a Best's Guide Rating of A-, Class VII or better, as approved by the CITY.

- (c) Professional liability in an amount not less than \$2,000,000. Insurance companies must be admitted and licensed in California and have a Best's Guide Rating of A-Class VII or better, as approved by the City. If the policy is written on a "claims made" basis, the policy shall be continued in full force and effect at all times during the term of the agreement, and for a period of three (3) years from the date of the completion of services provided. In the event of termination, cancellation, or material change in the policy, professional/consultant shall obtain continuing insurance coverage for the prior acts or omissions of professional/consultant during the course of performing services under the term of the agreement. The coverage shall be evidenced either by a new policy evidencing no gap in coverage, or by obtaining separate extended "tail" coverage with the present or new carrier.

An **On-Going and Completed Operations Additional Insured Endorsement** for the policy under section 4.3 (a) shall designate CITY, its officers, officials, employees, agents, and volunteers as additional insureds for liability arising out of work or operations performed by or on behalf of the CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

An Additional Insured Endorsement for the policy under section 4.3 (b) shall designate CITY, its officers, officials, employees, agents, and volunteers as additional insureds for automobiles, owned, leased, hired, or borrowed by the CONTRACTOR. CONTRACTOR shall provide to CITY proof of insurance and endorsement forms that conform to CITY's requirements, as approved by the CITY.

For any claims related to this Agreement, CONTRACTOR's insurance coverage shall be primary insurance as respects CITY, its officers, officials, employees, agents, and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, agents, and volunteers shall be excess of the CONTRACTOR's insurance and shall not contribute with it.

If CONTRACTOR maintains higher insurance limits than the minimums shown above, CONTRACTOR shall provide coverage for the higher insurance limits otherwise maintained by the CONTRACTOR.

5. **Non-Liability of Officials and Employees of the CITY.** No official or employee of CITY shall be personally liable to CONTRACTOR in the event of any default or breach by CITY, or for any amount which may become due to CONTRACTOR.

6. **Non-Discrimination.** CONTRACTOR covenants there shall be no discrimination against any person or group due to race, color, creed, religion, sex, marital status, age, handicap, national origin, or ancestry, in any activity pursuant to this Agreement.
7. **Independent Contractor.** It is agreed to that CONTRACTOR shall act and be an independent contractor and not an agent or employee of the CITY, and shall obtain no rights to any benefits which accrue to CITY'S employees.
8. **Compliance with Law.** CONTRACTOR shall comply with all applicable laws, ordinances, codes, and regulations of the federal, state, and local government. CONTRACTOR shall comply with, and shall be responsible for causing all contractors and subcontractors performing any of the work pursuant to this Agreement to comply with, all applicable federal and state labor standards, including, to the extent applicable, the prevailing wage requirements promulgated by the Director of Industrial Relations of the State of California Department of Labor. The City makes no warranty or representation concerning whether any of the work performed pursuant to this Agreement constitutes public works subject to the prevailing wage requirements.
9. **Notices.** All notices shall be personally delivered or mailed to the below listed address, or to such other addresses as may be designated by written notice. These addresses shall be used for delivery of service of process.
 - a. (CONSULTANT)
Dewberry Architects, Inc.
Attention: Alan Korth, RA, LEED AP, Principal
300 North Lake Avenue
Pasadena, CA 91101
 - b. (Address of CITY) (with a copy to):
City of Garden Grove Garden Grove City Attorney
11222 Acacia Parkway 11222 Acacia Parkway
Garden Grove, CA 92840 Garden Grove, CA 92840
10. **CONTRACTOR'S PROPOSAL.** This Agreement shall include CONTRACTOR'S proposal or bid which shall be incorporated herein by reference. In the event of any inconsistency between the terms of the proposal and this Agreement, this Agreement shall govern.
11. **Licenses, Permits, and Fees.** At its sole expense, CONTRACTOR shall obtain a Garden Grove Business License, all permits, and licenses as may be required by this Agreement.
12. **Familiarity with Work.** By executing this Agreement, CONTRACTOR agrees that: (1) it has investigated the work to be performed; (2) it has investigated the site of the work and is aware of all conditions there; and (3) it understands the facilities, difficulties, and restrictions of the work under this Agreement.

Should Contractor discover any latent or unknown conditions materially differing from those inherent in the work or as represented by CITY, it shall immediately inform CITY of this and shall not proceed, except at CONTRACTOR'S risk, until written instructions are received from CITY.

13. **Time of Essence.** Time is of the essence in the performance of this Agreement.
14. **Limitations Upon Subcontracting and Assignment.** The experience, knowledge, capability, and reputation of CONTRACTOR, its principals and employees were a substantial inducement for CITY to enter into this Agreement. CONTRACTOR shall not contract with any other entity to perform the services required without written approval of the CITY. This Agreement may not be assigned voluntarily or by operation of law, without the prior written approval of CITY. If CONTRACTOR is permitted to subcontract any part of this Agreement, CONTRACTOR shall be responsible to CITY for the acts and omissions of its subcontractor as it is for persons directly employed. Nothing contained in this Agreement shall create any contractual relationship between any subcontractor and CITY. All persons engaged in the work will be considered employees of CONTRACTOR. CITY will deal directly with and will make all payments to CONTRACTOR.
15. **Authority to Execute.** The persons executing this Agreement on behalf of the parties warrant that they are duly authorized to execute this Agreement and that by executing this Agreement, the parties are formally bound.
16. **Indemnification.** To the fullest extent permitted by law, CONTRACTOR shall defend, and hold harmless CITY and its elective or appointive boards, officers, agents, and employees from any and all claims, liabilities, expenses, or damages of any nature, including attorneys' fees, for injury or death of any person, or damages of any nature, including interference with use of property, arising out of, or in any way connected with the negligence, recklessness and/or intentional wrongful conduct of CONTRACTOR, CONTRACTOR's agents, officers, employees, subcontractors, or independent contractors hired by CONTRACTOR in the performance of the Agreement. The only exception to CONTRACTOR's responsibility to the foregoing indemnity defend, and hold harmless obligation to the CITY, is due to the negligence, recklessness and/or wrongful conduct of CITY, or any of its elective or appointive boards, officers, agents, or employees.

This hold harmless agreement shall apply to all liability regardless of whether any insurance policies are applicable. The policy limits do not act as a limitation upon the amount of indemnification to be provided by CONTRACTOR.

17. **Appropriations.** This Agreement is subject to and contingent upon funds being appropriated therefor by the Garden Grove City Council for each fiscal year covered by the term of this Agreement. If such appropriations are not made, this Agreement shall automatically terminate without penalty to the CITY.

IN WITNESS THEREOF, these parties have executed this Agreement on the day and year shown below.

Date: _____

"CITY"
CITY OF GARDEN GROVE

By: _____
City Manager

ATTESTED:

City Clerk

Date: _____

"CONTRACTOR"
Dewberry Architects, Inc.

By: Donald E. Stone, Jr.

Name: Donald E. Stone, Jr.

Title: Executive V.P.

Date: 2/11/2020

Tax ID No. 37-1004942

Contractor's License: C-23444*

*CA Architect
Expiration Date: 10/31/2021

If CONTRACTOR is a corporation, a Corporate Resolution and/or Corporate Seal is required. If a partnership, Statement of Partnership must be submitted to CITY.

APPROVED AS TO FORM:

James H. Egan
Garden Grove City Attorney

2-13-2020
Date



ATTACHMENT "A"
RFP S-1261

SCOPE OF WORK

**Provide a Comprehensive City Hall Security Enhancement Design for
the City of Garden**

BACKGROUND

The City of Garden Grove is located in central Orange County and services an area of 18 square miles with a population of approximately 180,000 residents. It is the fifth largest City in Orange County and the twenty-eighth largest in the State of California, neighboring major cities such as Anaheim, Orange, Santa Ana, Westminster, and Stanton.

The City of Garden Grove is a general law city and operates under a Council-Manager form of government, with a seven member City Council comprised of six Council Members elected by district and a Mayor elected at-large. Garden Grove is a full service city that provides a range of municipal services, including but not limited to police, street maintenance, park maintenance, water, sewer, refuse, recreation, traffic/transportation, planning and general administrative services. The City's 2019-2021 biennial General Fund operational budget is \$126.7 million with a total citywide operational budget of \$259.5 million.

FIRM BACKGROUND INFORMATION

The Consultant's firm, including principals, project managers, and key personnel shall have relevant documented experience with similar work and shall be licensed/certified to perform the services required under this RFP. The Consultant shall provide background information including specific qualifications and experience in drafting related designs for similar governmental or public sector entities. The information below must be included:

- a) Describe the firm's organizational structure and explain how the firm is qualified to be responsive to the specific requirements of this RFP.
- b) Describe the firm's qualifications and experience providing similar services as required in this RFP.
- c) Provide a project staffing organizational chart listing key personnel assigned to this project. Include assigned duties and resumes for each individual listed. Resumes must list education, training, professional work experience, and a listing of work performed comparable to that described within this RFP.
- d) Provide a narrative describing the approach the firm would take to facilitate input from the City of Garden Grove team members as well as a detailed work plan describing the firm's approach to designing, managing and coordinating

this project. The description should include all tasks listed in the Scope of Work for all phases of the project along with a preliminary schedule.

- e) Provide at least three (3) references of similar government facility security design work that you have conducted and completed within the last five (5) years comparable to that described within this RFP. Include contact information for each. Please use the document that is provided in Appendix A of this RFP document.
- f) Submit a price proposal in a sealed envelope separate from the technical proposal. Please DO NOT include prices or any type of pricing information in the "Technical Proposal" or in the envelope which contains the technical proposal. Those envelopes containing the proposal pricing for those technical proposals determined to be unacceptable will be returned to the proposers unopened, upon written request only, after the completion once RFP process is completed.

SCOPE OF WORK

This Request for Proposals (RFP) will be for a comprehensive City Hall Security Enhancement Design Proposal only. Nothing in this RFP request shall obligate the City to select a Consultant or enter into any agreement with a Consultant. Projects shall be contingent on a mutually agreed scope of work, fee proposal, and availability of budgeted funds. The following scope of work is included as a guideline for the proposer. It is designed to identify the minimum service level expected from the successful firm and as such should be modified and augmented based upon the experience of the firm, as necessary to complete the project.

Garden Grove City Hall is located at 11222 Acacia Parkway in Garden Grove, California. The City Hall facility was acquired by the City in 1993 from the Orange County Transportation Authority. Since then it has undergone a number of improvements including necessary structural repairs, a complete interior redesign, HVAC and telecommunication systems upgrades, and landscape improvements. As an administrative facility, the building is mainly comprised of general office spaces which include an open office plan, private offices, conference rooms, computer rooms, kitchen and lounge areas, and a reprographics lab. City Hall houses approximately 150 full-time and part-time employees on a daily basis. The first floor is comprised of staff from the Community Services Department (Recreation), Finance (Utility Billing and Business Tax), Building, Planning and Engineering. The second floor consists of Human Resources, Finance, City Clerk's Office, IT, and Reprographics. Lastly, the third floor houses the City Manager's Office, City Council offices, the Office of Community Relations, and Community and Economic Development.

In July 2017, the City of Garden Grove enlisted the expertise of the Orange County Intelligence Assessment Center in order to conduct a Vulnerability Assessment of the Garden Grove City Hall facility. The vulnerability assessment and subsequent mitigation report identified several areas of improvement including a number of security deficiencies within the existing City Hall facility requiring attention. The

report also included solutions for lowering the facility's general risk level. For security reasons, the vulnerability assessment is not included in the RFP.

Based on the vulnerability assessment findings, the City of Garden Grove is seeking proposals from qualified architectural firms to secure conceptual designs for City Hall Security Enhancements. The selected consultant will evaluate the existing City Hall facility, taking into consideration the vulnerabilities and concerns identified in the Orange County Intelligence Assessment Center's Vulnerability Assessment and Mitigation Report, and produce a design proposal that addresses identified security deficiencies. The final conceptual design proposal must be in compliance with well-established industry standards, and take into account all applicable laws, codes, and regulations.

Please address in your proposal how you will accomplish the requested City Hall Security Enhancement Design, which shall include, but not be limited to the following:

- A) Thoroughly review and understand the vulnerabilities, security concerns, and recommended mitigation steps identified in the Orange County Intelligence Assessment Center's Vulnerability Assessment and Mitigation Report.
- B) Address, in detail, vulnerabilities and recommended mitigation step outlined in the Orange County Intelligence Assessment Center's Vulnerability Assessment and Mitigation Report and explain how each item may be incorporated into the conceptual design to accomplish the goal of enhancing security in public and employee spaces throughout City Hall.
- C) Identify and recommend any additional services deemed appropriate to achieve the objectives set forth in this RFP.
- D) Consultants interested in submitting a proposal will be required to attend a mandatory pre-proposal meeting and site-walk. The pre-proposal meeting and site-walk will be by invite only. Consultants will be required to visit the Purchasing Department on the second floor of Garden Grove City Hall located at 11222 Acacia Parkway, Garden Grove, CA, between the hours of 8:00 a.m. to 4:00 p.m., to pick up a copy of the Orange County Intelligence Assessment Center's Vulnerability Assessment and Mitigation Report, sign/submit a confidentiality agreement at that time, and RSVP for the mandatory pre-proposal meeting and site-walk, at which time Consultants will be given information on the mandatory pre-proposal meeting location, date and time. The deadline to pick up the pick up a copy of the Orange County Intelligence Assessment Center's Vulnerability Assessment and Mitigation Report, sign/submit a confidentiality agreement is **by 4:00 p.m., local time on Wednesday, November 6, 2019**. A sample copy of the confidentiality agreement is attached as Appendix C.
- E) The selected consultant shall conduct a series of interviews with key stakeholders among City staff, review existing employee workspaces, and understand the daily operations performed by staff to better address security needs. The successful proposer should recommend, in the proposal response,

the estimated number and frequency of meetings that will be required to appropriately gather information and inform City staff of progress.

- F) The selected consultant shall comply with well-established industry standards, and take into account all applicable laws, state and local building codes, ADA requirements, and regulations.
- G) The selected consultant shall develop three conceptual and schematic designs, at three different cost levels, for evaluation and selection of a preferred option by Staff. The consultant shall participate in a preferred option selection meeting and plan on presenting each option to Staff. The consultant shall be expected to answer various questions at the meeting. Designs will include sufficient renderings depicting the overall look and feel of the security enhancement design for each option and demonstrate how vulnerabilities will be addressed.
- H) The selected consultant shall provide total estimated project cost (both one-time and ongoing) broken down into individual line items for each security vulnerability in order to allow for a la carte enhancement consideration in selecting the preferred option plans and specifications for construction. Proposed material costs shall be included in the estimated cost breakdown. Cost estimates shall be made available for each of the three conceptual designs at the time of the preferred option selection meeting with staff (referred to in paragraph E).
- I) The preferred option shall be finalized to include, a complete set of construction documents that shall include; plans, specifications, cost estimate and other required documents required to bid out and construct the preferred option.
- J) The construction documents shall be approved by the City's Planning and Building Divisions through the normal plan check process; this will include reviews by most other City Departments as required by the normal plan check process. Additionally, the Public Works Facilities Division shall also review and approve the construction documents.
- K) Upon completion and selection of a preferred design option, the Consultant shall budget for; a pre-construction meeting, answer requests for information (RFI's), and review shop drawing submittals as required. The Consultant will also budget for 15 hours of time to assist with any other construction issues as it relates to the selected design.
- L) Provide a final written conceptual design report detailing all of the findings and proposed design enhancements to the City Hall facility, including all required physical changes and suggested equipment improvements for the preferred option. The selected firm may be required to present the report to the City Council in closed session.

Attachment "B"

Pricing Proposal rev. January 30, 2020

Total Fee		
Discipline	Total Fee submitted 12/9/19	Total Fee submitted 1/30/20
Architecture	\$93,500	\$93,500
Civil + Structural Engineering	\$43,400	\$24,125
MEP + Security Electronics	\$76,500	\$76,500
Landscape Design	\$38,270	\$0
Cost Estimating	\$25,800	\$25,800
TOTAL	\$277,470	\$219,925

APPENDIX "C"

CONFIDENTIALITY AND NONDISCLOSURE AGREEMENT

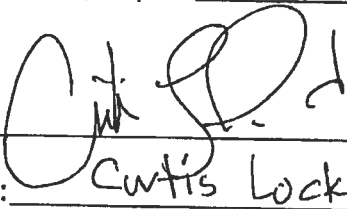
The undersigned represents a firm preparing a response to the City of Garden Grove RFP No. S-1261, City Hall Security Enhancements (User) and will have access to confidential government building security information pertaining to the Garden Grove City Hall and a report entitled Orange County Intelligence Assessment Center's Vulnerability Assessment and Mitigation Report ("Confidential Information").

User expressly agrees not to disclose the Confidential Information to the public or any other third party, and not in any way detrimental to the City of Garden Grove. User further agrees not to use, display, disclose or otherwise exploit the Confidential Information in any manner, directly or indirectly, for personal, commercial, or financial benefit of any kind, nor to permit such use, disclosure or exploitation by any other person.

User acknowledges that unauthorized Use of the Confidential Information could expose the City and its officers, employees, invitees and other third parties to security threats, and may cause irreparable harm, injury and damage to the City, its officers employees, and invitees for which the City, its officers, employees and invitees may seek legal remedies. User shall indemnify and hold the City, its officers, directors, employees, and agents, harmless from any and all costs, expenses, damages, or liability of any kind whatsoever arising from any Use of the Confidential Information by User, or permitted by User, in violation of this agreement.

The undersigned represents that he/she is authorized to execute this agreement and so bind the firm hereunder. I acknowledge responsibility to comply with this agreement:

Signed this 5 day of November, 2019.

SIGNATURE: 
Name (Print): Curtis Lockwood

Title: Sr PM
Dewberry

Attachment "D"

3 Approach



3 Approach

Approach

Our team's expertise in security upgrade projects for municipal facilities gives us a deep understanding of the issues confronting the City as it seeks to enhance the security design of their city hall.

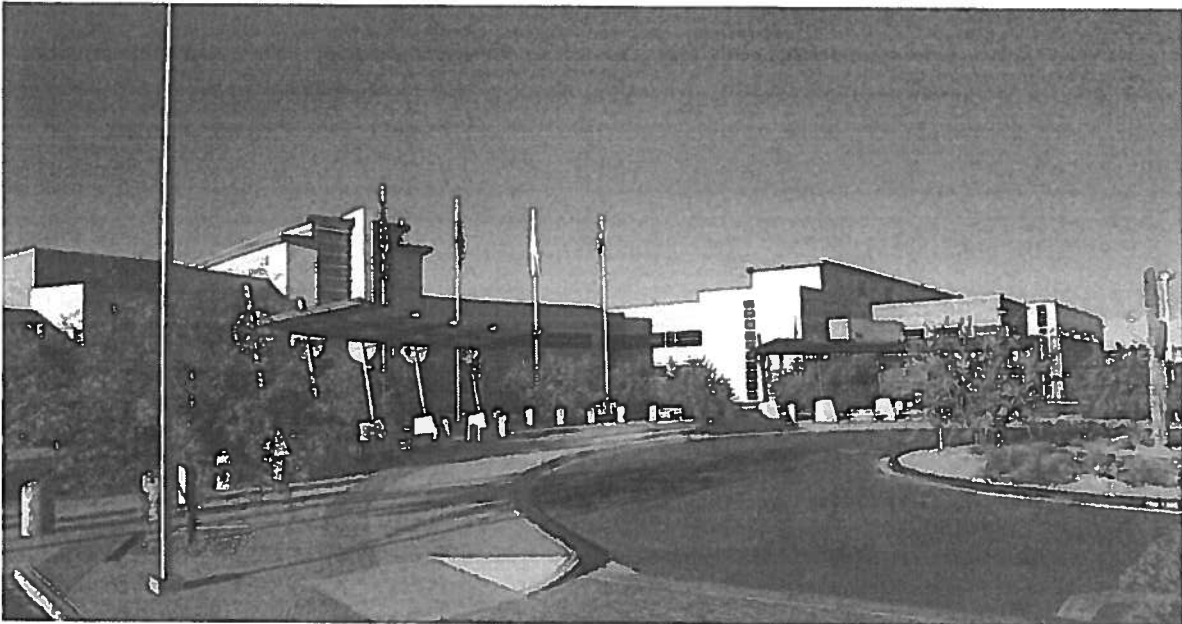
As our design team, including credentialed integrated security control specialists, work through the design and construction process with the City's stakeholders for this project, our goal will be to accomplish these key objectives.

- Complete evaluation of all existing and potentially new cameras and monitoring system, card access, intrusion detection, automated gate systems, active shooter systems, mass notification systems and visitor management systems.
- Complete evaluation of existing fire alarm system, if required.
- Interview all key facility and administration personnel as directed by the Garden Grove project team to understand policy and procedure that will affect how the new systems will need to function.
- Provide a physical security assessment report.
- Provide an integrated design maximizing operational longevity, serviceability and cost effectiveness.
- Design to industry standards using non-proprietary proven technology for all subsystems. These include: card access; mass notification; active shooter; intrusion detection; intercom & paging system; CCTV video surveillance; visitor management. Other systems not as typical: watch tour system, duress alarm system, and elevator control integration.
- Provide new infrastructure (conduit, power) that is accessible for sustainability.
- Incorporate a standards compliant security network system if none exists.
- Develop an opinion of probable construction cost at established project milestones



- Develop a phasing plan that mitigates, delineates and manages the possible impact of the construction work to the daily operation and safety of the facility. The plan will also help the facility staff (along with the contractor) to be proactive in communication, addressing staffing needs and the overall timing of construction sequences in an occupied facility.
- Maintain the security and safety of the facilities at all times.
- Design to allow existing system to remain active as long as possible during the change out of systems.
- Design to accommodate future expansion.
- Replace or upgrade existing systems with new system components and software. If a City standard is in place, we will specify the appropriate matching components to effectively expand the current standard system.
- Provide detailed record documents: drawings and specifications.
- Perform final inspection of completed systems.
- Create "Punch List" of all items found to be not functioning correctly or not in compliance to the Contract Documents.
- Perform follow-up inspection to verify all work identified on the punch list is completed.

Our design and project management approach has evolved over our many years working with public safety and city governance facility clients. The process that we constantly strive to refine maximizes communication and documentation of design criteria to achieve successful implementation of the design solution.



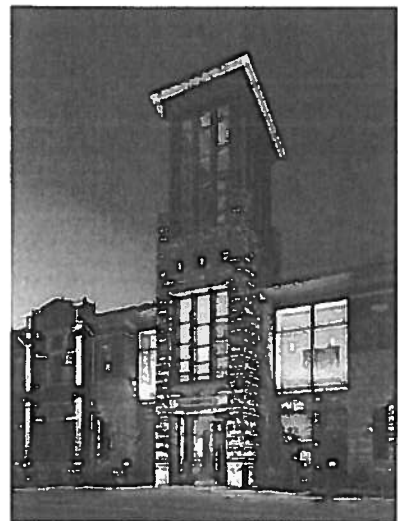
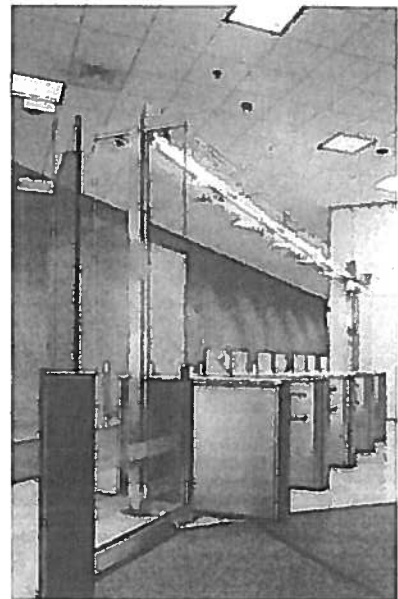
Physical Security Assessment

The Physical Security Assessment will review and report on three components of threat mitigation - Electronic, Architectural, and Operational.

- ✓ **Electronic** refers to countermeasure components that include, cameras, card readers, motion detectors, electronic locks, active shooter, visitor management, mass notification, etc.
- ✓ **Architectural** countermeasures include doors, walls, gates, fencing, standoff distances, bullet resistance, air intake protection, etc.
- ✓ **Operational** components include guards, monitoring posts, policy and procedure.

The survey process occurs to capture existing conditions related to the three countermeasure components and involves the following:

- Attend a kick-off meeting with the Garden Grove City Hall team to review all system design requirements, project schedule, design deliverables, communication process and Garden Grove City protocol.
- The team of Dewberry design specialists will survey the facility(s) and document existing conditions and systems.
- During the facility survey, Dewberry will conduct in-depth interviews with all key facility and administration personnel as directed by Garden Grove to understand existing problems, required additions, and policy and procedure that will affect the projects overall goals.
- Review site access to include fencing, gates, and gate automation. Separation between staff and public.
- Crash resistant gates and fencing.
- Fence adjacencies which might allow climbing.
- Interior physical security assessment for bullet and attack resistance, secure locking controls, define barriers of security between public zone and staff zones.
- Incorporate secure access controlled doorways between different security zones.
- Prepare a comprehensive Physical Security Assessment Report.
- Presentation of our evaluation report and recommended design solution including a systems narrative, and preliminary opinion of probable cost.



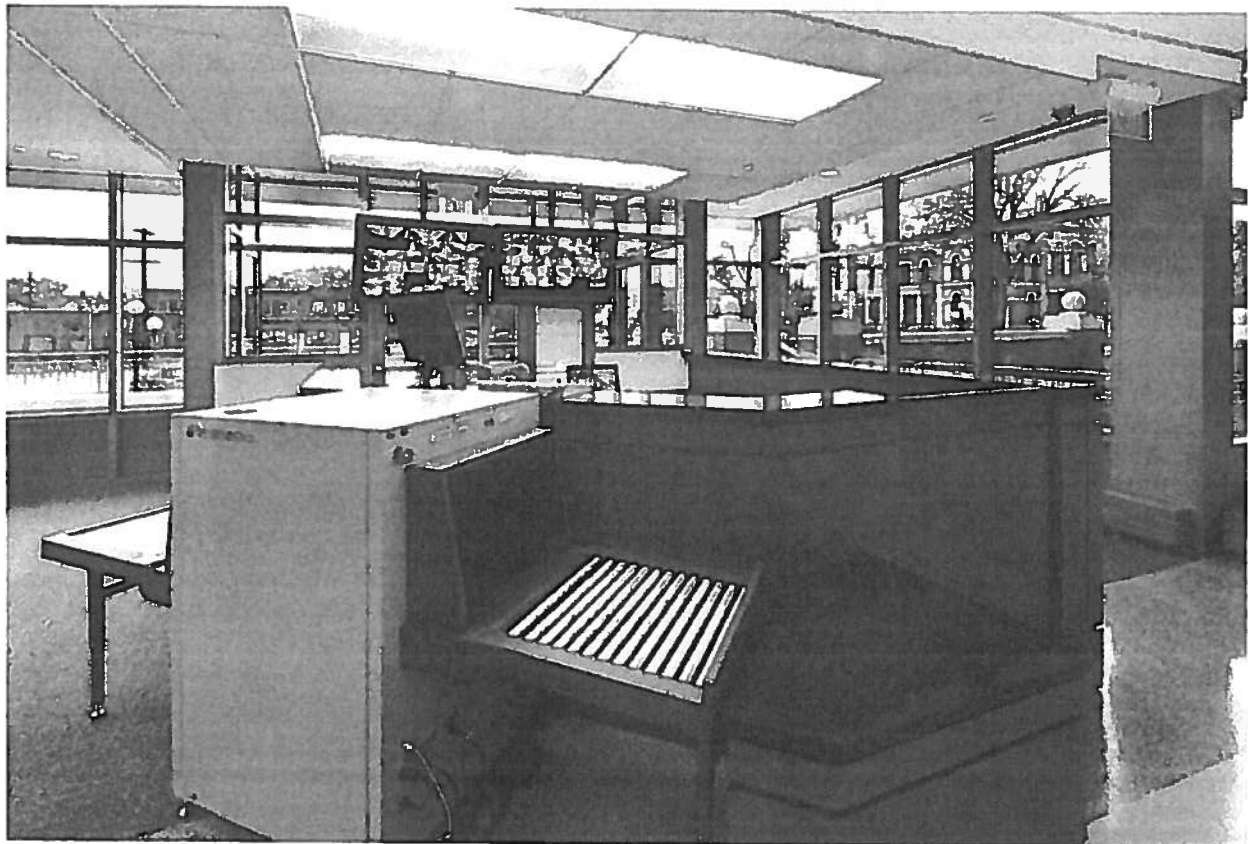
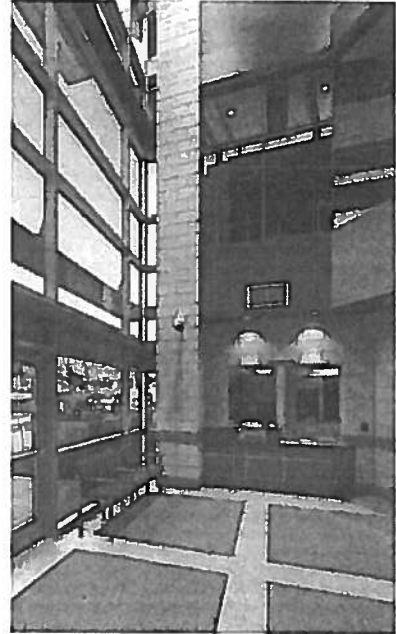
Schematic Design

Dewberry will begin to develop conceptual options as needed to accommodate the prioritized scope from the Physical Security Assessment Report. Options will be presented such that Garden Grove may evaluate operational and functional impacts of various alternatives.

The resulting conceptual design options will be delineated, with a supporting design narrative and a rough order of magnitude cost analysis. The concepts will be presented and discussed to explore:

- Various alternatives and priorities for meeting security upgrade needs
- Identify potential configuration options for parking, storage and overall site circulation
- Provide preliminary project budgets with advantages and disadvantages

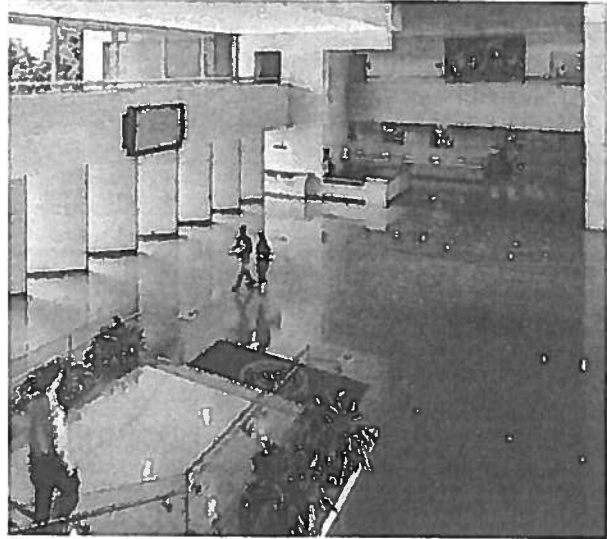
Architectural, Security Electronics specialists and Site/Civil engineering will play a significant role during this process by identifying needs and recommending various options. The resulting schematic design package will assist Garden Grove in making informed decisions, in terms of design impacts and cost, before finalizing direction in Construction Documents.



Construction Documents

The documents are further refined and incorporated into a final set of documents sufficient in detail to bid the project for construction. These documents will be prepared in accordance with 2018 CBC/Cal Green building code requirements, the standards for the design and construction of projects in the State of California. We will continue to hold meetings/reviews to monitor project status, milestones, project schedule and project budget issues, and the quality of the documents at mutually agreed-upon milestones. These meetings/ reviews will ensure:

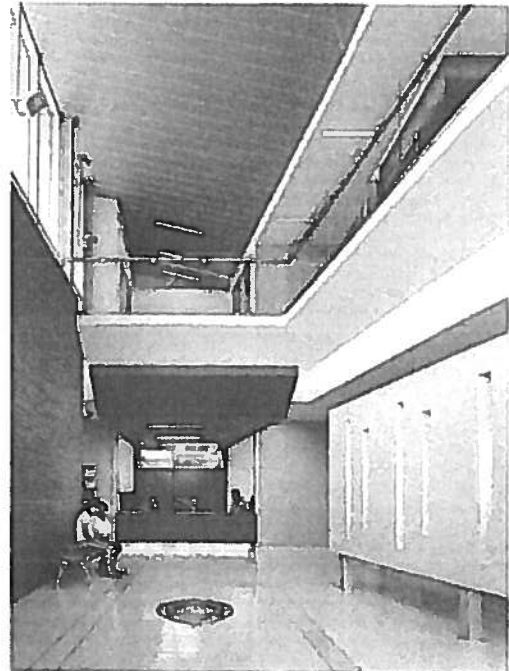
- Proper coordination between the City, Architect and Engineers
- Overall clarity and constructability of documents



Bidding

Successful administration of the bid phase will result in a project that meets the City's goals and is completed on schedule and within budget. We will perform a variety of services in administering the bid phase. Their bid phase services may include:

- Attending pre-bid conference(s) to clarify bidding requirements
- Developing methods for tracking, responding to, and expediting questions received prior to receipt of bids
- Reviewing addenda and advising the County of time, cost or constructability impacts
- Assisting in assembling construction documents, bid documents, general conditions, general requirements, addenda and timely distribution to all prospective bidders
- Reviewing and analyzing bids and making recommendations to the City for contract awards



Construction Administration

- Construction Administration services may include
- Observation/Site visits
- Issuance of monthly payment certificates
- Shop drawing and sample review
- Preparation of Architect Supplemental Instructions as necessary
- Development of lists of deficiencies and corrections (punch lists)
- Analysis of warranties

Timely responsiveness to construction issues, adherence to the contract documents, and cultivating a collaborative working relationship with the contractor are strengths we offer. Throughout construction, Project Manager, Curtis Lockwood, will oversee the construction team. Key personnel identified in this RFQ, representing architectural and engineering disciplines, will participate in some manner in the construction phase.

Preliminary Schedule

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Construction Period
Conceptual Design																	
Kick Off Meeting																	
Send out Questionnaires																	
Tally Responses																	
Employee Interviews																	
Conceptual Meeting																	
Conceptual Options																	
Price Conceptual Options (3)																	
Schematic Design																	
Respond to Budget from Concepts																	
Meet to Review Cost/Concepts																	
Develop 3 Schematic Designs																	
Price Schematic Options (3)																	
Meet to Review Cost/Concepts																	
Finalize Schematic Designs																	
Choose Cost Option																	
Design Development																	
Finalize System Functions																	
Finalize Physical Security Plans																	
Create Civil/Arch/Security Plans																	
Input Design for MEP to Address																	
Coordination of Systems Interface																	
Design Development Sign Off																	
Construction Documents																	
Complete System Manufacturers																	
Complete Arch Elements																	
Complete Structural Elements																	
Complete Systems Elements																	
Agency Approval																	
Submit for Plan Check																	
Address Any/All Comments																	
Ready for Permit																	
Bid Phase																	
Issue Plans & Specifications to Bidders																	
Address all Bid Questions																	
Review Bids																	
Construction																	
Participate in Site Meetings																	
Address RFIs, Review Submittals																	
Validate Completed Systems Operation																	
Close Out Project																	